

Chief Financial Officer



RECRUITMENT PACK

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Our Trust

I am proud to welcome you to **Impact Education**. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale and Kirklees, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality whole education that impacts positively on our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share and learn from each other and the wider system. They have access to high quality continued professional development and learning. We work hard, but at the expense of wellbeing, and we want all our people to feel valued, respected and happy in their work.

Our **values** of Heart, Mind and Connect underpin everything we do and our **core principles** articulate how we will live these out.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

Mick Kay

Chief Executive Officer

Our Trust Our Family



Our family of academies work collaboratively to create a trust **Where Hearts & Minds Connect** with value-driven partners to ensure education impacts positively on students, staff and communities we serve.



Due to retirement of the current postholder, the Board of Trustees is seeking to appoint a Chief Financial Officer (CFO). This is a great opportunity to join a values-driven Trust at an exciting stage in our development. You will be a key member of Trust's Executive Team, working closely with the CEO and other Leaders to develop and implement strategy and to resource and deliver the organisation's strategic objectives sustainably.

The Trust has grown sustainably since its inception from a single academy to eight, educating 4130 children, with a workforce of 680 staff and annual income of c£30m. Further growth is planned in 23/24.

The CFO is expected to bring a modern, commercial approach to the leadership of the finance function, running it as a highly competent and efficient service with an emphasis on a proactive and customer-focused service. As well as ensuring the financial health of our organisation, you will bring experience of lateral thinking when it comes to realising the financial opportunities that we have within our Trust.

The CFO is directly responsible to the Chief Executive, who is the accounting officer for the Trust, and is ultimately responsible for the proper financial conduct of the institution. The CFO will provide advice on strategic financial issues and be responsible for financial management and for the leadership and management of the financial team.

The CFO leads a team of seven staff, comprising two accountants, three finance officers and two finance assistants. The team is responsible for all aspects of financial management, exchequer services, the management of financial records, resource allocation and budget control, financial planning (strategic and operational), the financial management of projects, funding relationships with the funding body and other agencies and related contractual arrangements with external organisations.

Job Description

Post:	Chief Financial Officer
Salary:	Scale Point L16 – L24 Actual Salary Range £64225 - £78010 (Negotiable, dependent on experience)
Contract Type:	Full Time (37 hours per week) Permanent
Contract Term:	All Year 30 days holiday + bank holidays
Responsible to:	CEO
Working Relationships:	Executive Team, Headteachers, Central team & Trustees. Professional advisors including auditors and bankers. Governance agencies: ESFA, DFE, Local Authorities, HMRC, NAO Other: external partners: Payroll provider

Location: Trust Head Offices, Unit 8, Pennine Business Park, Longbow Close, Huddersfield, HD2 1GQ. Travel is required to Trust Academies and other locations as necessary (mileage expenses reimbursed)

Core Leadership Accountabilities

- As a key member of the Executive Leadership Team, helping it to develop and implement strategy and to resource and deliver the Trust's strategic objectives sustainably
- Lead the promotion and delivery of excellent financial management across the Trust, so that public money is always safeguarded and used appropriately, economically, efficiently and effectively.
- To ensure compliance with relevant law, accounting practice, DFE, ESFA and any other sector requirements.

Finance Strategy

- To lead the Trust's financial strategy, including preparing Trust's annual budget and 4 yr plan, working closely with Executive Leaders, Headteachers and Trustees to ensure delivery of Trust's strategic and financial objectives, and providing assurance that the Trust can remain a going concern.
- Providing the financial lead to the strategic planning process, contributing towards production of the Trust development plan.
- Be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered, and alignment with the Trust's financial strategy
- To provide advice and guidance to the CEO and Trust Leaders, including Trustees.
- Proactively manage cash reserves to maximise investment.
- To lead on the Trust procurement strategy and how this translates into operation activity.
- To monitor the financial performance of the academies regularly and systematically and report the outcomes to the CEO and Finance, Audit and Risk Committee, and the Board

Financial Operations

- To ensure the operating model (systems, structure, process and services) in relation to financial services is efficient and effective service, and value for money.
- To maximise efficiencies and streamline processes across finance operations.
- To ensure the operating model is scalable and can support successful induction of new schools without compromising core purpose.
- Developing and maintaining financial systems to ensure:
 - records and returns are up to date
 - effective management of the payroll and that all tax and National Insurance records and returns are up to date
 - income collection procedures are operating effectively, and debt problems are minimised

invoices are processed efficiently.

- reporting is timely and accurate (including managements accounts) to enable effective budgetary control
- To manage the performance of the finance team, and any other as directed by the CEO.
- Proactively managing the relationship with its bankers, to ensure that appropriate and efficient systems are in place for the Trust’s accounting procedures.
- Proactively managing the cash position of the Trust and its operating activities, and reporting regularly on this aspect of financial management to the Trust Board.
- Planning and co-ordinating all tax and treasury management practice and policy, with particular reference to charitable status and cash management.
- Ensure that the Trust achieves value for money across all its activities, including the delivery of services.

Financial Control and Compliance

- Maintaining the Trust accounts in accordance with the funding agreement and Academies Trust Handbook and Accounts Direction issued by the funding body and in accordance with the financial regulations and procedures of the Trust.
- Ensure that the Trust follows best practice in terms of financial governance, and ensure the probity, and legislative compliance, of all financial transactions, including payroll and cash handling, and the integrity and suitability of all control mechanisms.
- To lead on the internal risk processes and external audit, preparing and submit audited statutory consolidated accounts to the ESFA and Companies House in accordance with required deadlines and driving improvements if identified.
- Ensuring that effective financial structures and controls are in place to support robust financial management.
- To lead on the construction, implementation and evaluation of delegated policies and procedures.
- Maintaining the relevant aspect of the Trust’s risk register.

Trust Growth and Development

- Lead on the due diligence process associated with conversion across finance functions and to support the CEO in the production of the due diligence report and recommendations to the Trust Board.
- Active build professional networks locally and nationally, ensuring that the Trust has reach and presence.

Qualities and Knowledge

- Holds and articulates the Trust’s values and moral purpose, compellingly communicating the vision of the Trust.

- Demonstrates optimistic personal behaviour, positive relationships and attitudes towards all stakeholders.
- Leads by example, with integrity, creativity, resilience and clarity, drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustains wide, current knowledge and understanding of the sector and pursues continuous professional development.
- Develops and maintains an appropriate professional network
- Works with political and financial astuteness, within a clear set of principles centred on the Trust's vision, ably translating local and national policy into Trust development.

Professional Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Attend briefings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting Trust Finances.
- Participate in regular performance management for self and lead appraisal reviews for direct report staff.

General

This job description is subject to special employment conditions relevant to working in schools, which will be updated in accordance with the latest legislation and guidance:

- Enhanced DBS disclosure; and two supportive references.
- Safeguarding and promoting the welfare of Children and young People: adherence to Trust policies and procedures at all times.
- Health and Safety: compliance with Trust policy and taking responsibility for relevant risk assessment and personal H+S.
- Confidentiality and Data Protection: compliance with the relevant Acts and observing and maintaining full confidentiality and security for all personnel details, personal, contractual and salary related matters.
- Equality and Diversity: compliance with Trust policy and Equality Duty obligations, ensuring all dealings with others are based on respect.

The post-holder must uphold the Trust's ethos and values, promoting the safety, happiness and well-being of staff and students of the academies.

This job description is not a comprehensive definition of the post by including every task and function in full detail and will be subject to modification or amendment at any time after



consultation with the post-holder. Employees of the Trust will be expected to comply with any reasonable request from the Executive Leadership Team/direct line-manager to undertake work of a similar level, commensurate with the grade and job title, which may not be specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all who may visit or contact the Trust.

Employees are expected to carry out their duties in the most effective, efficient and economic manner.

Employees are expected to be committed to continue their own personal development in the relevant area, undertaking training as deemed necessary and to maintain any relevant certification/qualification compliance for their role. Employees are expected to participate fully in the staff appraisal review process.

This post is subject to a six-month probation period.

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.

Person Specification

	Essential	Desirable
QUALIFICATIONS/TRAINING/KNOWLEDGE		
Fully qualified accountant accreditation from one of the major accountancy professional bodies e.g. CIMA, ICAEW, ACCA, CIPFA. <i>Note: applications may be considered by exception from professionals who qualify by experience (i.e., have no formal accreditation) and have relevant CPD to support them in their role.</i>	✓	
Experience of working under pressure to meet deadlines	✓	
Financial reporting and management skills in a multi-location environment	✓	
Evidence of ongoing professional development	✓	
Ability to demonstrate a track record of successful financial leadership and building effective teams	✓	
Prior experience of working within the education sector		✓
Awareness of the relevant current policies relating to educational developments		✓

	Essential	Desirable
Excellent knowledge of the funding, regulatory and legislative environment of academies		✓
Full UK Driving Licence	✓	
SKILLS & ABILITIES		
Highly developed planning and prioritisation skills	✓	
Ability to communicate effectively to a range of audiences.	✓	
Excellent analytical and problem- solving skills and sound judgement.	✓	
Excellent judgment and decision-making skills	✓	
Readiness to accept and implement change, openness and willingness to learn and flexibility.	✓	
Excellent presentation skills	✓	
LEADERSHIP AND MANAGEMENT		
To effectively lead and work as a member of an Executive Leadership Team	✓	
Experience and track record as a strategic leader	✓	
Set high standards and be a role model for staff, taking responsibility for own and others professional development	✓	
Motivate all team members to ensure high performance	✓	
Deal sensitively with people and resolve conflicts	✓	
Liaise effectively with other organisations and agencies	✓	
PERSONAL QUALITIES		
Resilience and the ability to maintain and objective perspective	✓	
Reliability, integrity and stamina	✓	
Determination and the highest possible expectations of self and others	✓	

	Essential	Desirable
Flexibility to meet deadlines and respond to unplanned events	✓	
Ability to inspire confidence in all stakeholders	✓	

	Essential	Desirable
GENERAL REQUIREMENTS		
Commitment to the Trust's ethos and values	✓	
Commitment to providing a responsive and supportive service	✓	
Proactive in acquiring and understanding changes to Finance law and guidance, including training as required to benefit the role	✓	

Benefits of Joining

All colleagues within our Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. Our staff can also apply to take part in a range of external development programmes, including NPQs and other role-specific CPD is also actively supported.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which gives access to a range of benefits:

- Car Benefit Scheme
- Cycle to Work Scheme
- Employee Assistance Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme
- Westfield Health – voluntary Everyday Health Plan – e.g. claim back optical and dental payments

We also provide an online HR Policy handbook so that you can easily look up information on areas such as Maternity/Paternity leave, Attendance procedures and requesting special leave.



For further information about working for Impact Education MAT, please visit our website:
www.i-mat.org.uk/working-for-us/

How To Apply

Please download and complete the application form on our website and send it to sbano@i-mat.org.uk