

NORTH NORFOLK ACADEMY TRUST

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# Chief Financial Officer

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## Job Profile & Person Specification



North  
Norfolk  
**Academy  
Trust**

# Chief Financial Officer

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Salary range: £50,000  
Permanent post

Accountable to: Executive Headteacher

## **Overall purpose of the role**

The Chief Financial Officer (CFO) will be directly responsible to the Executive Headteacher who is the accounting officer for the MAT and is ultimately responsible for its proper financial conduct. The CFO will provide advice on strategic financial issues and be responsible for financial management, estate and facilities management including health and safety, risk management and procurement. The CFO is a key member of the MAT.

The CFO is expected to bring a modern, business-like approach to the finance function, running it as a highly competent and efficient service with an emphasis on business partnership across the MAT and with devolution of the service where appropriate. The appointee will develop and deliver a proactive, customer-focused service.

The finance teams are run across 4 academies, Sheringham High School, Stalham High School, Antingham and Southrepps Primary School, and Gresham Village Primary School comprising of finance, business managers, office managers and estate management staff. The team is responsible for all aspects of financial management, including payroll, the management of financial records, resource allocation and budget control, financial planning (strategic and operational), the financial management of projects, Estate Management, procurement, funding relationships with the funding body and other agencies, and related contractual arrangements with external organisations.

In addition to liaising with the finance team, the chief financial officer will contribute to strategy and policy development to support the MAT's aims and objectives, will ensure the provision of management information for the MAT's planning and monitoring systems, and will ensure the completion of returns to external agencies.

## **Key Relationships**

Responsible to: CEO and Headteachers from all member Academies

Responsible for: MAT Finance, estate management, facilities management and procurement.

Key contacts: CEO; Heads of Academies; Business Managers; Directors; professional advisers including auditors and bankers; investment advisers, HMRC; relevant personnel within funding bodies.

## **Main Duties**

This is a senior post that will change over time and where the post holder needs to be responsive and proactive in the context of strategic priorities. It is not possible, therefore, to set out a full range of duties. The following is an indicative list. It is not in order of importance.

## **KEY RESPONSIBILITIES**

1. To ensure the financial sustainability of the MAT.
2. To ensure the financial sustainability of each academy within the MAT.
3. To liaise with each academy for the procurement, provision, commissioning, monitoring, quality-assurance and cost-effectiveness of services provided by the MAT.
4. To ensure that all requirements of the Department for Education, the Education Skills Funding Agency and the Academies Financial Handbook are met.
5. To prepare the consolidated year end accounts for the MAT.
6. To ensure the MAT has appropriate financial systems in place and manage these in accordance with agreed policies and timescales.
7. To produce timely, accurate and appropriate reports and financial forecasts for the MAT.
8. To consolidate the Academy budgets and hence produce the Trust's budget. Liaise with Academy heads so as to achieve best value.
9. To take responsibility for the speedy and effective introduction of financial systems and processes in academies joining the MAT.
10. To oversee the provision of appropriate business support (e.g. HR, finance, ICT and audit) for academies within the MAT in order to achieve best value.
11. To oversee the procedures to ensure that all academies are compliant with the requirements of the Academies Financial Handbook and Companies House and operate under appropriate schemes of delegation.
12. To liaise with external auditors.
13. To maintain the Trust's risk register.
14. To maintain the Trust's scheme of delegation.
15. Take overall responsibility for Estate Management of all Trust sites, including repairs and maintenance, health and safety, site security, grounds maintenance and acquiring or disposing of land or buildings.

To undertake such other duties of a similar nature as may from time to time be required.

## PERSON SPECIFICATION

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Professional qualification in accountancy	✓	
Degree		✓
Qualifications and/or experience in premises management		✓
<b>Experience</b>		
The post holder must have at least five years experience in financial, business and/or premises management	✓	
Experience driving through organisational change		✓
Experience of developing effective administrative systems and procedures	✓	
Experience of completing bids and applications to raise extra funding	✓	
Experience of forming business partnerships		✓
<b>Knowledge and understanding</b>		
A good understanding of the principles underpinning effective performance management		✓
An understanding of, and commitment to, the Trust's vision and policies	✓	
Good knowledge of effective IT administration systems and accounting software	✓	
Good knowledge of financial procedures and regulations in Academies	✓	
A clear understanding of the standards expected of a high quality, professional environment for learning.		✓
Sound knowledge of policy and practice regarding financial management and Health and Safety	✓	
Good knowledge of what constitutes 'Best Value' and the ability to translate this into all aspects of the attached job profile	✓	
<b>Skills and abilities</b>		
Ability to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately, and monitoring the quality of delivery and outcomes	✓	
Ability to manage own work load and demonstrate sophisticated organisational skills	✓	
Ability to take a problem solving approach to work and tasks and come up with well thought through, valid and financially sound solutions	✓	
Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner	✓	
Ability to use computer systems, including word processing skills to produce tables, spreadsheets and statistical returns	✓	
Ability to communicate effectively, both verbally and in writing	✓	
Ability to build and maintain effective working relationships with a wide variety of people	✓	
Ability to maintain strict confidentiality in all matters	✓	
Willingness to keep up-to-date on relevant policy and procedures in line with the duties identified in the job description and any further educational / Academy developments	✓	
Ability to draw upon inter-personal skills to build effective business partnerships	✓	
<b>Additional</b>		
To have the ability to understand issues affecting the academic success of students		✓