

Chief Finance Officer

Recruitment Pack





Dear Applicant

Thank you for your interest in the hugely important post of Chief Finance Officer (CFO) for Accord Multi Academy Trust. We hope that the information contained within this pack provides you sufficient insight and information to decide if you have the right qualities, skills and experience to apply for the position.

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust. In September 2016 Horbury Academy and Ossett Academy & Accord Sixth Form came together, moving away from their stand alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy. The overarching vision for the Trust is to work in one 'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.' Our vision is underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

This is an exciting time in our development, as we continue to work tirelessly to provide world class education for young people within our community. In our infancy, the Trust has secured a strong foundation on which to build, consolidating the important structures necessary for growth, development, innovation and sustained improvement. These foundations have been underpinned by strong collaboration between all leaders across each of our academies, and this has been instrumental in allowing us to meet the many challenges in education in a coherent, co-ordinated and effective way.

Working together as a team has clearly made us stronger, and the support and challenge of each other has enriched each of our academies and the Trust.

As a Trust we are fully committed to investing in our staff. Working for Accord as CFO you will have the opportunity to shape professional development and to work directly with a wide range of colleagues, senior leaders, Principals and with the CEO to deliver and support the Trust's programme of CPD provision.

As CFO, you will be joining an extremely ambitious organisation, we are therefore looking for an outstanding individual to join our leadership team, and a highly skilled professional that can spearhead the growth and development of the Trust to ensure we are best placed to provide a quality provision and outcomes for our young people.

It is a real privilege to work alongside such a talented body of professionals working tirelessly to provide the best opportunities for young people across the Trust, and if you feel that you have the vision, drive and energy to support and contribute to the Trust's further development, then we would be delighted to hear from you.

Yours sincerely,

Alan Warboys
Chief Executive Officer (CEO)
National Leader of Education

accordmat.org



Chief Finance Officer (CFO)

Location: Wakefield
Grade: £60,000 - £66,000 / annum
Hours: Full Time, Full Year

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The Role

As a member of the Trust's Senior Leadership Team, the Chief Financial Officer (CFO) will have strategic responsibility for all aspects of Trust finance. Delivering operational rigour and high level direction, the CFO will play an integral role in supporting the growth and development of Accord Multi Academy Trust and ensure it continues to be financially sustainable. The CFO will provide insight into commercial decision making and operationally will provide strong financial leadership and guidance. Not only will this role own day-to-day accounting, the CFO will continue to build upon and embed a culture focused on working as a pro-active member of the leadership across the Trust, driving internal excellence.

The Person

The Accord Multi Academy Trust CFO will need significant senior financial management and strategic leadership experience either in the public or private sector with accountability for a complex resource base. Alongside exceptional technical ability you will be a strategic thinker with experience of building and empowering strong agile teams that engenders a positive and collaborative culture, sustaining high performing teams that engage with all colleagues across the Trust. You will need diplomacy, openness and approachability and a personable style of leadership and resource management, as well as the ability to converse with internal and external stakeholders with integrity.





About the Trust

The overarching vision for the Trust is to work in one 'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.' Our academies work on the following key principles:



Our vision and key principles are underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

Having consolidated our position as a Multi Academy Trust, we are now at a point where we are looking to build on our existing central structures to sustain our improvement to date, but also to ensure that we have the strong educational capacity necessary to welcome more academies to join the Trust.

This particular post is therefore a very important feature of our planned growth and development and aspiration to provide a world class education for all young people within our community.





Why Work For The Trust?

The Accord Multi Academy Trust is a Wakefield based Trust; all four academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. All academies are within a three mile radius of one another and can be found a short drive off junction 40 of the M1.

At Accord we are committed to providing world class education for all young people within our community and as such we recognise the pivotal role that our staff play in this respect.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

The Trust is strongly committed to fostering a positive and healthy working environment with wellbeing and workload management at the forefront of all decision making.

Across the Trust there are a number of opportunities for staff to come together outside of their normal working day in a social or other activity capacity. The Trust and individual academies organise regular staff social events, craft workshops, a staff choir; sporting groups currently include a running club, and weekly staff netball and football matches.





Job Description

Title	Chief Finance Officer (CFO)
Responsible for	Financial Oversight of the Trust
Accountable to	Chief Executive Officer (CEO)

Overall Purpose of the Job

As a member of the Trust's Senior Leadership Team, the Chief Financial Officer (CFO) will have strategic responsibility for all aspects of Trust finance, asset management, risk management and capital planning and procurement.

Delivering operational rigour and strategic direction, the CFO will play an integral role in supporting the growth and development of the Trust and ensure it continues to be financially sustainable.

The CFO will lead strategically, and operationally to provide excellent financial leadership and guidance as the Trust develops.

The role will provide insight to commercial decision making, and continue to build upon and embed a culture focused on working collaboratively with senior colleagues and Trustees.

Key Outcomes/Activities

- To provide strategic guidance, leadership and management of all the Trust's finances within the scheme of delegation, advising the CEO, Trustees and Principals on all financial matters relating to the Trust.
- To be responsible and accountable for the delivery of financial support services throughout the Trust, including the management of Trust's accounting system and internal controls.
- To be the primary point of contact for all aspects of funding and financial/statutory returns.
- To be responsible for the statutory accounts, financial returns and reports to Trustees, ESFA/DfE and other statutory bodies in accordance with guidance and externally determined deadlines.
- To lead the promotion and delivery of sound financial management throughout the organisation, in line with the Academies Financial Handbook.
- The CFO will ensure sound and appropriate financial governance and risk management arrangements are in place, prepare and monitor budgets and ensure the delivery of annual accounts in accordance with the Academy's Financial Handbook, EFA guidelines and all statutory requirements.

Finance, Audit & Risk

- To ensure the Trust complies with its obligations in accordance with the funding agreement, the Academies Financial Handbook and the Trust's financial regulations and procedures.
- To advise and support the CEO in the financial aspects of their responsibilities as Trust Accounting Officer.
- The CFO must ensure that the Trust follows best practice in terms of financial governance, and ensure the probity, and legislative compliance, of all financial transactions, including the integrity and suitability of all control mechanisms (audit and risk management).
- As financial lead in the strategic planning process, deliver annual and medium-term budget plans, periodic forecasts and funding requirements, working closely with the CEO and Principals to ensure consistency with the Trust's strategic and financial objective.
- Contribute fully to all areas of Trust strategy and provide financial analysis and guidance on all activities, plans and targets.
- Ensure that infrastructure services are of high quality and well-led, cost effective and efficient, and enable schools to focus on the quality of education.
- To ensure a successful approach to the pooling of the General Annual Grant (the amalgamation of central funding) that achieves a strategic, needs-led approach to resourcing, promoting the ethos of one trust looking after all pupils' interests.
- Use analysis and complex financial information in relation to the Trust to develop solutions, plans and strategies that create medium, and long-term success.
- Continually review and improve the existing financial systems and policies ensuring they are streamlined, efficient robust, compliant and support current activities and future growth.
- Lead on the Trust's approach to Audit & Risk Management.
- Act a main point of contact for the Trust's appointed Internal Audit and External Audit consultants, acting as a conduit between Trustees, audit consultant teams and academy/Trust colleagues involved in audit processes and reviews.
- Ensure the Trust's approach to internal and external scrutiny is fit for purpose and in line with statutory guidelines.
- Lead on the management of the Trust's Risk Register and direct colleagues as appropriate to ensure risks are managed effectively and updates are reported to Trustees in line with the reporting calendar.
- Manage the development of financial reporting systems including KPI's.
- Provide financial management reports to the Board of Trustees, Finance & Resources Committee, Risk and Audit Committee, and DfE/ESFA.
- To be responsible for the preparation of the annual accounts to prescribed standards, taking responsibility for the completion and submission of statutory/regulatory reporting in line with prescribed timelines.
- To manage the income and expenditure budgets across the Trust in line with the scheme of delegation, and to identify any potential financial risk and implement strategies to address issues arising.
- To proactively manage the Trust's relationship with its bankers, to ensure that appropriate and efficient systems are in place for the Trust's accounting procedures.
- To proactively manage the cash position of the Trust and its operating activities, reporting regularly on this aspect of financial management to the Trustees.
- To plan and co-ordinate all tax and treasury management practice and policy, with particular reference to charitable status, cash management and investments.

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Working for Accord provides opportunities to work closely with the wider Trust to develop your skills and knowledge and build positive working relationships. I was a School Business Manager at Middlestown Primary when the school joined the Trust in 2016; the support and development opportunities available to me since then have enabled me to progress to a managerial role in the central team alongside completing professional qualifications.

Jules

Finance Manager





Job Description (Continued)

Strategic Leadership Responsibilities

- To provide strategic advice to the CEO, Trustees, Principals, Academy Education Committees (AEC's) and senior leaders on complex financial issues.
- To analyse and interpret varied and complex information and develop solutions and produce plans/strategies over the medium and long term.
- To prepare the Trust's annual financial forecasts, medium and long-term corporate plans and report to the CEO, Trustees and Principals.
- Develop and implement strategies for maximising the Trust's current finances.
- Lead the central finance team, including line management and the development and quality assurance and oversight of financial systems and procedures.
- To build close and effective working relationships with key partners and stakeholders.
- To participate in the management of major Trust projects as required by the CEO.
- To oversee the Trust's long-term plan for capital development and investment, managing all financial aspects of major capital projects.
- To develop, design and implement financial policies and working practice across the Trust to streamline functions and ensure efficiency and value for money.
- Work closely with the CEO, COO & Trust Board in relation to risk mitigation, best value procurement and resource management across the Trust ensuring financial sustainability and appropriate use of funding.

Payroll & Pensions

- In conjunction with the Chief Operations Officer (COO) ensure services for Payroll and Pensions across the Trust are efficient, of best value and ensure compliance with all relevant legislation and up to date legislation.

Procurement & Project Management

- Own the procurement strategy and ensure all policies and procedures for buying and ordering supplies and services are robust, fully compliant and operate highly efficiently, generating economies of scale and value for money.
- Advise the Trust on insurance requirements and make appropriate arrangements for insurance cover as required by the Trust.
- Working with the COO, identify opportunities for innovative approaches to procurement to ensure best value.
- Lead negotiations, working with the COO, with third parties over the maintenance and development of service level agreements and contracts for the delivery of some aspects of advice and support to the organisation and reporting these to the CEO & board accordingly.
- To oversee the management of contracts and procurement to ensure that the Trust achieves maximum value for money across all its activities and maintain a strategic overview of services as the MAT grows.

Capital Planning & Asset Management

- Identify capital grant opportunities and oversee the preparation for capital grants and bids.
- Contribute to the preparation of a rolling programme of annual capital purchase plans.
- Produce and implement appropriate policies and procedures for the procurement, depreciation and disposal of all assets for the Trust.

Organisational Responsibilities

- To be responsible for the strategic planning, development, design, organisation and monitoring of financial support services and whole Trust systems/procedures/policies.
- Undertake a lead role in supporting the conversion of new schools into the Trust including overseeing due diligence for all financial and infrastructure aspects.
- Audit all financial functions across the Trust and recommend new structures to meet evolving needs.

- To promote financial awareness throughout the Trust.
- To interpret matters of policy/procedure/statute and ensure the Trust's compliance and initiate appropriate action arising.
- To identify and implement opportunities for collaborative working across the MAT and other schools, academies and Trusts.

General Responsibilities

- Contribute to and uphold the overall vision and ethos of the Accord Multi Academy Trust.
- Recognise own strengths and areas of expertise and use these to inspire, advise and support others.
- Promote team work, working in partnership to ensure effective working relations.
- Treat all users of the Academies within the Trust with courtesy and consideration.
- Be aware and comply with equal opportunities and all Trust policies at all times.
- To assist with the development of policies and procedures as may be required outside own remit of role.
- To maintain a presence in local and national professional networks and through these, and other means, ensure a continuous overview of appropriate policies and developments to keep abreast of current and best practice.
- To produce, and respond to, complex correspondence from stakeholders and external agencies.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the senior nature of the post as directed by the CEO.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



Requirements for the Job/Evidence

Job Description	Essential	Desirable
Qualifications		
Professional Accountancy qualification e.g. CIMA, ACCA or CIPFA	✓	
Educated to degree level or equivalent	✓	
Experience		
Senior financial management and strategic leadership either in the public or private sector with accountability for a complex resource base	✓	
Proven track record of successful financial leadership and building effective teams	✓	
Significant experience of leading and managing budgets, and working with stakeholders to develop strong financial understanding and empathy across the organisation	✓	
Experience of developing and managing external relationships with professional and regulatory bodies	✓	
Evidence of entrepreneurialism and innovation, with an ability to identify commercial opportunities to maximise income	✓	
Experience of working within an educational setting		✓
Experience of working with Governors, Trustees, or similar		✓
Experience in obtaining additional funding		✓
Knowledge and Statutory Requirements		
Detailed and up to date knowledge of accountancy and professional codes of practice	✓	
Advanced knowledge of statutory requirements and funding strategies.	✓	
Substantial knowledge and experience of managing procurement and contracts	✓	
Proven awareness and respect for the highly sensitive status of information and its confidentiality	✓	
Up to date knowledge of Data Protection and Freedom of Information Acts		✓
An understanding/experience of working with external auditors and agencies		✓
Planning, Organisation and Mental Challenge:		
Strong judgment and the ability to look at risk analysis through a commercial as well as financial lens	✓	
Excellent analytical skills and sound judgement	✓	
Ability to interpret complex financial information, advice and statute and to devise policy/practice autonomously in light of these	✓	
Ability to direct a multi-disciplinary team effectively and demonstrate excellent leadership skills	✓	
Ability to manage own workload without direction, having the ability to prioritise in order to meet tight deadlines	✓	



Requirements for the Job/Evidence (Continued)

Job Description	Essential	Desirable
Interpersonal & Communication:		
Highly effective communication skills and ability to influence and negotiate effectively	✓	
Ability to present complex information to a wide audience requiring high levels of negotiation, persuasive skills with diplomacy and confidentiality, with ability to report and challenge as necessary	✓	
High ethical standards and influencing skills with the ability to engage effectively with all staff across the Trust and Board of Trustees	✓	
Ability to persuade, motivate, negotiate and influence	✓	
Having the confidence to challenge opposing views by presenting robust arguments and reasons for the contrary view	✓	
Ability to relate well to children and adults	✓	
Excellent written and presentation skills	✓	
Physical Skills and Demands		
The jobholder is expected to have excellent keyboard skills	✓	
Proficient in the use of MS Office applications and Financial Information Systems	✓	
Initiative & Independence		
As a strategic member of the Accord Multi Academy Trust the jobholder will be required to represent both the Board of Trustees and CEO at external meetings and in the wider community, using initiative and discretion as required	✓	
Ability to demonstrate entrepreneurialism and innovation, and an ability to identify commercial opportunities to maximise income	✓	
Ability to work autonomously and flexibly	✓	
Ability to influence strategic decision making	✓	
Emotional Challenge and Resilience		
The jobholder may be required to apply resilience when dealing with emotions/challenges from staff, suppliers and contractors on an infrequent basis	✓	
Philosophy and Commitment		
Some understanding and an interest in education with a strong moral purpose	✓	
A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities	✓	
A personal commitment to lifelong learning and continuous professional development	✓	
Commitment to high standards, best value and continuous improvement	✓	
Personal Qualities		
Ability to be reflective and self-critical	✓	
Proactive and self-motivated	✓	
Flexibility, creativity and ability to think laterally	✓	
Resolution and problem solving.	✓	



As a Trust we are committed to provide the following benefits for employees:

An opportunity to collaborate with colleagues across academies and within the central Trust teams, with other academies and Multi Academy Trust's on a local or regional basis.

Formal opportunities arising from collaboration provide:

Structured and informal opportunities to share best practice that affords colleagues the opportunity to develop their own skills;

Efficiencies of scale and a joint up approach to working and developing initiatives, agendas and changes to practise.

Opportunities to lead on developments as a stepping stone to further career opportunities.

The opportunity to work in a forward thinking and fast paced environment alongside a range of professionals with a proven track record of success in transforming education for young people.

A specific career stage pathway of professional development with a commitment to support engagement in nationally recognised professional qualifications (NPQ's).

The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff, and continues to subscribe to local holiday patterns within the local authority of each academy.

All employees have the opportunity to access a pension scheme.

All employees have access to discounted rates for self and family members for a range of local and national companies and services, reviewed annually.



Academies

Accord Sixth Form College

Accord Sixth

Mr R Spink | Director of Sixth Form

We are a sixth form college, based in Ossett, Wakefield, offering a fully inclusive Post 16 education for students aged 16 – 19 years old. In 2017 we achieved a 100% A-Level pass rate, with the vast majority of students heading to their first choice destination. The courses we run, together with the specialist subject tutors and our great resources, are all aimed at ensuring that each and every one of our students reaches their true potential.

Accord Sixth
Storrs Hill Road
Ossett
West Yorkshire
WF5 0DG



OSSETT ACADEMY

Ossett Academy

Mrs S Broome | Principal

The academy has gained a reputation for excellence that is best evidenced in the outcomes that students achieve across all aspects of academy life. Our strong tradition of success is built on a firm foundation of strong pastoral care, ensuring a climate for learning that is calm, well ordered and secure, and focused on celebrating every achievement and academic success.

Ossett Academy
Storrs Hill Road
Ossett
West Yorkshire
WF5 0DG



Horbury Academy

Mrs N Walker | Principal

We are immensely proud of our academy and our students who continue to excel in all aspects of academy life.

We believe that all students are entitled to experience the full breadth of education and this is reflected through our curriculum model that encourages learners to study a broad range of subjects.

Horbury Academy
Wakefield Road
Horbury
Wakefield
West Yorkshire
WF4 5HE

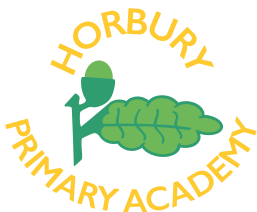


Middlestown Primary Academy

Mrs Hannah Young | Head of Academy

We firmly believe that the child should be at the centre of everything we do and our broad, balanced and creative curriculum is tailored to ensure that children are engaged in their learning and enjoy coming to school. Our enthusiastic, caring and professional staff work hard to ensure this happens.

Middlestown Primary
Academy
Cross Road
Middlestown
Wakefield
WF4 4QE



Horbury Primary Academy

Miss J Tomlinson | Executive HeadTeacher

Horbury Primary Academy is a community where children become confident, caring individuals with high aspirations, an enduring enthusiasm for learning and the necessary skills to succeed in life.

Horbury Primary
Academy
Northfield Lane
Horbury
West Yorkshire
WF4 5DW



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Joining Accord this academic year has given me a great opportunity to advance my career in a direction I am truly passionate about. Leaders are given the freedom to innovate and trusted to make decisions that will have a positive impact on pupils. I am certain joining Accord was the right choice for me and my career.

Dan

Director of Mathematics





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I have been a member of staff at Ossett Academy since 2006. I have held a number of roles during that time. The level of support and guidance that I have received to progress through my career has been of the highest quality, internal courses such as Aspiring Middle/Senior Leader have been invaluable. I thoroughly enjoy my time at Ossett and can see myself working here for years to come.

Kieran

Associate Assistant Principal/
Teacher of Business

accordmat.org



Next Steps

Further Details

For further details about the role, to arrange an informal conversation or to discuss the possibility of a visit to the Trust - please contact us at enquiries@accordmat.org or 01924 668936.

To Apply

Applicants are requested to submit a completed Accord Application Form which can be downloaded on the Trust's website at www.accordmat.org on our Recruitment page.

Closing Date

The closing date for applications is Monday 30th November 2020 at 9am. Completed applications to be returned to enquiries@accordmat.org.

The Accord Multi Academy Trust is committed to safeguarding and promoting the welfare of Children and Young People and expects all staff and volunteers to share this commitment. An enhanced disclosure from DBS will be required for this post.



