

## **Chief Financial and Operating Officer to the Trust**

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Job title: Chief Financial and Operating Officer (CFOO)

Reports to: Chief Executive Officer (CEO) and Chair of Trustees

Grade: 14 (£55,290 - £60,919)

Status: Permanent, full time

Start date: October / November 2017

### **Job Purpose**

The purpose of the role is to provide strategic leadership, management and policy development for the non-teaching services within the Trust, including human resources, finance, estates, administration and information technology. The post will involve evolving staff structures to ensure that service delivery is as effective and efficient as possible.

The CFOO will lead, develop and maintain sound operations of financial and business policy/practice across the Trust; and in so doing ensure that all requirements of the Academies Financial Handbook are effectively fulfilled.

The post-holder will be a senior leader who will contribute to the educational vision of the Trust to promote pupils' learning; s/he will work under the direction of the CEO.

### **Principal Responsibilities**

*The CFOO will:*

#### **Finance**

- Be responsible for the leadership and management of the Trust's finance and accounting policies and procedures, advising the CEO (Accounting Officer), Trustees and Headteachers on all financial and asset matters;
- Act as the primary point of contact across the Trust for financial management and statutory financial returns, actively seeking and circulating advice from the EFA and professional agencies as required;
- In conjunction with the CEO, create and monitor the Trust's budget (including oversight and quality assurance of the schools' budgets) producing/co-ordinating reports, forecasts and models as required;
- Ensure achievement of the agreed Trust's budget(s) through rigorous monitoring and control methods;

- Be responsible for co-ordinating the Trust's statutory accounts, financial returns and all relevant reports for the CEO and Trustees, ensuring that all key deadlines are achieved;
- Advise Trustees annually on the written scheme of delegation of financial powers and associated internal control arrangements, liaising with key staff to ensure effective implementation and compliance;
- Ensure that all schools (academies) within the Trust have adequate insurance cover and are opted into the DfE's risk protection arrangement;
- Liaise with the Trust's appointed auditors to ensure that accounts are audited and submitted to the CEO, Trustees and statutory bodies, including the EFA, in line with the financial calendar and statutory deadlines;
- 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;
- In liaison with the CEO and Trustees, develop the annual financial calendar of key actions and deadlines and ensure this is shared with key staff across the Trust;
- Develop and maintain the computer-based financial and management accounting systems for the Trust, including on-line payment systems;
- Advise the CEO and Trustees of any concerns relating to present or future financial risks, financial controls or potential irregularities – actively implement procedures to minimise any risk of fraud;
- In conjunction with the CEO and Headteachers, complete and maintain the risk register for the Trust, ensuring that risks are reported to Trustees for action, as appropriate.

### **Purchasing / Procurement**

- Direct the implementation of best-practice with respect to value for money, regularity, propriety and transparency in relation to the management of funds, traded service agreements and contracts across the Trust;
- Achieve for the Trust the most competitive pricing for goods and services in compliance with all relevant legal requirements;
- Promote and manage the external hire of Trust facilities and services, ensuring appropriate agreements/contracts are in place and implemented;
- Oversee the provision of catering for pupils and staff in accordance with the criteria agreed by the Trust and/or local governing body.

### **Human Resources**

- Develop, in conjunction with the CEO and Trustees, effective HR policies, contracts, procedures and communications, and ensure that all schools are compliant with them;
- Apply accurately the Trust's pay and conditions policy;
- Manage all matters relating to remuneration, including pay-roll, pensions, National Insurance, Her Majesty's Revenue and Customs queries etc;

- Be responsible for monitoring and quality assuring general personnel management systems across the Trust, including safer-recruitment, statutory employment checks, contracts, visa management and confidential employee records;
- Ensure that all Trust DBS/safeguarding information is up to date and recorded appropriately on the single central record in line with best practice guidance;
- Support the CEO and Headteachers with HR issues and casework, as appropriate – including probationary processes, capability issues, workforce remodelling etc;
- Provide leadership, supervision, guidance and training for key staff across the Trust, as delegated by the CEO;
- Assume a leading role in support staff appraisal processes.

### **Estate Management and Security**

- Promote actively the effective management of health and safety, risk assessment and site security across the Trust;
- Ensure that cleaning, maintenance and development programmes function effectively and within budget;
- Support the CEO, Headteachers and Estate staff, as appropriate, with the development of new facilities and maintenance of buildings and grounds across the Trust;
- Ensure appropriate reporting, monitoring and control systems relating to each academy's internal building fabric and furniture, including the production and maintenance of an Asset Register.

### **IT Support**

- Oversee IT service delivery to ensure the IT requirements of staff and pupils are efficiently and securely supported;
- Liaise with IT lead staff to ensure that those aspects of the Trust's IT systems which are managed centrally also deliver the requirements of each school;
- Ensure, with IT lead staff, that the Trust's IT systems ensure e-safety and safeguard the welfare of children.

### **Administration / General**

- Provide oversight of an effective administration system managing the main administrative office(s) to ensure the needs of staff, pupils, parents and visitors are met;
- Manage insurance correspondence and communications for the Trust, overseeing visits and ensuring that necessary paperwork is completed to enable insurance cover to be effective;
- Be responsible for ensuring the Trust and its schools comply with the statutory requirements for data protection and the Freedom of Information Act;
- Ensure the maintenance of relevant files and records for the Trust, and publish required information on the Trust's website;

- Carry out any additional tasks as requested by the CEO or Trustees in connection with the administration of finances and effective operational running of the Trust.

### **Key Accountabilities**

- To promote actively the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination from taking place
- To maintain awareness of and commitment to the Trust's Equal Opportunities Policies in relation to both employment and service delivery
- To comply fully with the Health and Safety at Work act 1974 etc, the Trust's Health and Safety Policy and all locally agreed safe methods of work
- To work with colleagues to achieve relevant service plan objectives and targets
- To participate in employee professional development schemes and appraisal, seeking appropriate accreditation, if required
- To contribute to the identification of own and relevant colleagues' development needs
- At the discretion of the Chair of Trustees or CEO, such other activities as may from time to time be agreed consistent with the nature of the job described

## Person Specification

Criteria	The CFOO for the Trust should be able to provide evidence of the following:	Essential	Desirable
Job Related Education, Qualifications and Knowledge	<p>Professional accountancy qualification and/or degree and/or equivalent qualification in directly relevant field e.g. Diploma of School Business Management</p> <p>Accredited/full qualification from a major accountancy body e.g. CIMA, CIPFA, ACCA</p> <p>Good knowledge and understanding of relevant accounting, financial, benchmarking and other computerised 'packages'</p> <p>Full working knowledge and understanding of range of relevant accounting policies / codes of practice; and awareness of current legislation for academies / schools, including the Academies Financial Handbook</p> <p>Excellent knowledge and experience of managing contracts, best value practices, procurement and risk assessment</p> <p>Evidenced understanding and respect for managing sensitive / confidential data; knowledge of the data protection act</p> <p>Working knowledge of safer recruitment, employment law and best practice</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Experience	<p>Proven track record of successful financial management and building effective teams in a larger organisation</p> <p>Experience of working within a multi-academy trust or similar organisation operating across multiple sites</p> <p>Evidence of working independently at a more senior level with financial management systems, associated policies and procedures to ensure best practice is adopted</p> <p>Demonstrable experience of creating and managing budgets; and working with stakeholders to develop strong financial understanding and systems across a complex organisation</p> <p>Experience of working with headteachers, governors, trustees or similar level stakeholders</p> <p>Experience of working as part of a senior leadership team / at senior leadership level</p> <p>Research experience including disseminating and clearly communicating complex advice and information</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

	<p>Development of effective reporting mechanisms to leadership and wider stakeholders</p> <p>Record keeping and archive development</p> <p>Entrepreneurialism; ability to exploit commercial opportunities to maximise income</p> <p>Experience of working with other professional organisations on contract development and / or service delivery e.g. legal support teams, HR professionals</p> <p>Experience of leading, line-managing and appraising staff / teams</p> <p>Knowledge of health and safety and risk assessment practice</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Skills, Abilities and Attributes	<p>Excellent and accurate numerical skills</p> <p>Excellent literacy, written and verbal communication skills</p> <p>Ability to speak confidently in public e.g. training groups, formal presentations to the Board</p> <p>Able to relate well to a range of people, including trustees, leadership, staff, parents and pupils</p> <p>Able to maintain confidentiality and work with integrity and professionalism</p> <p>Able to work accurately and with full attention to detail; able to manage own workload independently, prioritise and set / meet deadlines</p> <p>Able to identify potential difficulties / issues, analyse them and make recommendations; having the confidence to challenge opposing views by presenting evidence and / or reasons for the contrary view</p> <p>Able to work constructively as part of a complex team and to understand Trust roles and responsibilities and own position within these</p> <p>Excellent analytical skills and judgment; able to interpret complex financial information, advice and statute and to devise practice/policy in response</p> <p>Able to manage a multi-disciplinary team</p> <p>Ability to interpret complex legislation, regulations and funding requirements and understand the implications of these for the Trust</p> <p>Ability to develop and draft policy and procedure</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

	<p>Able to self-evaluate professional learning needs and actively seek learning opportunities</p> <p>Able to plan and develop systems e.g. parents' payments, trip administration, data collection</p> <p>Able to maintain a professional and secure working environment; keep accurate and secure records – electronic and paper based</p> <p>Able to employ effectively a range of electronic communication methods e.g. email, Google Drive etc</p> <p>Available to work flexibly – meetings may be during the day, evenings or weekend</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Other	<p>Right to work in UK</p> <p>Driving licence &amp; car – the role will involve travel between schools</p> <p>Enhanced DBS check required</p> <p>Excellent professional references</p> <p>Stamina, resilience, sense of humour, good health</p> <p>An understanding of how the role contributes to pupils' learning and development; support for the educational vision of the schools and Trust</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	