



JOB DESCRIPTION and PERSON SPECIFICATION

JOB TITLE: Chief Financial Officer

GRADE: 13

DATE PREPARED: 02/05/2017

EVALUATION DATE: 3rd May 2017

JE NUMBER: HET01

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Trust's Equal Opportunities in Employment Policy.

PURPOSE:

The post holder will:-

- Promote and safeguard the welfare of staff, children and young people.
- Provide strategic leadership to the Trust on finance, audit, compliance and risk management; to optimize and secure the Trust's financial and strategic position.
- Contribute fully to the development of Trust strategy across all areas, to provide financial analysis and guidance on Trust plans, targets and activities.
- Ensure the Trust and its individual schools maintain strong financial positions
- Develop and maintain a coherent, effective and efficient approach to financial management across the Trust.
- Drive forward an ambitious agenda, supporting each school's business manager to ensure that the Trust makes best possible use of its resources and provides the best outcomes for its pupils.
- Support each school's business manager/admin manager on all matters relating to finance, payroll, site management and ICT where appropriate.
- Oversee the outsourced contracts for the provision of HR, Audit and IT network management. Work as part of the Trust's senior leadership team to promote the highest standards of business ethos within the finance, facilities, payroll and ICT functions.
- To work with the Board of Directors and the Accounting Officer to ensure Humber Education Trust is compliant with all its legal and statutory duties regarding the smooth running of all the financial implications for the Trust.

PRINCIPAL ACCOUNTABILITIES:*Please note decision making must be included within the Principal Accountabilities***FINANCIAL LEADERSHIP AND MANAGEMENT**

1	To oversee the following; <ul style="list-style-type: none"> • Central Trust budget – to co-ordinate consolidated financial information and reporting across the Trust, provide financial support and advice to Trustees and all schools in the Trust in relation to the central budget. • Establish financial systems across the Trust in line with articles of association, the Education & Skills Funding Agency (ESFA) financial handbook and company law as part of overseeing the financial returns of all the academies on behalf of the Trust. • Develop and oversee the quality of management information, budgeting and forecasting processes. • Provide advice to head teachers and business managers/admin managers in each school within the Trust on the budget setting, monitoring and financial routines within each school. • Make arrangements for the audit of budgets across the Trust as required by law and the articles of association to meet ESFA requirements.
2	To review and improve the existing Trust financial systems and policies, ensuring they are robust, compliant and support current activities and growth.
3	Advise the Trust on funding opportunities and mechanisms to ensure that capital grants and bids for other funds are properly submitted to ensure priorities are met and income is maximised.
4	Actively explore opportunities to obtain donations, grants and additional funding streams for each school within the Trust, preparing subsequent bids as appropriate.
5	Establish procurement systems to maximise value for money from bulk procurement across the Trust.
6	Establish payroll routines for staff of the Trust to ensure correct payments and timely changes where necessary.
7	Ensure that any in-house payroll staff are kept up to date on the legal obligations of the Trust as employer in relation to NI and tax deductions as well as pension regulations and they have reliable access to high quality advice. For any external payroll provider ensure the Trust receives value for money and timeframes are met according to the needs of the Trust.
8	To prepare information for Trustees on insurance procurement which ensures the Trust has adequate provisions.
9	To prepare the annual accounts and ensure their compliance with the Academies Accounts Direction and SORP.
10	To ensure accurate and timely completion of all ESFA and other external agency submissions including the Annual Accounts Return, VAT returns and Budget Forecast Return.

AUDIT AND RISK MANAGEMENT

11	To liaise with the Trust's Audit Committee to develop a robust internal audit process
12	Develop a strategy for risk management and control, ensuring risk registers are maintained. To develop and maintain the disaster recovery plan (business continuity planning).
13	To ensure the Board and Executive team have regular and accurate management information on all matters concerning Finance, Audit, Compliance and Risk Management

BUSINESS DEVELOPMENT

14	To assist and advise the CEO on Academy expansion and conversion work, undertaking a key role in supporting the conversion of new schools into the Multi Academy Trust.
15	To oversee the financial due diligence works on all Academy conversion work and work in partnership with the HR provider to ensure the smooth transfer of staff as well as other financial aspects of schools converting to HET. Including supporting schools converting with company status and VAT claims.
	SENIOR LEADERSHIP
16	Provide strategic advice to the Executive team and the Trust on the staffing structure in relation to affordability, flexibility and the impact of the School Improvement Plan on the structure by working closely with the HR Provider.
17	To establish policies and procedures relevant to the Trust and engage with key personal, including head teachers, HR etc. where appropriate.
18	To work in partnership with the HR provider on any financial matters which have a direct bearing on staffing for the smooth running of the Trust.
19	Work in partnership with the School Business Managers/Admin Managers within each school and provide appropriate support and guidance as needed in order to provide the strategic overview for the Trust.
20	Arrange for effective staff recruitment, development and monitoring to ensure that individuals are trained to perform their role and they receive clear appraisal objectives and career development.
21	Work as a positive team player, demonstrating mutual respect and integrity for others, whilst maintaining open and effective communication at all levels within the Trust.
22	Establish a high level of credibility and manage strong working relationships with external partners including; ESFA, DfE, HMRC, internal/external auditors, Companies House, the Charity Commission, bankers and pension providers.
23	Contribute to the development of the Trust as an important member of the senior team by advising on the development of support services and the sites to enable the highest quality educational facilities and support to teaching and learning.
24	Advise senior managers and Trustees on the financial implications of school plans and proposals.
25	Advise on the management of risks and risk assessment to minimise risk to pupils, staff and all connected with the Trust as well as buildings and facilities.
	CAPITAL AND ASSET MANAGEMENT
26	Prepare the annual capital plan and the strategy for capital replacement including consideration of whole life costs and scheduled replacement.
27	Oversee the management of sites and buildings across the Trust and work with business managers and head teachers with a site development plan as well as a routine maintenance programme, which is clearly costed and budgeted for.
28	To ensure the correct valuation, maintenance and security of assets, including buildings and land.
29	To lead on the negotiation and agreement of contract costs from design and planning and programme of major capital projects.
30	Provide advice to the Trust on Health and Safety issues.
31	Develop and maintain the Trust's Health and Safety Policy. Oversee Health and Safety with regard to statutory obligations for the sites ensuring compliance with all regulations and codes of practice in the provision of a safe and healthy working environment.
32	Establish regular communication with staff Health and Safety representatives as required by law.
	ICT
33	Work with internal/external ICT personnel and the external network provider to create a strategic ICT plan for the Trust.

34	Lead the team in the development of ICT facilities and equipment using ICT expertise available to create a 3 to 5 year ICT plan that is affordable and makes maximum use of the facilities available to deliver a high quality and exciting learning environment.
35	Lead the development of networks to improve connectivity across all Trust academies.
36	Introduce financial management systems that are accessible on each site to reduce duplication of work and streamline administration and financial management.
	OTHER WORK AS REQUIRED TO INCLUDE:
37	To assist the CEO in any project ad hoc work as required.
38	To represent the Trust as a key promotional ambassador.
39	Other duties agreed from time to time as agreed with the CEO and the Trust Board.
40	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust's Health and Safety policy.
<p>GENERAL: The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school. The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.</p>	

<p>DIMENSIONS: All sections should be completed – if there aren't any state 'none'</p>	
1. Responsibility for Staff:	Centrally employed staff as delegated by the CEO.
2. Responsibility for Customers/Clients:	Responsible for ensuring relevant systems and processes are in place within each academy to allow effective delivery of our core services.
3. Responsibility for Budgets:	Contribute to an overall Trust budget
4. Responsibility for Physical Resources:	None
<p>WORKING RELATIONSHIPS: All sections should be completed – if there aren't any state 'none'</p>	

1. Within Service Area/Section:

It is essential that effective working relationships are developed across the MAT. The post holder will report to the CEO and the Board of Directors to provide and receive information.

Work closely with Head teachers, HR and School Business Managers/Admin Managers.

Support the School Business Managers/Admin Managers on matters relating to the responsibility areas.

2. With External Bodies to the School:

Works with external contractors / suppliers in relation to contracts and agreements.

Consults the Health and Safety Executive in relation to health and safety issues.

Consults with stakeholders and collaborative partners

Submits information /DFE / ESFA as required

Submits information to HMI / OFSTED and Companies House as required

Works collaboratively with School Business Managers/Admin Managers where appropriate, in order to share good practice

Submits bids to funding bodies.

ORGANISATION CHART:

Humber Education Trust



Chief Executive Officer (CEO)



Chief Financial Officer



School Business Managers/Admin Managers
Administration roles as agreed with the CEO

*Note – not a line management function but a working together reporting line

	Tick relevant level for each category					Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		x				
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		x				
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		x				

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
1.	Qualifications:			
1.1	ACA / ACCA qualified OR part qualified ACA/ACCA or fully qualified AAT with extensive experience or willing to study for the qualification	√		AF, CQ,
1.2	Fellowship status, MBA or other business		√	AF, CQ
1.3	Qualified to degree, or equivalent level with significant post qualifying experience and in depth professional knowledge acquired through experience.	√		AF, CQ
1.4	Management Qualification		√	AF, CQ
2.	Relevant Experience:			
2.1	Significant experience of managing substantial financial operations, including account consolidation.	√		AF, I
2.2	Extensive managerial and business acumen.	√		AF, I
2.3	Strong track record of leading the strategic financial planning for a medium to large organisation.	√		I,R

PERSON SPECIFICATION		Tick relevant column		List code/s*
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2.4	Evidence of experience in successful leadership and management of a variety of teams at the same time.	✓		AF,I,R
2.5	Experience of negotiating contractual agreements, settlements and commercial disputes.	✓		AF,I,R
2.6	Knowledge of the charity sector.	✓		I
2.7	Understanding of consolidated and group accounting including the ability to produce and interpret UK GAAP compliant consolidated financial statements.	✓		I,R
2.8	Senior financial experience gained within the education sector		✓	AF
2.9	Experience in working with academies		✓	AF,I
2.10	Experience of operating within a multi-site organisation		✓	AF,I
3.	Skills (including thinking challenge/mental demands):			
3.1	Motivation to work with children and young people.	✓		I
3.2	Able to demonstrate a strong business focus and commercial acumen in the leadership and management of a medium to large organisation.	✓		AF, T
3.3	To possess strong change management and leadership skills.	✓		AF, I
3.4	A successful record of managing rationing and allocating scarce assets.	✓		I,R
3.5	To be able to lead and manage compliance within the organisation.	✓		I
3.6	To have a clear understanding of ICT and new e-technologies, its value and potential within the organisation	✓		I,R
3.7	To enthusiastically lead with new projects and ideas, to win support and translate concepts into practical realities despite resistance or barriers.	✓		I,R
3.8	To identify, recruit, lead and motivate other suitable financial employees as needed by the Trust.	✓		I
3.9	Experience of Financial Accounting packages for academies or other relevant packages	✓		I,R
4.	Knowledge:			
4.1	A knowledge and commitment to safeguarding and promoting the welfare of children and young people.	✓		I
4.2	Knowledge of current legislation affecting such items as taxation, payroll, pensions and VAT.	✓		AF, I
4.3	An understanding of the funding and financial management arrangements for academies	✓		AF, I
4.4	Familiar with Education Skills Funding Agency reporting requirements	✓		I
4.5	Detailed knowledge of academy financial accounting packages	✓		I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			

PERSON SPECIFICATION		Tick relevant column		List code/s*
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5.1	Excellent communications skills (including presentation skills and the ability to speak to a wide range of audiences)	✓		I
5.2	Written Skills –			
	Good written/email correspondence appropriate to respondents. Good accurate report writing and record keeping appropriate to requirements	✓		AF,I,R
6.	Other:			
6.1	Integrity and a commitment to good governance	✓		I,R
6.2	Dynamic and motivational leadership with a 'Can Do' mind set	✓		I,R
6.3	Credibility at a senior level with the Trust Board, educational partners and third party organisations	✓		I,R
6.4	An effective and committed ambassador for the organisation	✓		I,R
6.5	Resilience and determination in meeting deadlines and achieving outcomes	✓		I,R
6.6	Ability to challenge and show tenacity	✓		I,R
6.7	Strong attention to detail	✓		I,R
6.8	Proven ability in embedding and maintaining momentum of progress	✓		I,R
<p>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</p>				
7.	Additional Requirements:			
	If there aren't any state 'none'		N/A	
8.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.		N/A	DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.		N/A	AF(after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)

Dated: 2nd May 2017