

Job description for the post of: Chief Financial Officer

Salary Range: £52,000 to £68,000 FTE Permanent 0.5 to be worked flexibly across the week according to the demands of the Trust's financial planning calendar.

Responsible to: Chief Executive Officer

Role overview: To provide Strategic leadership and oversight of the Trust's financial strategy and long term planning

- Take a major role in helping to formulate, evaluate and promote the strategic direction of AtC in particular its financial strategy
- Evaluate and ensure financial statutory responsibilities and compliance demands are met including policy development
- Develop and drive internal financial procedures/systems - ensuring that staff with financial responsibilities are appropriately trained, deployed and managed and that the systems have capacity for future growth
- Take leadership of the Trust's financial scrutiny processes (including engagement with the Trust's internal and external audit providers)
- Ensure Trustees and other relevant stakeholders receive timely reports and the necessary support, training and guidance to help them to fulfil their roles
- To act as Company Secretary.

Main responsibilities:

The CFO sets annual budgets and long term forward planning in line with AtC's funding allocation. The role holds school leaders accountable for financial decision making related to the GAG, curriculum design, staffing allocations and procurement of goods and services, in addition to being responsible for statutory returns to DfE/ESFA/Companies House ensuring the trust remains compliant with the Academies Financial Handbook, Companies House, the Charities Commission and other relevant statutory and regulatory requirements.

Working in conjunction with the executive team and school leaders the CFO;

- through their leadership;
 - ensures the Trust's resources enable its pupils, staff and schools to achieve excellent outcomes
 - develops a culture of belonging where all stakeholders are united through common purpose and shared values
 - through respectful relationships identifies and shares good practice

- ensures monthly accounting and internal controls are accurate and used effectively to remain with agreed limits.
- is responsible for budget monitoring returns to the ESFA in a timely manner and all aspects of the Academies' Financial Handbook reasonably expected of the chief financial officer.
- has strategic responsibility for the procurement and management of resources within the Trust;

The specific purpose of this job is to:

- Provide professional management and leadership of financial services for AtC.
- Ensure the provision of consolidated financial reporting to enable the Trust to achieve its objectives through the effective and efficient management of financial resources.
- Promote best practice and ensure compliance with the financial processes and procedures set out in the policies of the Trust and Academies Handbook.
- Have effective responsibility for the following:
 - Financial statements
 - Management accounts
 - Financial compliance
 - Budget preparation
 - Financial reporting
 - Audit services
 - Financial systems and processes
- Oversee the financial management in each school
- Prepare and present school and Trust level reports on the financial position to schools, CEO and AtC board.
- Oversee externally contracted services. Ensure best value and quality of service, leading on tendering processes when necessary.
- Ensure best-value within budgets for all goods and services procured
- Analyse and evaluate staff structures on a regular basis to maximise efficiency and effectiveness.
- Working with the schools, oversee the organisational risk register and act as Data Protection Lead

The description reflects the position at the present time only and may be modified by the CEO, in consultation with the CFO, to reflect or anticipate changes in the job, commensurate with the salary and job title.

A flexible working pattern is needed to ensure that all relevant functions are fulfilled. The CFO role involves work on different sites and attendance at board and committee meetings, including *some* Local Governing Body Meetings.

Core duties

Financial Management:

- Ensure the Trust has appropriate financial systems in place to manage to ensure accurate financial records are maintained and reported to the DfE, ESFA, Companies House and the Charities Commission.
- Oversee the preparation of the year end statutory accounts and the audit file for the year-end audit of the Trust accounts; liaise with the auditors to reach signoff and filing of annual company accounts according to DfE and HMRC guidelines.
- Develop a three year financial plan and agree annual budgets with CEO and Headteachers, ensuring they adhere to agreed Trust parameters and are presented to Trustees and LGBs appropriately for scrutiny and approval.
- Devise appropriate accounting procedures to control, monitor and disburse each school's budget, including routine financial arrangements.
- Work with finance administrative personnel to ensure the production of monthly/ quarterly management accounts and produce timely, accurate and appropriate reports and financial forecasts for the Trustees/LGBs as appropriate.
- Support and challenge the CEO and Trustees in the review systems and structures within the Trust to ensure value for money and efficiency in all operations.
- Ensure timely and effective financial information for Trustees and provide general support to ensure the effective conduct of their business in accordance with the articles of governance and financial regulations policy.
- Research and bid for additional funding to DfE and other sources for the Multi Academy Trust and in support of individual Academies, and assist with the financial monitoring of projects as they are agreed.
- To oversee the preparation and submission the necessary documentation for the recovery of VAT

Audit Services:

- Advise the Chief Executive and the Board on external and internal audit arrangements, as required by financial regulations and memoranda.
- Liaise with auditors and facilitate all audit arrangements
- Implement audit requirements, as they affect all financial activities in the Trust.

Contract Management:

- Manage the effective purchasing and procurement of services for the MAT, all to be procured in line with DfE guidance with a view to cost effectiveness and value for money.
- Ensure best-value within Trust wide budgets for buildings, power, water, rates, furniture, furnishings, all contracts, insurance and grounds maintenance.

Business Planning:

- To manage special projects as required, particularly those concerned with income generation and to write bids for funding as required.
- With the CEO, ensure there are appropriate risk management systems in place for the Trust and its academies for all financial and business risks.

Prepared by: Jane Chambers

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Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.