



POST TITLE: Chief Financial Officer	
POST REFERENCE NO:	GRADE: *11/12 (progression to Grade 12 Subject to Level 7 qualifications)
RESPONSIBLE TO: Chief Executive Officer	
EMPLOYEE SUPERVISION: Yes	
DATE AGREED:	BY WHOM:
<p>PURPOSE OF THE JOB</p> <p>To be responsible for the financial sustainability and development of St Mary's Academy Trust.</p> <p>To provide high quality leadership and management of the Trust's internal-facing finance function to enable the Trust to run smoothly, efficiently, and effectively in the delivery of its core aims.</p> <p>To lead the promotion and delivery by the whole organisation of good financial management in order that public funds are safeguarded at all times and used appropriately, economically, efficiency, and effectively.</p>	
<p>1. RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Keeping the CEO and Board up to date with the latest Education Funding Agency (EFA) changes and other statutory guidance and providing filtered briefings. • Ensuring the financial stability of the Trust. • Advising the CEO and Board on all matters relating to the financial strategy, on the impact of their decisions on the financial position of the Trust and on strategic matters, within the framework for financial control determined by the Board. • Upholding good governance and ethical behaviour including good accounting practices in the finance function and ensure the Trust upholds good accounting, reporting and internal control systems. • Maintaining and further developing highly effective systems of internal audit control. • Taking overall responsibility for the use and effective function of the Trust's financial management software. • Reviewing Trust policies, processes and procedures to ensure compliance with various external regulations including filing deadlines regarding VAT, PAYE, EFA, DfE, HMRC, Charity Commission and Companies Acts. • Providing efficient financial assistance to the CEO and Board regarding all aspects of financial management within the Trust. 	

- Ensuring all forms and returns required by the EFA and the Trust's Board are prepared and submitted in the formats specified by the EFA/DfE and filled by the relevant filing deadline.
- Writing the Annual Reports and preparing the consolidated financial statements in the statutory formats specified by the EFA, Companies Acts and Charity Commission for auditing by the external auditors. Arranging a timeline and detailed checklist of work to be done in house and by the external auditors to ensure the audited statutory accounts are filed with the EFA by 31st December.
- Ensuring the preparation of quarterly, monthly, and ad-hoc management accounts.
- Maintaining a strategic financial plan including a 3 year budget plan for the organisation, including delegated responsibility for the Trust central budget.
- Advising the CEO and Board if fraudulent activities are suspected or uncovered.
- The completion and maintenance of the Trust's Risk Register and attending the Audit Committee.
- Liaising with external regulators such as the EFA/DfE, Charity Commission, Companies House, external auditors, and internal auditors as required.
- Developing and maintaining the in-house Finance Regulations that set out the operational procedures governing the Trust, combining best practice with the latest Academies Financial Handbook.
- Cooperating with, initiating, and managing audit procedures.
- Liaising with and directing the Trust's finance officers and internal auditors.
- Attending and reporting to relevant committee meetings (Finance, Audit, Board and Trust Exec SLT) as required to maintain the presence of the finance function and ensure broader financial aspects of key decisions are fully considered and communicated.
- Supporting and leading financial and operational risk assessments and assistance with implementation of appropriate safeguards.
- Receiving, analysing, and interpreting financial reports, communicating findings in a simplified manner when necessary.
- Researching, leading, and advising the CEO on additional funding, revenue/income opportunities and additional business opportunities.
- Preparing appropriate bids or tender documents to acquire additional funds or grants, including compliance with specific funding agreements.
- Monitoring expenditure and reporting to the CEO regarding income and cash flow against the approved budget, including the development and management of cash-flow forecast tools.
- Approving virements within delegated financial limits for St Mary's Academy Trust core operations and reporting such approvals to the relevant Committee.
- Maintaining and resourcing an effective internal audit function or equivalent.
- Producing internal termly audit reports for each academy school in the Trust, together with any recommendations for improvement.
- Ensuring internal reports are share with the CEO, relevant Committees, and the Board.
- Overseeing tenders for service contracts and cost effectiveness, acting as the Trust's Value for Money Champion.
- Providing guidance to staff with financial responsibilities and the CEO over the retention of quotes obtained for goods, works and services and other associated documentation such as minutes of meetings, recording of decisions and reports.

2. PAYROLL AND PERSONNEL

- Quality assuring the payroll provision
- Ensuring the monthly payroll is checked and certified
- Comparing actual payroll costs each month to budgeted costs and furnishing the CEO with such reports, subsequently retained for future audit purposes.

3. DEVELOPMENT

- Working with key personnel and staff with financial responsibilities to identify sources of additional funding to support the Trust's programmes and development.

4. GENERIC RESPONSIBILITIES

- Executing the generic duties of an executive leader.
- Performing other ad hoc duties and assignments as may be determined by the CEO and Board.
- Representing and promoting the Trust's values internally and externally.
- Delivering day to day duties consistently with the agreed service level.
- Acting as a champion for change and improvement, constantly enhancing quality.
- Actively promoting and acting, at all times, in accordance with Trust's policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Making a commitment and contribution to improving standards for pupils, as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for pupils.
- Undertaking other duties commensurate with the job level.
- Show a commitment to diversity, equal opportunities and anti-discrimination practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.
- Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.



Post Title: Chief Financial Officer			Grade: 11/12	
Criteria No	Attributes	Criteria	How Identified	Rank
1.	Experience, Knowledge and Understanding	Significant post qualifying experience and in depth professional knowledge acquired through experience	A/I	Essential
		Experience managing significant financial resources with a good appreciation of relevant regulatory frameworks	A/I	Essential
		Experience of managing an in-house payroll function	A/I	Desirable
		Familiarity of financial processes and procedures	A/I	Essential
		Experience of effectively managing a team	A/I	Essential
		In depth knowledge of statutory requirements, procedures and regulatory requirements relating to academies	A/I	Desirable
		High level of IT competence, literacy and numeracy skills	A/I	Essential
		Experience of using and supporting others in the use of financial software packages, including a working knowledge of PSFinancials and Orovia	A/I	Desirable
2.	Education and Training Attainments	Qualified to degree level	A	Essential
		Professional finance or finance related qualification at graduate level (i.e. ACA, ACCA, CIMA, CIPFA, MAAT or equivalent)	A	Essential

3.	Personal and Professional Attributes	Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently	A/I	Essential
		Excellent skills in strategic planning and strategic management of financial resources	A/I	Essential
		Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems	A/I	Essential
		Strong decision making skills with the ability to make decisions and recommendations based on the analysis of options	A/I	Essential
		Capacity to work under pressure to meet deadlines and organisational priorities	A/I	Essential
		Good leadership skills and ability to inspire and challenge colleagues	A/I	Essential
		Commitment to staff's and own personal development	A/I	Essential
		Flexible in term of working patterns and evolution of the role	A/I	Essential
		Team player, personable, emotionally intelligent with a sense of humour	A/I	
4.	Additional factors	Ability to travel between schools	A/I	Essential