**ADVERT**

**The Bridge London Trust**

**Chief Financial Officer**

Salary in the region of £90,000

The Bridge London Trust is a Multi Academy Trust which it at an exciting point in its development. The Trust presently consists of three special schools. A mainstream primary school will be joining the Trust early in 2018 and another special school is presently consulting on joining the Trust. Due to this rapid expansion The Directors are looking to recruit a Chief Financial Officer (CFO). Appropriate skills and knowledge are required along with a commitment to the mission of the Trust and excellent personal skills. We are interested in receiving applications from people from all sectors including those who have worked in the finance industry, the independent school sector along with those who already work in public schools or academies.

The CFO will support the CEO and report directly to the Board. The CFO will head up a small finance operation and will be responsible for all financial matters. The CFO will also have wider line management responsibilities and will be an active participant in the Trust’s leadership team, developing and implementing the strategic direction of this forward looking, successful and thriving Trust.

What we offer:

* Great colleagues
* A clear sense of direction and moral purpose
* An opportunity to be the Trust’s inaugural CFO and to be part of our journey of expansion and development

Generous Rewards and Benefits including:

* Excellent terms and conditions of employment including membership of LGPS Pension Scheme
* Comprehensive staff well-being programme including Cycle Scheme, Childcare vouchers, Staff well-being
* Central location with excellent transport links

**Applications instructions:**

To apply for this post, visit our ‘vacancies’ page on our website [www.thebridgelondon.co.uk](http://www.thebridgelondon.co.uk) to download, complete and return the application pack. Please return your completed Application Forms and Equal opportunity forms to recruitment@the bridge.islington.sch.uk

Please note all applications must be submitted using The Bridge London Trust’s application form and must be accompanied by a completed Equal Opportunities form. CVs will not be accepted.

Closing date: Midnight 17th November Interviews: w/c 4th December

***The Bridge London Trust is uncompromising in its commitment to Safeguarding and promoting the welfare of children and young people; all staff and volunteers are expected to share this commitment. Successful candidates will be required to complete an enhanced DBS disclosure.***

**JOB DESCRIPTION**

**The Bridge London Trust (MAT)**

The CFO is directly responsible to the Board of the MAT. At present comprises four Special Education schools in Islington and expansion is in progress. The CFO as head of a small finance operation is responsible for all financial matters and is a key member of the MAT’s senior leadership team.

The CFO is expected to bring a modern commercial approach running the finance function as a highly competent service with a view to expansion from internal growth and external provision of service to other schools. As well as people with experience within a maintained school or Academy we would welcome interest from those from the independent sector with the responsibilities of bursar.

We see as key the setting up of budget control, financial planning both strategic and operational across all schools within the MAT, Once the implementation of this work is complete it will allow the successful candidate to work more flexibly to suit her or her requirements. From the outset we envisage the CFO developing strong relationships with our funding agencies.

**Key Relationships**

Responsible to: the Board of Directors

Responsible for: The Business operation of the school

Key contacts: Directors; Heads of Schools; Heads of Operations, Chairs of local governing bodies;

Professional advisers including auditors, bankers and HMRC

Relevant personnel within the Education Skills and Funding Agency

**Main Duties**

This is a senior leadership team post. The duties will change over time and where the post holder needs to be responsive and proactive in the context of strategic priorities as the Trust expands as expected. 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.

**Strategic**

Providing strategic advice - to the board of directors, local governing boards and senior managers on all issues relating to financial matters.

Preparing the academy’s annual financial forecasts, forecasts for corporate strategies and plans in consultation with the principal and senior colleagues, and developing and implementing strategies for maximising the academy’s current finances.

Managing the finance team and overseeing the development and maintenance of financial systems and procedures, including appropriate IT systems.

Being accountable to the board of directors for the proper financial operations of the academy.

Building close and effective working relationships with key partners.

Participating in the management of major academy projects as required by the board.

**Operational**

1. Providing the financial lead to the strategic planning process, including: annual budgets, periodic forecasts and funding requirements.

Developing and maintaining financial systems to ensure:

* pension 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.

B) Preparing the annual academy budget for individual operating entities, working closely with senior managers and budget holders to ensure consistency with the academy’s strategic and financial objectives.

- Monitoring the income and expenditure budgets across the academy and giving early warning of difficulties.

- Providing accurate and timely information to enable effective budgetary control, decision making and sound strategic planning.

C) Ensuring that effective financial structures and controls are in place to support robust financial management.

- Maintaining the academy’s accounts in accordance with the funding agreement and Academies Financial Handbook issued by the funding body and in accordance with the financial regulations and procedures of the academy.

- The chief financial officer will ensure that the academy 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 (audit and risk management).

1. Preparing the annual accounts to prescribed standards and taking responsibility for the completion and submission of regulatory reporting.

-Liaising with both internal and external auditors to enable them to operate effectively

-Liaising, on behalf of the board with the funding body on financial matters.

 Proactively managing the academy’s relationship with its bankers, to ensure that appropriate and efficient systems are in place for the academy’s accounting procedures.

1. Proactively managing the cash position of the academy and its operating activities, and reporting regularly on this aspect of financial management to the governing body.
2. Planning and co-ordinating all tax and treasury management practice and policy, with particular reference to charitable status and cash management.
3. Helping to ensure that the academy achieves value for money across all its activities, including the delivery of services.
4. Managing the academy’s procurement processes.
5. Maintaining the academy’s risk register.
6. Leading, managing and developing staff within the finance team and promoting a strong customer service ethos and high professional standards. Develop the assistant accountant in the timescale agreed by the board The Chief Financial Officer will ensure that the finance team works in collaboration with other academy functions.
7. Ensuring that the finance team seeks continuing improvement in its management and financial systems.

**General**

* Attending meetings within the academy and external events as required.
* Preparing policy and review papers as required and requested.
* Maintaining a presence in national professional networks and through these and other means ensuring a current overview of sector policies and developments.
* Managing the finance team’s staff development programme, including conducting staff development reviews and participating, as required, in training, induction and staff development events.
* Complying with and upholding, in all respects, the academy’s code of practice on equality and diversity.
* Undertaking such other duties as the principal may require from time to time.

**Performance Measures**

We are developing performance measures for all senior posts to provide greater clarity of institutional objectives and expected individual performance levels. Typical performance measure approaches for this post (that will be the subject of discussion with the successful candidate) will include:

* Performance of the finance team’s staff in customer satisfaction surveys
* Accuracy and timeliness of financial returns to statutory agencies
* Accuracy, timeliness and quality of presentation of internal management information on financial matters, including cash flow information, budgetary control information etc.
* Achievement of streamlined and cost-effective processes for financial administration.
* Achievement of goals in training and management of staff in the accounts function

**MULTI ACADEMY TRUST CHIEF FINANCIAL OFFICER – PERSON SPECIFICATION**

The person appointed will be expected to have a record of successful financial management. He or she will need significant management experience, ideally in an educational environment, and a track record of delivering strategic goals.

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| **Attributes** | **Essential** | **Desirable** |
| **Knowledge and experience** | * Education to higher level (post 18) and significant experience in a similar position
* GCSE English and Maths, grade A\*-C
* Business/other relevant professional or academic qualification
* Financially aware, budget conscious and able to manage and control financial performance
* Should be able to demonstrate a track record of successful financial leadership and building effective teams
* Should have experience of financial information systems and be computer literate
* Should have a good knowledge of the funding, regulatory and legislative environment of academies.
* Successful experience of financial management. He or she will need significant management experience, ideally in an educational environment, and a track record of delivering strategic goals.
* Management and motivation of staff
* Knowledge of HR issues and best practice
 | * Full qualification from a major accountancy body
* Successful experience of working in a school or Academy financial role and managing school budgets
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| **Skills and Abilities** | * Should have financial reporting and management skills, and experience of working with stakeholders to develop strong financial understanding and empathy across an organisation
* Should have high ethical standards and influencing skills with the ability to engage effectively with all staff across the academy and with the governing body
* Should show evidence of entrepreneurialism and innovation, with an ability to identify commercial opportunities to maximise income
* Should have excellent analytical skills and sound judgment
* Should have excellent communication and presentational skills
* Excellent communication skills, both written and oral
* Financially aware with higher level numeracy skills
* Ability to interrogate school performance data and finances accurately and identify next steps for progress
* Excellent organisational skills
* Excellent ICT skills
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| **Management/Personal Qualities** | * Ability to think strategically
* Ability to solve problems, make good judgements and take decisions
* Ability to work under pressure
* Honest and transparent in all business activities
* Able to earn the respect and confidence of varying groups of staff and Governors
* Able to keep calm in difficult situations, can deal with stress and absorb pressure
* Open and constructive, accepting feedback and always willing to learn
* Diplomatic and able to operate well at all levels
* Energetic and enthusiastic
* Excellent sense of humour
* A ‘can-do’ attitude
* Commitment to and belief in equality of opportunity for all
 | Knowledge of using Carero or similar educational finance packages |