

Job description

1.0 JOB TITLE Chief Financial Officer (CFO)

2.0 JOB PURPOSE

To be responsible for the financial sustainability and development of Excelsior Multi Academy Trust

To provide high quality leadership and management of The Trust's finance functions to enable the Trust to run smoothly, efficiently, and effectively in the delivery of the Trust's core aims. To lead the promotion and delivery of good financial management across the whole organisation so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively

KEY RESPONSIBILITIES

1. Maintaining a secure overview of the management of all financial issues within each of The Trust's academy schools
2. Keeping the CEO and the Board up to date with the latest Education Funding Agency (EFA) changes and other statutory guidance and providing briefings
3. Ensuring the financial sustainability of The Trust
4. Advising the CEO 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
5. 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
6. Maintaining effective systems of internal audit control
7. 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
8. Providing efficient financial assistance to the CEO, the Board and headteachers regarding all aspects of financial management within The Trust
9. 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 filed by the relevant filing deadline
10. Writing the Annual Report and preparing the consolidated financial statements in the statutory format 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
11. Preparing the quarterly, monthly and ad-hoc management accounts
12. Maintaining a strategic financial plan including a 5 year budget plan for the organisation

13. Advising the CEO and the Board if fraudulent activities are suspected or uncovered
14. Liaising with external regulators such as the EFA/DfE, Charity Commission, Companies House, external auditors and internal auditors as required
15. Developing checklists for month---end reports to ensure that reports are prepared on a reliable and consistent basis
16. Developing and maintaining the in-house Finance Manual that sets out The Trust's operational procedures governing The Trust, combining best practice with the latest Accounts Direction issued by the EFA
17. Assisting the headteachers in setting and managing their school's budgets together with setting the Trust's budget, thereby enabling the Trust's schools to deliver the curriculum in a cost-effective manner
18. Providing support and guidance to any staff in individual schools with financial responsibility
19. Cooperating with, initiating and managing audit procedures
20. Liaising with the company accountants and The Trust's local audit officers and internal auditors as appropriate
21. Attending relevant committee meetings (Finance, Audit, LGB, Trust Board) as required to maintain the presence of the finance function and ensure broader financial aspects of key decisions are fully considered and communicated
22. Supporting or leading financial and operational risk assessments and assistance with implementation of appropriate safeguards
23. Receiving, analysing, and interpreting financial reports, communicating findings in a simplified manner when necessary
24. Researching, leading, and advising the CEO and Heads on additional funding, revenue/income opportunities and additional business opportunities
25. Preparing appropriate bids or tender documents to acquire identified additional funds or grants
26. Executing the generic duties of a senior leader
27. Performing other ad hoc duties and assignments as may be determined by the CEO and the Board

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 Trust Board 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. Ensuring compliance with PAYE, NI, VAT and other relevant legislation

Internal Audit

1. Maintaining and resourcing an effective internal audit function or equivalent
2. Producing internal termly audit reports for each academy school in the Trust, together with any recommendations for improvement
3. Ensuring internal reports are shared with the CEO, headteacher and Finance Committee

Purchasing

1. Maintaining an overview of all the Trust's academy schools and providing best value options for key purchases
2. Overseeing tenders for service contracts and cost effectiveness
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
2. Ensuring the monthly payroll is checked, and certified by the Trust's academy schools' headteachers
3. Comparing actual payroll costs each month to budgeted costs and such reports to be passed to the CEO and retained for future audit purpose

Development

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

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. Undertaking other duties commensurate with the job level

Person Specification Chief Financial Officer

Criteria:	E = Essential D = Desirable
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Criteria	Qualifications
D	Qualified to degree level
E	Professional finance or finance related qualification at graduate level (i.e. ACA, ACCA, CIMA, CIPFA, MAAT or equivalent)

Criteria	Knowledge, Understanding and Experience
E	Significant post qualifying experience and in-depth professional knowledge acquired through experience
E	Experience managing significant financial resources within relevant regulatory frameworks
E	In depth knowledge and understanding of financial processes and procedures
E	Experience of effectively managing a team.
D	In depth knowledge of statutory requirements, procedures and regulatory requirements relating to academies.
E	High level of IT competence, literacy and numeracy skills
D	Experience of using and supporting others in the use of financial software packages, including a working knowledge of PS Financials

Criteria	Personal and Professional Qualities
E	Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently
E	Excellent skills in strategic planning and strategic management of financial resources
E	Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems
E	Strong decision-making skills with the ability to make decisions and recommendations based on the analysis of options
E	Capacity to work under pressure to meet deadlines and organisational priorities
E	Good leadership skills and ability to inspire and challenge colleagues

E	Commitment to staff's and own personal development
E	Flexible in terms of working patterns and evolution of the role
D	Team-player, personable, emotionally intelligent with a sense of humour

Within Excelsior Multi Academy Trust (MAT) all staff are valued and supported in their personal and professional development within a nurturing environment. We actively promote the Equality Act and will expect all applicants to demonstrate their commitment to equality in order to improve outcomes for all children who attend our schools.

Applicants will also be required to demonstrate their suitability to work with children, including motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behavior and attitudes to the use of authority and maintenance of discipline.

Job description issued:

CEO/Deputy CEO

Postholder

Date: