



**TAME RIVER  
EDUCATIONAL  
TRUST**



# **Trust Chief Finance Officer Candidate Pack**



**TAME RIVER EDUCATIONAL TRUST**  
*Great schools in which to learn, teach and belong.*



## Welcome Letter

Dear Candidate

Thank you for your interest in the post of Chief Finance Officer with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.

Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust is currently comprised of three academies: Droylsden Academy, Hyde High School and Mossley Hollins High School. The total budget for all three academies is in the region of £22 Million.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.

Phil Wilson  
Chief Executive Officer



# An Introduction to our Trust Schools



## ***Droylsden Academy***

### ***Headteacher***

**Mr E Mayell**

Droylsden Academy is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The Academy is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. Our staff are driven by the belief that every child should go to a great school and we believe that every child can become a great learner through politeness, hard work and honesty.

We believe that success should be measured by both academic progress and by one's contribution to our community and wider society.

## ***Mossley Hollins High School***

### ***Headteacher***

**Mrs A Din**

Mossley Hollins High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. We are a happy, academically ambitious and inclusive school and we are passionate about learning. At the heart of everything we do are our deeply held values of manners, hard work and honesty.

We believe that success should be measured both by academic progress and achievement, and also by one's personal and social development and one's contribution to our community and to society.

## ***Hyde High School***

### ***Headteacher***

**Ms G Arnold**

Hyde High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school serves over 1200 students, is heavily over-subscribed and has an impressive modern building. We provide an engaging and inspiring educational experience that instils in our students a lifelong love of learning and respect for themselves, our community and our environment. A place where warmth, high expectations and strong values are prevalent in everything we do. A learning environment where every student can thrive and belong. Our work is under-pinned by a clear set of values **Ready, Respectful and Safe.**

We are rooted in our community, and we celebrate the diversity and uniqueness of everyone. We know that a successful school depends on a strong partnership between school and home and this shared approach is key to the individual success and happiness of every student.



# Job Description

**The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>Job Title</b>	Chief Financial Officer (CFO)
<b>Reporting to:</b>	Chief Executive Officer (CEO)
<b>Hours &amp; Salary:</b>	<p>The hours for this position are full time (36 hours per week), full year. Part time, or term time only plus 3 weeks working will be considered for the right candidate.</p> <p>The salary will be paid at Grade L on the support staff pay scale, currently £61,103 - £67,923, full time equivalent salary, this would be pro-rated if any part time options were taken.</p>

## Role Overview

The Chief Financial Officer (CFO) is expected to provide strategic leadership to ensure the Trust's financial stability and compliance with regulatory requirements. The CFO is a key leader within the trust. The Chief Executive Officer, Chief Financial Officer and the Chief Operating Officer (COO), all work together with the Board of Trustees to determine and realise the values and ambitions of the Trust.

The CFO will have direct line management and responsibility for the finance, contracts and procurement activities across the Trust.

The CFO, alongside the COO, will be expected to deputise in the absence of the Chief Executive Officer for all non-academic issues.

This job description is written at a specific time and is subject to change as the demands of the Trust and the role develops. The role requires flexibility and adaptability, and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

## Child Protection and Safeguarding:

The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

## Health and Safety:

The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues.

All Trust schools are non-smoking sites.



# Job Description continued

## MAIN DUTIES AND RESPONSIBILITIES:

### Strategic Leadership and Financial Planning

As Chief Financial Officer (CFO), you are expected to:

1. Report to the Trust Board and relevant sub-committee meetings. Prepare accounts, papers and presentations for these meetings as required.
2. Lead the development and delivery of the Trust's financial strategy, aligned with its objectives and long-term plans as the Trust grows.
3. Negotiate and influence strategic decisions alongside other senior leaders to ensure financial propriety and best value principles are consistently applied.
4. Plan and manage change in accordance with the Trust Strategic Plan, contributing to the overall strategy and direction of TRET by providing financial insights that enable effective resource allocation and risk management.
5. Provide high-level financial advice to the CEO, Trustees, wider Executive Team and school finance teams to ensure alignment between financial strategies and organisational priorities.
6. Working with the Trust Executive team, take a lead role in integrated curriculum and financial planning (ICFP).
7. Lead, manage and develop Finance support staff within the Trust, streamlining and optimising financial operations and championing innovative processes that reduce unnecessary workload for staff. Ensure strong performance, professional development and alignment with Trust objectives.
8. Together with the COO support the effective delivery of payroll and pensions services for the Trust.

### Financial Management

As Chief Financial Officer, you are expected to:

1. To take on the role as lead financial business partner to all school leaders and local governing bodies, providing financial oversight and scrutiny.
2. Ensure compliance with the Academies Handbook, and all UK financial regulations, staying abreast of any changes, amending our practice as appropriate.
3. Ensure the financial sustainability of the Trust, making accurate long-term forecasts and putting in place programmes of change as appropriate.
4. Advise the CEO and the Board on all matters relating to the financial strategy, on the impact of their decisions on the financial position of the Trust and on strategic matters, within the framework for financial control determined by the Board.
5. Uphold good governance and ethical behaviour within the finance function and ensure that the Trust upholds excellent accounting, reporting and internal control systems.
6. Participate, along with the COO, in the management of major projects, which may include potential growth, as required by the Trust Board and the CEO.
7. Act as the lead point of reference for all financial and commercial contract procurement and ongoing effective contract management and performance ensuring efficiencies are achieved and maintained.
8. Prepare the consolidated financial statements in the statutory format specified by the DfE, Companies Acts and Charity Commission for auditing by the external auditors. Ensure the audited statutory accounts are filed by 31st December.



## Job Description continued

### Financial Management continued

9. Prepare monthly management accounts and other ad hoc reporting as required.
10. Evaluate information, consult with, and report to, the CEO, Headteachers and Trustees to prepare a realistic and balanced budget for the successful and sustainable achievement of strategic and operational functions at Trust and school level.
11. Submit the proposed budget to the CEO and Trustees for approval and guide the overall financial planning process.
12. Maintain a strategic financial plan including (a minimum) 3-year budget plan for the organisation.
13. Notify the CEO and the Board (if the CEO is implicated) if fraudulent activities are suspected or uncovered.
14. Receive, analyse and interpret financial reports, communicating findings in a simplified manner when necessary.
15. Research additional funding, revenue/ income opportunities and additional business opportunities.
16. Prepare appropriate bids or tender documents to acquire identified additional funds or grants.
17. Monitor all control accounts and reports.
18. Be a catalyst for driving efficiencies across the Trust, including leading on the year-on-year reduction in spending across key categories such as utilities, consumables, insurances, external support contracts and other unfunded discretionary spends.
19. Monitor all bank accounts and cash flow, establishing and managing a 'Trust Treasury' function to ensure that there is adequate cash flow to meet Trust requirements, taking advantage of interest-bearing accounts where appropriate.

20. Develop the Trust's central financial services, ensuring these are fit for purpose so that they provide a high-quality service to individual schools, helping the Trust achieve continuous improvement.

21. Execute the duties of a senior strategic leader, modelling excellent leadership behaviours.

### Risk Management

As Chief Financial Officer (CFO), you are expected to:

1. In conjunction with the CEO and COO, oversee the Trust's risk register, and work with the Headteachers at each school to ensure that individual school's risk registers align with the Trusts.
2. Lead Trust's approach to financial risk management, identifying key financial risks and developing mitigation strategies.
3. Ensure effective management of financial risks, including those related to investments, debt, and cash flow.



### Procurement and Trust Contracts Register

As Chief Financial Officer (CFO), you are expected to:

1. Ensure continued management of the Trusts Contract Register, reviewing regularly and reporting to the Trust Board at least annually to evidence efficiencies and robust contract management with regard to contract milestones, spend against target, ensuring value for money in all significant spend areas, implementing effective procurement solutions that meet the needs of the Trust and its schools, while complying with public sector procurement rules.
2. Ensure timely actions for contract renewal and identify any further actions for improvements.
3. Ensure procurement compliance with financial regulations and UK procurement regulations.
4. Develop and maintain procurement policies and processes for all services, supplies and contracts.
5. Procure and administer the schools' insurance, including all claims.
6. Organise and maintain comprehensive financial and procurement files, ensuring compliance with audit requirements.
7. Prepare and write tenders and bids for various projects and services required by the Trust and its schools.
8. In conjunction with the COO ensure that supplier contracts are offering value for money, maximising efficiencies, challenging suppliers where necessary.
9. Be responsible for preparing and writing bids following the identification of suitable suppliers and contractors. Take responsibility to ensure thorough research has been carried out to maintain the public sector value for money duty.

10. In conjunction with the COO, the CFO will be responsible for PFI contracts, ensuring value for money, and challenging inadequacies where necessary.

11. Be responsible for ensuring income streams from lettings and other commercial contracts is maintained and that contracts are reviewed regularly.

### Compliance

As Chief Financial Officer (CFO), you are expected to:

1. Liaise with external regulators such as the DfE, Charity Commission, Companies House, external auditors and internal auditors as required.
2. Develop and maintain the in-house Finance Handbook that sets out the Trust's operational finance procedures.
3. Act upon the Accounts Direction issues by the DfE.
4. Ensure all statutory forms and returns specified by statutory and regulatory bodies e.g. DfE and Pension administrative bodies are prepared and submitted in the formats specified by these bodies and filed by the relevant filing deadline.
5. Develop and maintain effective systems of internal audit control.
6. Review Trust policies, processes and procedures to ensure compliance with various external regulations including filing deadlines regarding VAT, PAYE, DfE, HMRC, Charity Commission and Companies House.
7. Ensure principles of best value are adhered to.



# Job Description continued

## General

As Chief Financial Officer (CFO), you are expected to:

1. Support the onboarding of new schools joining the Trust, with particular reference to the undertaking analysis of the financial position of new schools and identifying potential financial risks/concerns.
2. Contribute to and uphold the overall vision and ethos of Tame River Educational Trust.
3. Recognise own strengths and areas of expertise and use these to inspire, advise and support others.
4. Promote teamwork, working in partnership to ensure effective working relations.
5. Be aware and always comply with equal opportunities and all Trust policies.
6. To assist with the development of policies and procedures as may be required outside own remit of role.
7. To participate in training and other learning activities and performance development as required.
8. Always maintain confidentiality in respect of Trust related matters and to prevent disclosure of confidential and sensitive information.
9. To communicate and work closely with Trust Leaders, Headteachers and academy staff at all levels.
10. To communicate with, and report to, the Trust Board.
11. To work with other professional advisers and regulatory bodies including the Health and Safety Executive, Information Commissioners Officer and other professional associations.
12. To develop relationships with other finance professionals across different Trusts.

## As a member of staff, you are expected:

1. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere.
2. To have a responsible and diplomatic approach to matters of a confidential nature.
3. To ensure awareness of what is happening in and around Trust schools; checking and responding, where necessary, to work emails regularly and at least once every working day.
4. To undertake any other duties that might be reasonably requested, by the Trust Board and CEO. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.

This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Trust's appraisal programme and to participate in appropriate staff training and development activities.



# Person Specification

AREA	ESSENTIAL	DESIRABLE	HOW ASSESSED
<b>Qualifications</b>			
Professional Accountancy Qualification, e.g., ICAEW, CIMA, ACCA or CIPFA	✓		Certificate
Level 7 in Academy Financial Leadership		✓	Certificate
Certificate in the Financial Reporting of Academies (CERTFRA)		✓	Certificate
<b>Experience</b>			
Senior resource management and strategic leadership experience, with accountability for a complex resource base	✓		A/I/R
Proven track record of successful leadership and building effective teams	✓		A/I/R
Significant experience of leading and managing budgets; working with stakeholders to develop strong financial understanding across an organisation	✓		A/I/R
Experience of developing and managing external relationships with professional and regulatory bodies	✓		A/I/R
Experience of leading Finance and Procurement business services	✓		A/I/R
Experience of contract services and ensuring best value for money	✓		A/I/R
Experience of working in the education sector, ideally a MAT		✓	A/I/R
Experience in obtaining additional funding		✓	A/I/R
<b>Skills and Knowledge</b>			
Detailed and up-to-date knowledge of accountancy and professional codes of practice	✓		A/I/R
Advanced knowledge of statutory requirements and funding strategies	✓		A/I/R
Substantial knowledge and experience of managing procurement and contracts	✓		A/I/R
Proven awareness and respect for the highly sensitive status of information and its confidentiality	✓		A/I/R
Demonstrable commercial acumen	✓		A/I/R
An understanding or experience of working with external auditors and agencies	✓		A/I/R
Understanding of employer pension responsibilities		✓	A/I/R
Understanding of Teachers' Pensions		✓	A/I/R
Understanding of Local Government Pensions		✓	A/I/R



# Person Specification continued

AREA	ESSENTIAL	DESIRABLE	HOW ASSESSED
<b>Personal Competencies &amp; Qualities</b>			
Trustworthiness and integrity	✓		A/I/R
Strong judgement and the ability to look at risk analysis through a commercial as well as a financial lens	✓		A/I/R
Excellent analytical skills and sound judgement	✓		A/I/R
Ability to direct a multi-disciplinary team effectively and demonstrate excellent leadership skills	✓		A/I/R
Ability to interpret complex financial information, advice and statutes and to devise policy/practice autonomously considering these	✓		A/I/R
Ability to manage own workload without direction, having the ability to prioritise to meet tight deadlines	✓		A/I/R
Highly effective communication skills and ability to influence and negotiate effectively	✓		A/I/R
Ability to present complex information to a varied audience	✓		A/I/R
Proficient in the use of MS Office applications and Financial Information Systems	✓		A/I/R
High ethical standards, strong moral purpose and influencing skills with the ability to engage effectively with all staff across the Trust and Board of Trustees	✓		A/I/R
Ability to persuade, motivate, negotiate and influence	✓		A/I/R
Excellent written and presentation skills	✓		A/I/R
Comfortable and confident to represent both the Board of Trustees and CEO at external meetings in the wider community, using initiative and discretion as required	✓		A/I/R
Ability to work autonomously and flexibly as well as part of a team	✓		A/I/R
Ability to influence strategic decision making	✓		A/I/R
Resilience in the face of conflict	✓		A/I/R
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		A/I/R
A belief in the value of others	✓		A/I/R
A willingness to learn new skills and approaches and to share experiences with others	✓		A/I/R
A personal commitment to lifelong learning and continuous professional development	✓		A/I/R
Ability to be reflective and self-critical	✓		A/I/R
Proactive and self-motivated	✓		A/I/R
Resolution-focussed and problem solving	✓		A/I/R
A sense of humour	✓		A/I/R

## Assessment Key:

Certificate = Production of the applicant's original certificates

A = Application Form

I = Interview

R = References (professional)





## How to Apply

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Neil Massie at Academicis, our recruitment partner, on **[nmassie@academicis.co.uk](mailto:nmassie@academicis.co.uk)** or by phone on **07818 875514 / 01223 907979**.

### **CLOSING DATE:**

Noon on Monday 15th September 2025

### **SHORTLISTING:**

Tuesday 16th September 2025

### **INTERVIEWS:**

w/c Monday 22nd September 2025

### **Safer Recruitment**

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

### **Equal Opportunities**

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.



**TAME RIVER  
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