



Job Description: Chief Finance Officer (C.F.O.)

Salary range: Director Level: £55,397p.a. - £66,471p.a.
Reports to: Chief Executive Officer (CEO)
Hours: Full time: 36.5 hours per week

Job Purpose

To be responsible for providing professional management and strategic leadership of financial services for Thrive Education Partnership and the sustainability and development of Thrive Education Partnership (The Trust).

Reporting to the Chief Executive Officer (C.E.O.), the post holder will lead on Trust Finance matters in the role of C.F.O., complying with the requirements for effective financial governance and management of funds, as set out in the Academy Trust Handbook, the Academies Accounts Direction and Charity law.

The post holder will provide specific expertise in long-term financial management, ensuring that all requirements of the Department for Education and Education Skills Funding Agency are met. The post holder will also play a key role in working with the senior leadership team of the trust, to contribute to the strategic direction and overall management of the Trusts activities and future ambitions.

The CFO will be a qualified accountant and leader with a proven track record whose role will focus on the strategic leadership of financial and budgetary policies and protocols to enable the Trust Board and Management to make informed and effective decisions.

Key responsibilities

1. Maintaining a secure overview of the management of all financial issues within each of The Trust's academy schools and for the trust overall.
2. Ensuring provision of consolidated monthly and annual financial reporting, including capital, depreciation, accruals and depreciation, to enable the Trust to achieve its aims and objectives through effective and efficient management of its financial resources.
3. Maintenance of Fixed Asset Register and accounting for depreciation and disposals monthly and annually.
4. Ensuring the financial sustainability of The Trust.

5. Advising the CEO as Trust Accounting Officer and the 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.
6. Upholding good governance and ethical behaviour including good accounting practices in the finance function and ensuring The Trust upholds good accounting, reporting and internal control systems.
7. Maintaining effective systems of external and internal audit control. Provide strategic leadership of internal and external audits ensuring that all audit evidence is supplied according to auditor requirements.
8. Strategic leadership of Trust financial policies, processes and procedures including implementation of the Trust scheme of delegation in relation to finance. Ensure compliance with various external regulations & legislation including filing deadlines regarding VAT, PAYE, ESFA, DfE, HMRC, Charity Commission and Companies Acts.
9. Providing efficient financial assistance to the CEO, the Board and headteachers regarding all aspects of financial management within The Trust.
10. Ensuring all forms and returns required by the ESFA and The Trust's Board are prepared and submitted in the formats specified by the ESFA/DfE and filed by the relevant filing deadline.
11. Writing the Annual Report and preparing the consolidated financial statements in the statutory format specified by the ESFA, 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 ESFA within the set deadlines.
12. Preparing the quarterly, monthly and ad-hoc management accounts, ensuring timely and effective financial information is provided to Trustees, providing general financial support to ensure the effective conduct of their business in accordance with the articles of governance and financial regulations.
13. Maintaining a strategic financial plan including a 3-5 year budget plan for the organisation.
14. Advising the CEO and the Board if fraudulent activities are suspected or uncovered.
15. Liaising with external regulators such as the ESFA/DfE, Charity Commission, Companies House, external auditors and internal auditors as required.
16. Developing and maintaining checklists for month-end and ensuring that monthly reports are prepared on a reliable and consistent basis.
17. Developing and maintaining the in-house Trust Finance Manual that sets out The Trust's operational procedures governing The Trust, combining best practice with the latest Accounts Direction issued by the ESFA.
18. Take overall responsibility for the annual budget; take the lead role in developing, setting and monitoring the annual budget. Assisting the headteachers in setting and managing their specific school's budgets, thereby enabling The Trust's schools to deliver the curriculum in a cost-effective manner.
19. Providing support and guidance to any staff in individual schools with financial responsibility.
20. Co-operating with, initiating and managing audit procedures.
21. Liaising with the company accountants and internal auditors.

22. Attending relevant committee and other meetings (Finance, Audit, LGB, Board, MAT SLT) as required to maintain the presence of the finance function and ensure broader financial aspects of key decisions are fully considered and communicated.
23. Supporting or leading financial and operational risk assessments and assistance with implementation of appropriate safeguards.
24. Receiving, analysing and interpreting financial reports, communicating findings in a simplified manner when necessary.
25. Supporting Trust Business Manager in researching and advising the CEO and Heads on additional funding, revenue/income opportunities and additional business opportunities.
26. Supporting with preparation of appropriate bids or tender documents to acquire identified additional funds or grants as required (responsibilities are developed collectively).
27. Executing the generic duties of a senior leader.
28. Performing other ad hoc duties and assignments as may be determined by the CEO and the Board.
29. Strategic leadership of due diligence in relation to all aspects of finance for new schools joining or existing schools leaving the trust.

Other Specific areas of responsibility

Budgets/Budgetary Control

1. Overseeing the preparations of an annual draft budget plan for each academy school for consideration by the Finance Committees and the Board of Directors before the start of each relevant financial year.
2. Monitoring expenditure and reporting to the CEO regarding income and cash flow against the approved budget and submitting reports on each academy schools' financial position to each meeting of the Finance Committee.
3. Reporting regularly (at least monthly) to individual academy school heads and ensuring that they have all data necessary to effectively manage their academy financially.

Audit

1. Maintaining and resourcing an effective internal audit function or equivalent.
2. Ensuring internal termly audit reports are undertaken and any recommendations for improvement made and implemented.
3. Ensuring internal reports are shared with the CEO, headteacher and Finance Committee.
4. Arranging the annual statutory audit and be responsible for preparation and submission of the annual statutory accounts

Purchasing

1. Maintaining an overview of all the Trust's academy schools and providing best value options for key purchases.
2. Embed a culture of achieving value for money through procurement processes and to ensure that an approach at Trust level is introduced and maintained around supplies and services.
3. Providing guidance to staff with financial responsibilities and the CEO over retention of quotes obtained for goods, works and services and other associated documentation such as minutes of meetings, recording of decisions and reports.

Payroll and Personnel

1. Developing and evaluating the payroll service alongside the Trust HR Director/Manager.
2. Ensuring the monthly payroll is checked, certified and authorised and that the Trust's CEO also reviews payroll on a monthly basis.
3. Comparing actual payroll costs each month to budgeted costs and such reports to be shared with the CEO and retained for future audit purpose.

Insurance

1. Review Insurance policy arrangements and ensure appropriate and full insurance cover for the Trust is in place.
2. Liaise with academies and Insurer over all insurance related matters and subsequent claims to ensure all claims are completed and appropriate payments received.

Generic Responsibilities

1. Representing and promoting the Trust's values internally and externally.
2. Delivering day-to-day duties consistently with the agreed service level.
3. Acting as a champion for change and improvement, constantly enhancing quality
4. Actively promoting and acting, at all times, in accordance with Trust's policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
5. Making a commitment and contribution to improving standards for pupils, as appropriate.
6. Contributing to the maintenance of a caring and stimulating environment for pupils.
7. Undertaking other duties commensurate with the job level.