

ROLE: CHIEF FINANCE OFFICER (CFO)

PAY BAND: Band 13

REPORTS TO: Chief Executive Officer (CEO)

The Salterns Academy Trust is a learning community where every member of staff understands the difference that they can make to our students' lives. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the Trust's professional development.

The Salterns Academy Trust is committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

Key Purposes:

To fulfil the duties of the Designated Chief Finance Officer, as laid out in the Academies Trust Handbook.

To be a Trust senior leader and key member of the Trust Executive Leadership Team, working alongside the CEO, Education Director, and Chief Operating Officer (COO) to provide strategic leadership for the Trust.

To lead, develop, and maintain sound operations of financial policy/practice across the Trust; and in so doing ensure that all statutory requirements, guidance from ESFA, and the requirements of the Academies Financial Handbook are fulfilled.

Strategic Responsibilities

1. To lead and manage the Trust's finance and accounting policies and procedures, advising the Accounting Officer, Executive Headteachers and Trustees on all financial and asset matters.
2. To be responsible for ensuring that the CEO and Trustees are regularly informed of the Trust's financial performance, including relevant benchmarking data.
3. To be the primary point of contact across the Trust for financial management and statutory financial returns, actively seeking and circulating advice from the ESFA and professional agencies as required.
4. To ensure achievement of the agreed Trust's budget(s) through rigorous monitoring and control methods.
5. To be responsible for co-ordinating the Trust's statutory accounts, financial returns and all relevant reports for the Accounting Officer and Trustees, ensuring that all key deadlines are achieved.
6. To review, on an annual basis the Finance Policy, the Reserves Policy, and the Scheme of Delegation and advise Trustees of financial powers and associated internal control arrangements and ensuring Trust-wide compliance.
7. To prepare the year end statutory accounts and the audit file for the year end audit of the Trust accounts; consult with the auditors to reach signoff and filing of annual company accounts according to DfE and Companies House guidelines.
8. To lead and co-ordinate internal audit and quality assurance processes to risk-test financial and asset management systems and the efficacy of internal controls across the Trust, working under the direction of the Trust's Audit and Risk Committee.

9. To ensure the Trust has appropriate financial systems in place and managing these in accordance with the agreed policies and timetable; ensuring accurate financial records are maintained and reported to the DfE, ESFA and Companies House.
10. To advise the CEO and Trustees of any concerns relating to present or future financial risks, financial controls, or potential irregularities – overseeing the implementation of procedures to minimise any risk of fraud.
11. To investigate ways of improving financial performance, including embracing digital solutions, and ensuring best practice guidelines are adhered to in each Trust school.
12. To direct the implementation of best practice with respect to value for money, regularity, propriety, and transparency in relation to the traded service agreements and contracts across the Trust.
13. To play a full role in the decision-making of the Trust Executive Leadership team, both from a financial perspective and more broadly to support the meeting of all agreed Trust priorities.
14. To submit bids or provide information to support the submission of bids to Department for Education and other agencies to support the existing schools or the growth of the Trust, as they arise.

Operational Responsibilities

15. To monitor the Trust and schools' budgets (including oversight and quality assurance of the schools' budgets). producing/co-ordinating reports, forecasts and models as required
16. To prepare monthly management accounts for the CEO and Chair of the Trust Board
17. To prepare statutory financial returns required by the ESFA, TPS, LGHPS and HMRC (including VAT) as required
18. To support the CEO with the annual budget preparation and 3-year budget planning for revenue ensuring the accuracy of scenarios provided and advising on available options.
19. To support the CEO and COO with capital building and refurbishment plans by managing 3-year capital budget planning and advising on implications for depreciation.
20. To attend Trust Board and LGB meetings (evenings) to provide regular financial reports and to respond to Trustee/Governor challenge and questions.
21. To provide financial information and ad hoc reports in a timely, accurate manner providing evidence-based analysis and narrative.
22. To operate the Trust's bank accounts and reconcile monthly, advising the CEO cash flow implications.
23. To ensure that all schools within the Trust are opted into the DfE's Risk Protection Arrangement, and managing claims to RPA, when necessary.
24. To oversee the operational and financial arrangements for the Freedom Tech lease scheme.
25. To ensure that the annual Gender Pay Gap reporting is completed and reported to the Audit and Risk Committee.

Line management

26. To lead, direct and manage the Trust Finance Team ensuring that the function is delivered to the highest of professional standards and work is completed accurately and on time.
27. To undertake 1:1 and appraisal meetings with staff within the team, maintaining written records which include recognition of good performance, monitoring staff performance against agreed targets throughout the year, and holding staff accountable and offering support/challenge where needed.
28. To engage purposefully in own line management meetings with CEO, developing a professional relationship underpinned by high support and high challenge.

General

29. To maintain awareness of and commitment to the Trust's Equal Opportunities Policy.
30. To comply fully with Health and Safety at Work legislation, and the Health and Safety Policy.
31. To establish and maintain positive, professional relationships with students, staff, and external partners.
32. To participate fully in employee professional development and appraisal
33. At the discretion of the CEO, to undertake such other activities as may from time to time be consistent with the nature of the job described.

Essential Requirements

- Recognised Accountancy qualification, beyond Level 4 standard
- Understanding of the financial functions and duties of a Chief Finance Officer of a Multi-Academy Trust
- At least 5 years' experience working in a senior finance role.

This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment

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