



**Chief Finance Officer  
Required from September 2024**

# Chief Finance Officer

Salary: NJC Grade 9 - £56, 858 - £60, 063

Working Hours: 8.30am – 5.00pm – Monday to Friday – 52 weeks

*A conversation with the successful candidate to agree the working pattern is welcomed. Hybrid working is possible with 1 or 2 days per week working from home a possibility.*

Required: From September 2024

A new and exciting opportunity for the role of Chief Financial Officer has arisen to join one of the country's leading grammar schools as a member of the Senior Leadership Team. The Chief Financial Officer will have excellent experience of financial and operational management.

The CFO role will work strategically with the Headteacher and Trustees to ensure the proper financial conduct of the school. The postholder will have a proven track record in financial management, detailed knowledge of financial practices, procedures, and regulations, having worked strategically and operationally to improve an organisation. The CFO will keep ahead of funding, compliance and legislative matters providing robust longer term strategic and budget planning that ensures the Headteacher and Trustees are able to make informed decisions. The successful candidate will have strong interpersonal skills with the demonstrable ability to motivate, influence and negotiate strategically and effectively to turn a vision into a reality. They will also have had experience of astutely leading teams and of effectively managing change.

Opportunities like this do not come up often to work with our able and well-motivated students as part of our team of hardworking and committed staff. The role brings with it the exciting opportunity to work as a full member of the leadership team shaping the strategic direction of the school and collaborating to achieve the school's goals.

In return, we offer professional support and career development opportunities. We recognise and value continued professional development and as such, training opportunities will be made available to you throughout your career with us.

**Closing date for applications: 4.00pm on 12<sup>th</sup> July**  
**Interviews will be held on 17<sup>th</sup> July**





# Welcome to WGHS

Wolverhampton Girls' High School has a long and established history of providing outstanding education for girls for over 100 years. We pride ourselves on our traditions, but we do not stand still, we are striving for continuous improvement. There is no charge or cost related to the admission of a student to the school and we welcome students from within the City of Wolverhampton and beyond.

We offer a broad and rich curriculum where all students are encouraged and supported to achieve their personal best in all aspects of school life. Our combination of high expectations and support tailored to meeting individual needs leads to confident and well-rounded young women who are well prepared to take on the next stage of their lives. Students are highly motivated to learn and personalised learning lies at the heart of our provision. Students also benefit from exceptional learning facilities.

The school is respected as one of the best state schools in the country, regularly achieving examination results which place it at or near the top of national league tables. This success has also been recognised by Ofsted, with the school achieving five successive "Outstanding" inspections. In the most recent inspection in November 2023, we were graded Outstanding in every category.

Whilst academic achievements are an important part of life at WGHS, students enjoy the wide range of other opportunities. These include participation in the thriving house system, and opportunities in the fields of sport, music and drama. There is a plethora of activities for the students to engage in from leading whole school events; to organising charity fundraising activities; participating in debating competitions and enjoying expeditions abroad.

Our team of dedicated staff ensures that students are well supported to achieve academic success, within a caring community. We have placed pastoral care at the centre of our school community through our "Hub". Pastoral care provided is exceptional, focusing upon student wellbeing and equipping students with the skills and knowledge that will support them to navigate life beyond the school.

The school's motto: Ludus Supra Praemium (which translates as "the game before the prize"), emphasises the value of taking part as a member of the school community. Our girls are encouraged to develop skills for lifelong success in terms of understanding themselves as learners and developing as responsible citizens, demonstrating care and respect for all members of the community. As a result, they leave WGHS with fond memories, and equipped as confident and independent minded young women ready to take on the challenges ahead and enjoy success in their chosen fields.

WGHS is a special place to be, with its supportive atmosphere encouraging all students to achieve their best in all aspects of school life. Thank you for your interest in this exciting opportunity, we encourage you to apply and come and join our community.

**Mrs Trudi Young**  
Headteacher



# Ludus Supra Praemium

*“the game before the prize”*

We value highly the experiences students gain both in and out of the classroom. The House System offers wide variety of opportunities for students deliver softer skills including events such as the annual House Arts, House Winter Games and Sports Day events.

Our staff offer a range of extra-curricular opportunities in school and a variety of opportunities for students to travel abroad. This has included expeditions to Iceland, Russia, Nepal and China!



# Our School

WGHS has a rich history of providing an excellent education. We pride ourselves on our traditions, but we do not stand still, we are striving for continuous improvement. It is an exciting place to be!

We are a warm and friendly school with a community atmosphere. Pastoral care and support are our top priority, ensuring that students and staff feel happy, safe and secure.

We offer an exceptional enrichment programme with a plethora of activities for students to engage in, from leading whole school events, organising charity fundraisers, sports, music, drama, debating competitions and expeditions abroad. Our house system also provides many opportunities for girls to engage in fun activities.

We offer a broad and rich curriculum where all students are encouraged and supported to achieve their personal best in all aspects of school life. Our combination of high expectations and tailored support to meet individual needs, leads to academic excellence.

Our school is respected as one of the best state schools in the country, regularly achieving examination results which place it near the top of the national league tables. Our success has also been recognised by Ofsted with the school achieving five successive 'Outstanding' inspections.

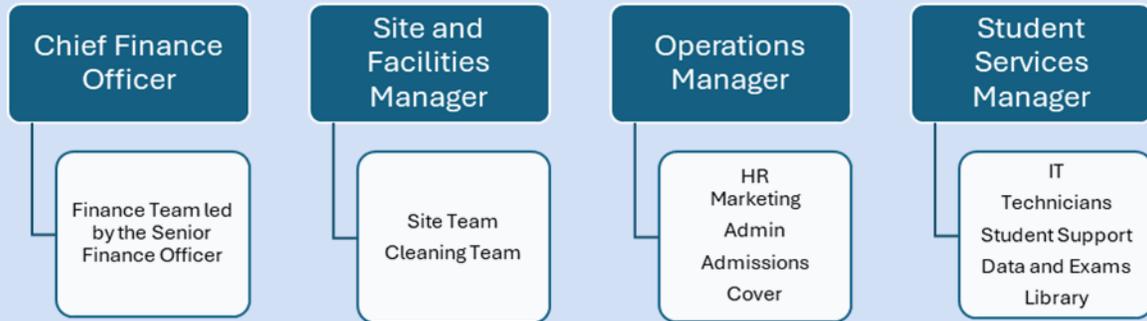
Our school motto: *Ludus Supra Praemium*, emphasises the value of taking part as a member of the school community. We encourage developing skills for life long success, developing happy, confident and resilient young women.



# The Role

The Chief Finance Officer is a key member of our Senior Leadership Team, working very closely with the Headteacher and the wider team of 2 Deputy Headteachers, 1 Senior Assistant Headteacher and 3 Assistant Headteachers.

## The wider support team structure



# The Person

The successful person will have a relevant accountancy qualification who has experience/capability of:

- ✓ Being part of a Senior Team
- ✓ Taking sole responsibility for financial matters with accountability to the Executive and the Board
- ✓ Contract management and negotiations
- ✓ Working with external auditors
- ✓ Payroll
- ✓ Budget setting and financial control
- ✓ Preparing monthly management accounts in line with the regulations of the Academies Handbook
- ✓ Project planning
- ✓ Liaising with internal and external stakeholders
- ✓ Delivering ambitious programmes of development





# Our Students

All of our students are high achieving and almost all go on to study university courses with girls accessing some of the most competitive courses at the most sought-after institutions.

Examination results are exceptional, year after year.

Fewer students than the national average are eligible for the Pupil Premium (Years 7 to 11) (129) 141 FSM and 4 Service Children. 23 students are eligible for the 16-19 Bursary and we have two Looked After Children.

We have 63 students with SEND needs.

The proportion of students from ethnic minority groups is 75% with Indian students making up 35% and 24% who speak English as an Additional Language.

There is a very strong community ethos across the school with the House system at its heart. Students compete enthusiastically in a range of different competitions. These events, together with academic and pastoral mentoring across the year groups, ensure that students actively support each other from Years 7-13. Students seize leadership opportunities, running many clubs at lunchtime and leading a variety of fundraising activities.

All of our girls want to and are encouraged to achieve their personal best. They support each other in and beyond the classroom to strive for excellence and subsequently achieve great success in all areas.



# Our Staff

We have 128 staff; 80 teachers of whom 36 are part-time; and 48 support staff. There are 14 Curriculum Leaders, 3 Directors and 4 House Leaders. The Senior Leadership Team is comprised of the Headteacher, 2 Deputy Headteachers, 1 Senior Assistant Headteacher and 3 Assistant Headteachers.

There is a strong sense of support and community amongst the staff.

Staff are actively encouraged to inform the planning of future whole school priorities. In addition, staff make valuable and active contributions to several school-working groups.

All staff receive an annual appraisal with a mid-year review, alongside ongoing professional development. Career development is an expectation for all, and we provide support within school to help colleagues to develop. There are opportunities to lead whole school training sessions and to share expertise across and within departments.

We are very fortunate to be supported by a team of dedicated and high-quality support staff who support the school in a variety of ways. These include administration, finance, learning support, data and examinations and site.

Students and parents have high expectations of the staff as a result of their thirst for learning and ambition. This makes our focused learning environment a very rewarding one of which to become apart.

# Our Facilities

The school is steeped in traditions from over its 100-year history, but we are forward looking and aiming for continuous improvement. In the last ten years we have benefitted from over £14 million investment in our school. Work is now completed on a £3.4 million funded project. This included provision of four new science laboratories and refurbishment of two others, as well as an Activity Studio.



# Job Description – Chief Finance Officer

## Reporting to: Headteacher

### Purpose and responsibilities

The CFO is responsible for the financial development and sustainability of Wolverhampton Girls' High School (WGHS) and for the financial probity of the organisation. They will be responsible for providing the leadership and management of the Trust's finance and business functions, enabling the Trust to work effectively towards its aims.

They will support the Headteacher in their role as the Trust's accounting officer.

The duties and responsibilities listed below are indicative of the tasks the CFO of WGHS will perform, and are not intended to be an exhaustive list. The postholder will be expected to take on additional responsibilities appropriate to the role as they arise.

### Strategic leadership and trust development

The CFO will be accountable for supporting the trust's strategic development and aims through effective financial planning and management, in line with regulations.

The CFO will:

- Advise the Headteacher, Governing Body and other leaders on all matters relating to financial strategy and operations
- Contribute to the development and implementation of the School's strategy, providing financial analysis and guidance on all activities, setting financial objectives and monitoring performance
- Conduct financial due diligence on relevant matters, and report to the board and other trust leaders with recommendations
- Contribute to risk management efforts, including identifying strategic and operational financial risks, taking steps to mitigate these risks, and maintaining the Trust's risk register
- Develop, implement and monitor the school's business plan, using effective financial and budget modelling and benchmarking to support strong decision-making



# Job Description – Chief Finance Officer

## Reporting to: Headteacher

### Financial management and control

The CFO will be accountable for maintaining robust financial management of the trust and its academies.

The CFO will:

- Manage the budget process, from planning through to approval, working with the Headteacher
- Work with the Headteacher to prepare and monitor the budget in line with the school development plan and the trust's strategic objectives
- Provide accurate and timely information to the board and other leaders to enable effective budgetary control
- Develop, implement and monitor the trust's financial policies and procedures on procurement, virements, asset management and disposal, in accordance with the Academies Handbook, enabling robust financial management
- Take appropriate action to address financial risks, problems and irregularities
- Develop and maintain an effective internal audit procedure
- Manage the external audit procedures for the school, and follow up on any recommendations resulting from audits
- Establish and monitor effective procurement procedures in order to achieve financial efficiencies, including overseeing the tendering process
- Oversee the trust's commercial contracts, ensuring they represent value for money
- Arrange and manage necessary insurance arrangements for the trust
- Manage the trust's tax and National Insurance arrangements, including ensuring claims for VAT and business rates are submitted and refunds are received and appropriately accounted for
- Manage the trust's cash position at all times, including overseeing bank deposits
- Support the income generation strategy for the school



# Job Description – Chief Finance Officer

## Reporting to: Headteacher

### Projects and contracts

The CFO will be accountable for ensuring the contracts represent value for money and meet the Academies Handbook and identify projects for the benefit of enhancing education where appropriate.

The CFO will:

- In accordance with financial regulations, oversee the construction of contracts for competitive tender and advise the Headteacher and Governors on the selection of such contracts. Oversee the performance of such contracts to ensure that the school receives the service defined.
- Liaise with the catering providers to ensure full implementation of the contract.
- Obtain the necessary licences and permissions, and ensure their relevance and timeliness in accordance with the financial procurement procedures
- Ensure that appropriate insurances exist for cover of all aspects of the school's life, including buildings, contents and trips.
- Propose ideas and projects for the on-going development of the school's support services and business management.
- Manage and implement projects for the extension, development and improvement of the school's infrastructure, premises and support services.
- Manage and implement non-curriculum-related projects to meet government or local authority requirements/legislation.
- Work with the Facilities Manager to negotiate, manage and monitor contracts, tenders and agreements for the provision of services.



# Job Description – Chief Finance Officer

## Reporting to: Headteacher

### Reporting and compliance

The CFO will be accountable for ensuring that the trust complies with its legal obligations, adheres to financial regulations, and submits accurate financial reports in a timely manner, fully in line with the Academies Handbook.

The CFO will:

- Complete and submit financial returns as required by the Department for Education, the Education and Skills Funding Agency, the Charities Commission and Companies House
- Prepare and submit the trust's financial returns and reports, including annual accounts and monthly management accounts
- Maintain the trust's accounts in line with the funding agreement and the Academies Handbook
- Monitor developments to legislation around payroll, pensions and benefits, implementing changes and adapting processes as required
- Provide appropriate and timely reports to the Headteacher and trust board and other trust leaders to support effective leadership and governance

### Leadership and management

The CFO will be accountable for supporting the effective management of the trust and its academies, and for providing motivational leadership at all levels of the trust's organisation.

The CFO will:

- Take responsibility for the trust's financial management system including managing user access, providing training, considering future system developments and generating reports
- Manage the Senior Finance Officer, taking responsibility for their professional development and ensuring best practice is observed at all times
- Work with the Headteacher and other relevant staff to support the effective delivery of payroll services for the trust and its academies
- Develop effective relationships with the trust's stakeholders and partners in order to support its development and operation



# Job Description – Chief Finance Officer

## Reporting to: Headteacher

### Leadership and management continued

The CFO will also:

- Act as a representative for the trust in external networks and forums, raising the profile of the trust, engaging with the wider sector, and ensuring that the trust is alert to information, changes and opportunities that could affect its work
- Attend and participate fully in all meetings of the Senior Leadership Team
- Undertake leadership duties alongside other members of the Senior Leadership Team
- Line manage identified staff
- Deputise for the Headteacher as the lead member of staff in charge during school holiday periods
- Work with the Headteacher and other relevant staff to support the effective delivery of payroll services for the trust and its academies
- Develop effective relationships with the trust's stakeholders and partners in order to support its development and operation
- Act as a representative for the trust in external networks and forums, raising the profile of the trust, engaging with the wider sector, and ensuring that the trust is alert to information, changes and opportunities that could affect its work
- Attend and participate fully in all meetings of the Senior Leadership Team
- Undertake leadership duties alongside other members of the Senior Leadership Team
- Line manage identified staff
- Deputise for the Headteacher as the lead member of staff in charge during school holiday periods



# Job Description – Chief Finance Officer

## Reporting to: Headteacher

### Notes

This job description may be amended at any time in consultation with the postholder.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the post and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, following consultation, may be changed to reflect or anticipate changes in the post which are commensurate with the salary and job title.

**This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to satisfactory references which will be required prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications and verification of the right to work in the UK. The school will also undertake online checks prior to interview and also require a certificate of good conduct for residence outside of the UK for month than six months.**



# Person Specification

## Reporting to: Headteacher

| AREA  | ESSENTIAL   | DESIRABLE   |
|---|---|---|
| <b>Qualifications, Knowledge and Experience</b> | <p>Good Honours degree</p> <p>A higher level accountancy qualification such as ICAEW, ACCA, CIMA or CIPFA</p> <p>Experience in a leadership post in either the education sector or non- education sector.</p> <p>Good knowledge and experience of financial and budget management and general accounting procedures.</p> <p>Knowledge and experience of management and administrative procedures.</p> <p>Knowledge and experience of the management of resources.</p> <p>Knowledge and experience of the management of staff.</p> <p>Knowledge of and ability to use a range of IT based resources.</p> <p>Knowledge of aspects of premises development/buildings maintenance.</p> <p>Knowledge and understanding of the system of governance within schools in general and the Academies Handbook</p> <p>Proven record as an accomplished financial manager with the ability to manage the financial resources of a large organisation.</p> <p>Successful experience of leading and managing change and innovation</p> <p>Proven record in leading and managing staff within a team structure</p> <p>Good knowledge and understanding of current educational developments, especially linked to funding</p> <p>Knowledge of monitoring and evaluation strategies</p> <p>Experience of improvement planning</p> | <p>Experience of working in a school setting</p> <p>Experience of leading whole school initiatives</p> <p>Other qualifications relevant to school financial management</p> <p>Knowledge of relevant legislation relating to schools; e.g. Equal Opportunities, Health and Safety, Child Protection, Data Protection, Copyright, etc.)</p> <p>Knowledge and experience of the appropriate procedures for undertaking risk assessment.</p> <p>Experience of responding to major initiatives in education</p> <p>Successful partnership working with other schools, agencies and stakeholders</p> <p>An interest in – or experience of – selective education</p> |
| <b>Interpersonal Skills</b>                     | <p>Communicate effectively both orally and in writing with Governors, staff, students, parents and outside agencies.</p> <p>Empathy with young people and, more broadly, empathy and respect for others</p> <p>Able to think strategically, innovatively and creatively</p> <p>Demonstrate leadership skills and be able to motivate and encourage, using appropriate leadership styles in different situations.</p> <p>Build, support and work as part of a high performing team.</p> <p>Develop good relationships with staff and others.</p> <p>Negotiate and consult effectively.</p> <p>Plan, prioritise, direct and co-ordinate the work of others, developing responsibilities, delegating tasks and monitoring outcomes.</p> <p>Be approachable and flexible.</p> <p>Deal sensitively with people and resolve conflicts.</p> <p>Seek advice and support when necessary.</p> <p>Build strong working relationships with leading governors, other senior managers and the institution’s partners and stakeholders based on mutual trust and a clear understanding of roles and responsibilities.</p> <p>Support collective ownership of strategy, risks and delivery.</p>   |   |



# Person Specification - CFO

## Reporting to: Headteacher

| AREA                      | ESSENTIAL  | DESIRABLE |
|---------------------------|--|-----------|
| <b>Other Skills</b>       | <p>Able To:</p> <ul style="list-style-type: none"><li>analyse information.</li><li>demonstrate effective presentation skills.</li><li>demonstrate good decision making skills after collecting and weighing evidence.</li><li>think strategically.</li><li>plan, organise and prioritise.</li><li>manage change.</li><li>role model, energetic, determined, positive, robust and resilient leadership, able to inspire confidence and respect, and exemplify high standards of conduct and personal behaviour.</li><li>balance conflicting pressures and needs, including short and longer term trade-offs.</li><li>demonstrate strong commitment to innovation and performance improvement.</li></ul>   |           |
| <b>Personal Qualities</b> | <ul style="list-style-type: none"><li>Flexibility and a willingness to adapt to changing circumstances.</li><li>Resilience, enthusiasm, energy and vigour.</li><li>Positive approach to change and continuous improvement and experienced in managing change effectively.</li><li>Positive, enthusiastic outlook, with resilience, perseverance and optimism in the face of challenges</li><li>Passion for learning – and enthusiasm for the job.</li><li>Honesty, reliability, integrity and commitment to the success of the school.</li><li>A sense of perspective.</li><li>The ability to work effectively alone as appropriate, and with others as necessary, according to the needs of the situation.</li><li>A strong commitment to undertake further training and development as necessary, including the pursuance of further relevant qualifications.</li><li>Comply with ethical standards and with the seven principles for the conduct of people in public life. Impartiality is a further fundamental requirement of those operating in the public services.</li></ul> |           |

# Staff Wellbeing Charter

WGHS takes the wellbeing of all staff very seriously. The charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. The staff are very supportive of each other we ask all staff to be committed fully to the charter below through their actions.



No student or class data collected for data's sake



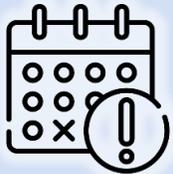
Staff marking expectations are minimum and workload regularly reviewed



Clear expectations around communication. There is no expectation to respond outside of the school day, although you can choose to do so



A flexible and generous discretionary leave policy. Teachers can leave from 3pm when they are free



Deadlines well publicised and annual calendar consultation



A flexible opt-in approach to directed time



Complimentary drinks in the staffroom at break time



A fitness suite available for staff use



Opportunities for career development



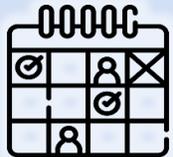
Meetings have a clear purpose, agendas are issued one week in advance, and those leading meetings ensure they are kept on track and finish on time



Counselling service free to all staff



The school will endeavour, wherever possible, to champion and enable flexible working



Calendared sanctuary weeks with no meetings/events



Coaching and shadowing opportunities



Complimentary Christmas dinner for all staff each year



Half-termly breakfast social for all staff



Optional school funded health and fitness plans available for staff



**Your wellbeing matters.**  
The school is committed to prioritising and promoting staff wellbeing.



**Wellbeing is a shared responsibility.**  
The school is committed to giving all staff the support they need to take responsibility for their own and other people's wellbeing.



## How to Apply

To apply for this post, please complete the application form and submit it with a supporting letter. In your letter you should state:

1. Your reasons for applying for the post
2. The experience you believe to have prepared you for the post
3. The skills and strengths you will bring to the school with reference to the person specification

Important - Please note that the application form must be completed in full and submitted for the attention of the Headteacher by post or to [recruitment@wghs.org.uk](mailto:recruitment@wghs.org.uk)

***This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to satisfactory references which will be required prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications and verification of the Right to Work in the UK. Please note police checks will also be required for time spent working outside of the UK.***

