**CONSILIUM ACADEMIES TRUST**

**RECRUITMENT OF HEAD OF FINANCE**

**SEPTEMBER 2019**



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**Welcome from David Clayton CEO**

Dear Colleague,

Thank you for your interest in the newly created role of Head of Finance at Consilium Academies Trust, we hope this pack offers you an insight into the Trust and role.

Consilium was approved as a Multi-Academy Trust (MAT) and an academy sponsor in January 2015. We do not have a lead school and instead operate a partnership approach with a strong governance structure which includes a Members Board, Trust Board and individual Local Governance Boards.

We are an ambitious Trust with plans to grow and to become one of the most successful MATs in the country, ensuring each and every child receives the very best education, preparing them for adulthood.

We aim to appoint, nurture and further develop our talent, creating exceptional leaders at all levels throughout the Trust, with clear responsibilities and accountability.

For a confidential and informal conversation to discuss this opportunity please contact Helen Stevenson at our recruitment partners Satis Education at helen@satiseducation.co.uk or 07729 024631.

If you think that you are the type of person that we are looking for, I would be delighted to receive your application for the post.

I look forward to meeting you,

**David Clayton**
CEO

**About the Trust**

Consilium Academies Trust is a Multi Academy Trust of 8 schools based across 3 hubs in Salford, South Yorkshire and the North East of England.

Consilum Academies aims are:

#### “Partnership, Opportunity and Integrity”

We believe in inclusivity, both in the schools and communities we serve. The lives of our young people should be enriched by care, experience and opportunity. This is achieved by

* helping children and young people to succeed to their potential academically, socially and emotionally;
* instilling a passion for lifelong love of learning and continued improvement so that our academies, staff and students can grasp their aspirations and ambitions;
* creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired and empowered to succeed;
* ensuring that all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a small central team which is led by the recently appointed CEO, David Clayton. The team provide direct services to our schools as well as Trust level accountability, leadership and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of the trust. The Trust works with its schools and academies in a supportive way that does not detract from the individual identity of a school.

**The Head of Finance Role**

The newly created post of Head of Finance is an exciting and challenging position. You will play a key role in the executive leadership of the Trust. As a growing organisation, we are looking to appoint an experienced and innovative Head of Finance to join us in our next phase of development. The post-holder will report to and be line managed by the Chief Finance and Operating Officer.

The large-scale expansion of multi academy trusts represents the most significant change in education for a generation. This is a unique opportunity for an enterprising and forward-thinking person to help to shape and develop Consilium Academies and contribute to securing our legacy as providers of high quality education.

You will be an experienced professional, with an excellent understanding of how complex multi academy trusts operate within the ever evolving educational and political landscape. You will be an excellent communicator, a team player who is able to work under pressure and manage effectively the complex process of a Trust’s finances.

The post of Head of Finance, which will have responsibility for strategic oversight of finance function across the Trust will ensure a high quality, effective and proactive service provision. It is essential that the successful candidate is a highly motivated, inspirational and respected leader with an outstanding track record in financial management.

You will be required to engage with a wide range of stakeholders, including reporting regularly to the CEO, Board of Trustees and meeting with Headteachers, Local Governing Bodies, and professional associations and trade unions. You will also be required to be part of a successful leadership team, having the ability, insight and interest to make a valuable contribution to wider strategic planning, as well as a successful innovator of improvement that has demonstrable positive impact.

**Living in the North West**

We believe that the North West of England has a lot to offer, including:

* Low house prices
* Low crime rates
* Great transport connections
* Good local schools at primary and secondary level
* Internationally recognized centre of excellence in medicine
* Numerous universities
* Some of the best local retail high streets
* Incredible independent retail and hospitality
* Exceptional cultural experiences – free museums, range of theatres and music venues
* Diverse range of ethnic and religious groups
* Internationally renowned football teams
* Regularly listed as having some of the coolest places to live and visit in the UK

**Job Description**

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| --- | --- |
| Job Title: | Head of Finance |
| Reports to: | Chief Finance and Operating Officer |
| Responsible for (staff): | Trust Finance Staff |
| Main purpose of the Role |
| To develop and lead a comprehensive finance service across the Trust by providing professional skills, technical capabilities, specialist knowledge and integrity in decision making.  |
| Core Responsibilities & Tasks |
| 1. Strategic oversight of finance function across the Trust ensuring a high quality, effective and proactive service provision.
2. Manage the Trust’s finances in accordance with the ESFA Academies Financial Handbook and Trust Finance Policy to ensure that adequate records are maintained and all delegated budgets are used in accordance with the policy.
3. To ensure that accurate and timely reports, estimates and financial return / annual returns are submitted as required by funding bodies, government departments and Companies House.
4. To prepare a 3 year budget for the Trust for submission to the ESFA.
5. To prepare monthly management accounts for the Resources Committee and Trust Board and explaining significant variances to all stakeholders, in accordance with agreed timetables.
6. To oversee the completion of all relevant month end and year end routines.
7. To maintain cashflow projections for the Trust, maintaining an appropriate cash balance whilst maximising investment opportunities in line with the Trust Investment Strategy.
8. To prepare monthly, annual and periodical financial returns and claims, including VAT returns for the Trust.
9. Preparation of the Trust Annual Accounts for submission to the Trust’s external auditors.
10. To ensure all statutory financial returns are prepared and submitted in accordance with agreed timetables.
11. To provide support, guidance, challenge and information to budget holders and individual academies.
12. To actively seek opportunities for cost saving strategies and ensure ‘Value for money’ is at the core of all financial activities.
13. To maintain systems and procedures that ensure financial transactions are recorded and reported accurately, and the effective operation of all financial controls.
14. To provide effective line management to direct reports.
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| Corporate Responsibilities |
| * The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
* To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust’s activities
* To plan, monitor and review health and safety within areas of personal control
* To participate in the Trust’s Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
* To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
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| Additional Notes |
| * The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
* An Enhanced DBS Check will be requested on successful application to a position at the Academy
* The Trust operates a no smoking policy
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**Person Specification**

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

|  |  |
| --- | --- |
| Job Title: | Head of Finance |
| Reports to: | Chief Finance and Operating Officer |
|  | Essential | Desirable |
| **Qualification and CPD** |
| Clear evidence of qualification by experience | **** |  |
| Full driving license and ability to travel to Trust sites | **** |  |
| ACA/ACCA/CIMA/CIPFA qualified or working towards |  | **** |
|  |  |  |
| **Experience, Knowledge and Skills** |
| Proven track record of leading financial systems and controls | **** |  |
| Experience of managing and developing a team | **** |  |
| Experience of consolidating finances across a multi-site organisation  | **** |  |
| Evidence of financial management experience to support the day-to-day operation of an establishment / company within financial constraints | **** |  |
| Good working knowledge of principles and methods of financial control and reporting, and their adaption to various purposes, including the preparation of financial accounts. | **** |  |
| Ability to problem solve both operational and strategic issues through a pragmatic and commercially sound approach | **** |  |
| Ability to work flexibly to meet deadlines and respond to unplanned situations | **** |  |
| Understanding of the importance of confidentiality and an appreciation of the implications of the GDPR | **** |  |
| Understanding of finance systems within the education sector |  | **** |
| Knowledge and understanding of Academies Financial Handbook and ESFA financial requirements |  | **** |
| Experience of finance in the education sector (Academies) |  | **** |
| Knowledge of company and charity legislation and reporting requirements. |  | **** |
| **Personal Attributes** |
| Responsibility for own professional development and be willing to partake in further staff development | **** |  |
| The ability to motivate, support and challenge | **** |  |
| The ability to promote and maintain quality control in all aspects of work  | **** |  |
| A team player with energy, commitment, enthusiasm and resilience.  | **** |  |
| The ability to prioritise workloads and to work to given deadlines | **** |  |
| The ability to adapt to change within the working environment | **** |  |
| The ability to maintain confidentiality | **** |  |
| A commitment to equality and diversity policies  | **** |  |
| A commitment to Health and Safety | **** |  |
| A commitment to child protection and safeguarding | **** |  |
| An understanding of child protection and safeguarding | **** |  |

**Applying for the role**

If you have any questions about the role, or would like a confidential and informal chat please do not hesitate to get in touch by calling Helen Stevenson at Satis Education on 07729 023631 or by emailing helen@satiseducation.co.uk

– The final closing date for applications is Friday 6th September 9am

– Interviews week commencing 9th September

We ask that all completed application forms, together with your supporting statement of no more than 1500 words, are sent to admin@satiseducation.co.uk.

Please ensure that within your application you provide the names, addresses and contact details for two referees, one of whom should be your current or most recent employer.

All applications will be acknowledged within 24 hours – should you not receive a confirmation please call Helen on 07729 024631.

*Consilium Academies Trust is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS will be required for this post.*