



**ROYAL
WOOTTON
BASSETT**
ACADEMY TRUST

Application Pack

Royal Wootton Bassett Academy Trust Chief Finance Officer

Required ASAP

£50,448 - £72,438

Full time

Deadline: 9am Monday 23rd September

Interview: TBC

Royal Wootton Bassett Academy Trust
T 01793 841900
E enewman@rwba.org.uk
W www.rwbat.org.uk

Dear Applicant

Thank you for your interest in working for the Royal Wootton Bassett Academy Trust. These guidance notes will assist you in completing your application form, which is the first step in our recruitment process.

The Royal Wootton Bassett Academy Trust (RWBAT) is built on the premise of Excellence in Education. Throughout RWBAT each Academy and its staff seek to strengthen each other, sharing good practice and building capacity.

Within RWBAT we strive to maximise the potential of each employee within our community and are absolutely committed to continuous improvement practices across the Trust. We value developing the whole person equally to the achievement of academic success for all our students.

We are looking to appoint a Chief Finance Officer to lead the development and management of the financial strategy in the RWBAT 5-year plan, ensuring that the Trust has a long term, economically sustainable plan.

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. The criteria listed within the job description details how each of these areas will be assessed. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager in your present or most recent employment. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

Further information about RWBAT and the Academies within it is available on our website www.rwbatrust.org.uk

We hope you will feel inspired to apply for the post of CFO within the Trust.

Yours sincerely

Marion Sweet
Chair of RWBAT Board

George Croxfrod
CEO



Job Description

Reports to: CEO

Job Purpose:

- To be responsible for the development and management of the financial strategy in the RWBAT 5 year plan, ensuring that the Trust has a long term, economically sustainable plan
- To be accountable for the leadership of the Trust’s Financial, IT and Premises (including Transport) management processes and procedures, developing an effective and efficient shared service for all stakeholders within the Trust
- To line manage the Trust’s Finance, IT and Premises teams, building and developing a highly capable shared services team who are ambassadors of the Trust values
- In partnership with Academy Headteachers, produce and monitor annual budgets
- To lead the delivery of sound and rigorous financial management practices and processes in accordance with DfE, ESFA Financial guidelines, ensuring that public money is always safeguarded and used appropriately
- To be accountable for reviewing the overall risk profile of RWBAT for appropriateness and to monitor the risk management techniques employed at all levels.
- To recommend infrastructure development, maintenance and investment policies involving:
- Shared Services infrastructure development
- Premises condition and Health & Safety reporting:
 - o Planned maintenance
 - o Property upgrade projects
 - o ICT infrastructure and development
- To monitor the effectiveness of contingency and business continuity planning and to periodically test the underlying as sumptions of the plans
- A member of the CEO’s senior leadership team, supporting the delivery of the core aims and values of Royal Wootton Bassett Academy Trust

The duties listed below are not exhaustive and other similar duties commensurate with the grade and responsibilities may be undertaken and are not excluded simply because they are not itemised.

Key Accountabilities:

- Develop and manage the Trust’s strategic 5-year financial plan
- Develop and manage the Trust’s 3-5-year budget projections Manage the Trusts annual budget including the re-charging policy
- Support Headteachers to confirm Academy annual budgets
- Monitor and evaluate expenditure and implement procedures to ensure robust financial management processes are in place in all the Trust’s schools
- Manage cash flow forecasting and ensure regular monitoring, reconciliation and forecasting of cash balances
- Manage the Trust’s Balance sheet to include; reconciliations, fixed asset accounting, control account reconciliations
- Prepare and submit to the Chair of the Trust Board and the CEO accurate and timely monthly consolidated management accounts to include; variance analysis, balance sheet, key financial indicators and cash flow projections as well as a summary of the financial position of each school in the Trust
- Provide reliable and user friendly financial and budgetary reporting and key performance indicators to key stakeholders
- Implement and monitor a robust and rigorous system of internal controls across the Trust
- Identify potential sources of funding and maximise income generation, including Capital Bids
- Ensure compliance with financial procedures and standards in accordance with statutory guidelines, regulations, ESFA and audit requirements

Key Accountabilities Cont.

- Review and update Trust policies as required to ensure compliance with external regulations, the ESFA Academies Financial handbook and Reserves policy including; filing deadlines and financial statements for VAT, PAYE, ESFA, DfE, HMRC, Charity Commission and Companies Acts.
- Responsible for the RWBAT IT Systems, providing an effective service to all schools which is compliant with GDPR
- Ensure there is accurate and timely data input for all transactions including the ordering, scheduling, receipting and payment of goods and services
- Benchmark financial performance against other schools and multi academy trusts, recommend organisational and operational improvement options as appropriate
- Ensure value for money principles are applied
- Ensure scheme of delegated powers are always followed
- Provide effective financial advice to the CEO, the Board and Headteachers regarding all aspects of financial management including keeping them up to date with the latest developments and changes in finance matters and the impact of operational decisions on the financial position of the Trust
- Manage and co-ordinate timely internal and external audit processes and liaise with external auditors
- Monitor, review and manage the Trust’s Risk Register
- Develop and manage a capable and skilled Finance IT and Premises team, ensuring team members receive annual performance reviews, appropriate training and on the job support and coaching
- Provide training as required on financial matters for key stakeholders including; Trustees, Governors and Headteachers
- Manage and oversee the Trust’s procurement strategy and processes
- Attend and report to the Trust Board, and its committees.
- Attend local governors body meetings as required.

Location:

Based at either Lawn Manor or Royal Wootton Bassett academy, but required to regularly travel between all the schools within the Trust which are located within Wiltshire and surrounding counties

Job Scope:

Number and type of jobs managed:

- RWBAT Finance Team which currently includes: Finance Manager and Finance Officers
- IT staff in all schools
- Premises staff in all schools, including bus drivers

Team will grow with Trust expansion

RWBAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The postholder may be required of perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section Three Paragraph 35).

Person Specification

Criteria which will be measured at application and interview

E=Essential

D=Desirable

KNOWLEDGE AND SKILLS

- Educated to NVQ level 6 (E)
- A qualified accountant with CIMA,ACA,ACCA, CIPFA/equivalent accountancy qualification (D)
- A record of Continuing Professional Development Activities (E)
- Advanced School Business Management qualification (D)
- A working knowledge of charity and/or company accounting (E)
- Strong ICT Skills, including knowledge of financial accounting systems, ideally schools (E)

EXPERIENCE

- Experience in the preparation of both statutory and management reporting in a public sector organisation (E)
- Experience of improving the cost efficiency and effectiveness of large enterprises (E)
- Experience of working at strategic Board level and of influencing business strategy (E)
- Ability to demonstrate the delivery of projects to time, cost and quality (E)
- Knowledge and experience of financial management systems (E)
- Experience of working and collaborating with a range of internal and external stakeholders (E)
- Experience of building and developing a highly capable finance function team, including managing a team dispersed across remote sites (E)
- Experience of reviewing internal controls systems and making recommendations for improvement (E)
- Experience of accounting for multi-site, multi-cost centre operations (E)

SKILLS/ BEHAVIOURS/QUALITITES (E)

- Stakeholder management skills with strong interpersonal and communication skills
- Self-motivated with high levels of personal drive
- Strong analytic skills with attention to detail and high levels of accuracy
- A team player with the ability to work in close collaboration with all staff
- Flexible and adaptable to changing business demands
- The ability to enthuse and inspire others
- Strong organisational and time management skills
- Commitment to personal development

DECISION MAKING:

Strategic thinker, ability to organise own and others work to meet business needs

Frequent decision making and use of initiative

CREATIVITY AND INNOVATION:

Highly capable strategic thinker able to develop solutions

EMOTIONAL DEMANDS:

Highly demanding role with significant accountability and responsibility



How to apply

Candidates must return a completed application form and can attach a supporting letter (no more than 1 side of A4).

Closing date for applications:

- **Deadline: Monday 23rd September**
- **Interview:TBC**

Please be advised that any applications received after this date/time will not be accepted, candidates are responsible for ensuring their application is received. Due to the high number of applications it is not always possible to confirm receipt of applications.

Completed application forms should then be returned marked confidential to the following address:

Esther Newman, HR & Marketing Manager
Lawn Manor Academy
Salcombe Grove
Swindon
SN3 1ER

or sent via email to: recruitment@lawnmanor.org

Applicants are welcome to visit the Trust during the application period by appointment only.
Please call or email to book, 01793 427742

Candidates who are successfully selected for interview will be informed after shortlisting has taken place.

Candidates should apply using the correct application form (see last page for link). CVs will not be accepted.

Royal Wootton Bassett Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences. References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.

Useful information

Application Form: [Click here](#)

Lawn Manor Academy website: [Click here](#)

Royal Wootton Bassett Academy Trust website: [Click here](#)

