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**Job Description**

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| **Job Title:**   | Chief Finance Officer - CFO  | **Department/Group:**   | Leadership  |
| **Level/Salary Range:**   | £55000-£65,000 dependent on qualifications, skills and knowledge   | **Reporting to:**   | Chief Executive Officer  |
| **Weeks per year:**   | All year round  | **Hours per week:**   | Full time  |
| **Safer Recruitment Statement**   |
| Bolton Muslim Girls’ School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  |
| Main purpose of the role:  |
| CFO: To be responsible for the strategic financial, corporate, and commercial management of the trust.  To take a lead in the strategic direction and leadership of all aspects of budgeting, financial management and business management of the school, including the development, implementation and maintenance of school financial procedures and systems ensuring that all legal and governance requirements are satisfied.  |
| **All staff at Bolton Muslim Girls’ School Trust are required to:**   |
| * uphold and promote the Trust’s vision and aims outlined in the Strategic Plan
* uphold and promote the Islamic ethos of the schools
* support and contribute to the achievement of our students academically and pastorally
* support and contribute to the school’s responsibility for safeguarding students
* undertake professional training to enhance personal development and job performance.
* Comply with all Trust and school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
* maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues and governors, treating everyone with dignity and respect
* share best practice, expertise and skills with others
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| **All senior leadership staff in the Trust are required to:**   |
| * Inspire, challenge and support others to enable them to be the best they can be;
* Model and drive the Trust’s vision, values and expectations to have a significant impact on students’ life chances sharing our ethos that ‘success is for all’;
* Be an outstanding leader and role model for all.
* Have a proven track record of leadership at senior level.
* Nurture a culture of professional development.
* Have the ability to project presence and articulate our vision to all members of the Trust’s varied communities.
* Demonstrate high level inter-personal skills to work successfully with a wide range of audiences.
* Show a commitment to modelling the highest professional standards.
* Have a proven track record of change management to secure improved academic standards.
* Be committed to equality of opportunity and inclusive education.
* Have the energy, enthusiasm, personal warmth and humour to remain resilient and deliver the above.
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| **CFO Specific responsibilities**   |
|  **STRATEGIC** 1. To support the chief executive in the strategic leadership of all non-educational functions across the trust.
2. To support the chief executive in the formulation, monitoring and evaluation of the business plan and financial strategy that ensures viability of the trust.
3. To lead on the development and implementation of all trust policies, including finance, ensuring compliance with all relevant statutory procedures.
4. To oversee and advise on all new joint procured contracts and services for the trust including materials, cleaning, catering, grounds maintenance etc. in order to secure best value for the trust.
5. To maintain the board’s risk register, monitoring the ongoing financial and reputational risks and advising the board as appropriate on the risks associated with any new ventures.
6. To ensure that all relevant, statutory reporting linked to the post on behalf of the trust is accurate, compliant, and timely.
7. To ensure that the trust complies with statutory requirements such as data protection and the freedom of information act.
8. To support and advise the headteacher in the line management of Business managers and bursars in partner schools once acquired.
9. To project manage the conversion of all new academies joining the trust, including the common transfer agreement, lease, and funding agreement and to advise and support each school as appropriate
10. To ensure that the trust complies with statutory requirements relating to health and safety.
11. To support the chief executive in generating continual streams of new income through effective bid-writing, partnerships, joint ventures and business development including potential funding opportunities to allow expansion and/or development of existing buildings to maximise income generation.
12. To work closely with local governing body and school leadership teams, headteachers in particular, at each of the academies within the trust providing the necessary advice and support.
13. To develop effective relationships with staff, pupils, parents, local businesses and stakeholders across the entire trust.

**2. FINANCE** 1. To develop and oversee all financial policies and procedures in each individual school and across the trust to ensure compliance with the Academies Financial Handbook and Statement of Recommended Practices (SORP) of the Charities Commission.
2. To provide professional advice and support to the trust on all aspects of finance and business management.
3. To attend all board meetings and to present quarterly and annual financial statements to the trustees.
4. To present quarterly and annual financial reports to the trustees.
5. To support each business manager in the preparation of overall school budgets for each school, including those for any related business ventures as and when required.
6. To prepare and submit all financial returns in a timely and accurate manner including financial records for the auditors and returns to Companies House.
7. To oversee and advise the work of the audit committee ensuring compliance with the Academies Financial Handbook and funding agreement.
8. To oversee the pooling of resources policy to ensure effective financial management of the top- slice and all associated costs and services.
9. To prepare individual academies and/or the trust as a whole for any internal or external audits and to respond appropriately with any subsequent recommendations.
10. To monitor closely the spending plans of each of the individual academies by holding business managers to account and making any subsequent recommendations to the governors and trustees as required.
11. To ensure that each individual school completes all relevant period-end procedures and that timely financial monitoring reports are presented to the governing bodies and trustees in line with financial policy.
12. To manage all funding agreements with new and existing academies to ensure compliance with Education Funding Agency requirements.
13. To research and bid for additional funding to DfE or other such organisations on behalf of each school and trust, including the Condition Improvement Fund.
14. To develop and oversee the trust’s risk management strategy and procedures to ensure that key business risks are identified, assessed and managed.
15. To manage the effective purchasing and procurement of any trust wide products and services and negotiate, manage and monitor contracts, tenders and agreements for the provision of support services, to include school improvement, payroll, audit, legal, health and safety, IT, grounds maintenance, catering, cleaning, insurance, facilities management and the administration of the associated top slice.
16. To support and advise on the trust’s asset management planning including lettings, income generation from the use of buildings and expansion and development of existing sites.
17. To conduct comprehensive financial due diligence on any school considering joining the trust and to advise the Board on all associated risks.

**3. PREMISES** 1. To oversee the trust’s strategic plan for maintenance, including the asset management policy for each school including repair and improvement.
2. To ensure that all joint contracts are in place for each school as directed by the trustees and that appropriate checks are carried out to ensure statutory compliance.
3. To oversee the fixed asset register in line with the relevant schedules attached to each school transfer agreement.
4. To project manage the conversion of new schools joining the trust in regard to preparation of the common transfer agreement, lease, risk management, insurance, buildings surveys and associated due diligence.
5. To oversee the completion of the annual submission for the Condition Improvement Fund for each school and the trust.
6. To maximise existing opportunities within the trust through creative site and facilities management in regard to the delivery of central core services and any other related services.

**4. OTHER** * Carry out such other tasks as deemed appropriate by the Chief Executive Officer.
1. **Line Management Responsibilities for**
* Finance Assistant

The post holder is responsible for the overall management, leadership, and development of these designated school support staff and responsible for ensuring an efficient and effective service is provided.  **1.Finance Responsibilities are to:** * 1. manage the school’s financial management system and school finances.
	2. be responsible for the preparation and delivery of short-, medium- and long-term financial planning including costing out school improvement plans
	3. maximise income generation from all potential sources, within the strategic objectives/ethos of the school.
	4. allocate and monitor the progress of all financial work, focusing on developing productive relationships with colleagues and all stakeholders.
	5. initiate financial audit arrangements on behalf of the school
	6. ensure compliance with SFVS accreditation and other government regulations.
	7. ensure that all financial procedures are followed in accordance with school and EFSA orders, providing support and advice for colleagues as required.
	8. liaise with the EFSA and provide relevant financial reports and information
	9. manage the school’s stock records and asset register.
	10. manage and maintain insurance records.
	11. contribute to the school’s Leadership and Management Committee with regards to financial information.
	12. be responsible for the monitoring and control of capital expenditure on buildings and grounds, placing contracts, the appointment and monitoring of contractor services.
	13. monitor service level agreements and contracts ensuring efficiency, effectiveness and value for money are achieved.
	14. provide professional development for Governors in relation to school finance.
	15. keep abreast of the political, economic, social, technological, legal and environmental factors which may impact on educational practice and strategic intent.

**2.Health & Safety responsibilities are to:** * 1. manage the main health and safety issues specific to the school and know how they relate to students, staff, visitors and contractors, complying with requirements for Health & Safety at Work Act and other legislation
	2. lead and provide feedback to senior staff and governors on health and safety issues affecting the school, identifying training needs
	3. lead the school’s health and safety meetings and agendas.
	4. act as the School’s Health & Safety Co-ordinator and Fire Officer and lead on the fire evacuation and emergency invacuation procedures.
	5. take responsibility for the induction of new staff on health and safety matters in liaison with Site Manager.

**3.Estate Management & Development responsibilities are to:** * 1. with the support of the Site Managers maintain and develop the School Asset Management Plan.
	2. in conjunction with the site manager, prepare maintenance schedules which fit budget specifications and meet legislative requirements.
	3. be proactive in identifying short-, medium- and long-term site needs.
	4. Lead building projects and liaise with the site manager to ensure deadlines are met and work is completed to the appropriate standard until the work is complete.

 **4.Other responsibilities :** * 1. liaise with the Catering Manager to ensure the provision of a high quality, cost effective school catering service
	2. maintain the school’s risk register
	3. determine sound business planning practices for all aspects of the School’s business, ensuring there are adequate and appropriate mechanisms in place for the management of risk and disaster recovery.
	4. establish good working relationships with outside agencies, as necessary.
	5. attend SLT meetings and, when required, report on matters pertaining to your areas of responsibility.
	6. to support SLT duty teams as required.
	7. to ensure that in all its aspects, the school’s work is of high quality and promotes continuous improvement.
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| All staff at Bolton Muslim Girls’ School will:  |
| * Continue their own professional development
* Follow and actively promote the Trust’s policies
* Seek to be positive and to build up the common good by our own individual contribution to the life of the Trust and schools
* Offer ideas and suggestions for making things better
* Engage actively in the appraisal and performance review process
* Seek to develop a better work/life balance
* Work within the Trust and Schools’ Health & Safety Policies to ensure a safe working environment for all staff and pupils.
* Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
* Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

 This job description is current at the date shown, but following consultation with you, may be changed by the CEO/ headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.   |
| Last updated | November 2021 |
| Signed |  |
| Print Name | Patricia Corfield | Date: 22/11/2021 |