

The Inspire Learning Partnership

Chief Financial Officer



Job title: Chief Financial Officer

Reports to: Executive Principal

Salary: Competitive salary commensurate with post and experience (£47k - £53k) with Local Government Pension Scheme membership

Job Purpose

The purpose of the role is to provide strategic leadership, management and policy development for the non-teaching services within the Trust, including finance and compliance. The post will involve evolving staff structures to ensure that service delivery is as effective and efficient as possible.

The Chief Financial Officer will lead, develop and maintain sound operations of financial and business policy/practice across the Trust; and in so doing ensure that all requirements of the Academies Financial Handbook are effectively fulfilled.

The post-holder will be a senior leader who will contribute to the educational vision of the Trust to promote pupils' learning; s/he will work under the direction of the Executive Principal.

Principal Responsibilities

The Chief Financial Officer will:

Finance

- Be responsible for the leadership and management of the Trust's finance and accounting policies and procedures, advising the Executive Principal (Accounting Officer), Trustees and Principals/Headteachers on all financial and asset matters;
- Act as the primary point of contact across the Trust for financial management and statutory financial returns, actively seeking and circulating advice from the ESFA and professional agencies as required;
- In conjunction with the Executive Principal, create and monitor the Trust's budget (including oversight and quality assurance of the schools' budgets) producing/co-ordinating reports, forecasts and models as required;
- Ensure achievement of the agreed Trust's budget(s) through rigorous monitoring and control methods;

Be responsible for co-ordinating the Trust's statutory accounts, financial returns and all relevant reports for the Executive Principal and Trustees, ensuring that all key deadlines are achieved;

- Advise Trustees annually on the written scheme of delegation of financial powers and associated internal control arrangements, liaising with key staff to ensure effective implementation and compliance;
- Ensure that all schools (academies) within the Trust have adequate insurance cover.
- Liaise with the Trust's appointed auditors to ensure that accounts are audited and submitted to the Executive Principal, Trustees and statutory bodies, including the ESFA, in line with the financial calendar and statutory deadlines;
- Lead and co-ordinate internal audit and quality assurance processes to risk test financial and asset management systems and the efficacy of internal controls across the trust;
- In liaison with the Executive Principal and Trustees, develop the annual financial calendar of key actions and deadlines and ensure this is shared with key staff across the Trust;
- Develop and maintain the computer-based financial and management accounting systems for the Trust, including on-line payment systems where deemed cost effective;
- Advise the Executive Principal and Trustees of any concerns relating to present or future financial risks, financial controls or potential irregularities – actively implement procedures to minimise any risk of fraud;
- In conjunction with the Executive Principal and Principals/Headteachers, complete and maintain the risk register for the Trust, ensuring that risks are reported to Trustees for action, as appropriate.

Purchasing / Procurement

- Direct the implementation of best-practice with respect to value for money, regularity, propriety and transparency in relation to the management of funds, traded service agreements and contracts across the Trust;
- Achieve for the Trust the most competitive pricing for goods and services in compliance with all relevant legal requirements;
- Promote and manage the external hire of Trust facilities and services, ensuring appropriate agreements/contracts are in place and implemented;
- Oversee the provision of catering for pupils and staff in accordance with the criteria agreed by the Trust and/or local governing body.

Human Resources

- Develop, in conjunction with the Executive Principal and Trustees, effective HR policies, contracts, procedures and communications, and ensure that all schools are compliant with them;
- Apply accurately the Trust's pay and conditions policy;

- Manage all matters relating to remuneration, including pay-roll, pensions, National Insurance, Her Majesty's Revenue and Customs queries etc;

Be responsible for monitoring and quality assuring general personnel management systems across the Trust, including safer-recruitment, statutory employment checks, contracts, visa management and confidential employee records;

- Ensure that all Trust DBS/safeguarding information is up to date and recorded appropriately on the single central record in line with best practice guidance;
- Support the Executive Principal and Principals/Headteachers with HR issues and casework, as appropriate – including probationary processes, capability issues, workforce remodelling etc;
- Provide leadership, supervision, guidance and training for key staff across the Trust, as delegated by the Executive Principal;

Administration / General

- Provide oversight of an effective administration system managing the main administrative office(s) to ensure the needs of staff, pupils, parents and visitors are met;
- Manage insurance correspondence and communications for the Trust, overseeing visits and ensuring that necessary paperwork is completed to enable insurance cover to be effective;
- Be responsible for ensuring the Trust and its schools comply with the statutory requirements for data protection and the Freedom of Information Act;
- Ensure the maintenance of relevant files and records for the Trust, and publish required information on the Trust's website;
- Carry out any additional tasks as requested by the Executive Principal or Trustees in connection with the administration of finances and effective operational running of the Trust.

Key Accountabilities

- To promote actively the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination from taking place
- To maintain awareness of and commitment to the Trust's Equal Opportunities Policies in relation to both employment and service delivery
- To comply fully with the Health and Safety at Work act 1974 etc, the Trust's Health and Safety Policy and all locally agreed safe methods of work
- To work with colleagues to achieve objectives and targets
- To participate in employee professional development schemes and appraisal, seeking appropriate accreditation, if required
- To contribute to the identification of own and relevant colleagues' development needs

- At the discretion of the Executive Principal, such other activities as may from time to time be agreed consistent with the nature of the job described