



Chief Financial Officer
BCAT 13 – 14
(Salary: £57,945 - £73,071)

Information Pack



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Dear Applicant

BCAT Chief Financial Officer

Welcome to the application process for the post of Chief Finance Officer for Barton Court Academy Trust. I am immensely proud to be the CEO/Executive Headteacher of all the schools within Barton Court Academy Trust. In all our schools, I am particularly proud of the efforts and energy my colleagues make every day to provide the quality education that pupils deserve. The dedication and determination exhibited by our staff across the Trust humbles me daily and our collaboration in pursuit of excellence in our work is exciting. We are a small Trust, but as we have grown our ambition of what we can achieve has grown with us.

We are seeking to appoint a Chief Finance Officer (CFO) to:

- Provide financial and strategic leadership to the Trust and its schools
- Support the CEO in the successful delivery of our strategic plan
- Fulfil the role and responsibilities of the CFO of an Academy Trust.

The CFO will be a member of the Trust's Executive Team.

The overall purpose of the CFO role is to lead, develop and coordinate the Trust's Financial Strategy in order to support outcomes for its pupils by providing high-quality support and advice to the Chief Executive Officer and other senior leaders, Headteachers, Directors and members of our school committees. The post holder will support the Trust's growth by developing and building its financial capacity and resilience.

The CFO will lead and manage the Trust's Finance team which has recently been restructured and centralised and is based within BCAT Head Office, within the School House at Barton Court Grammar School, Canterbury. The role will be mainly strategic, with some operational elements; such as maintaining School and Trust budgets, completing monthly management accounts and approving the monthly in-house payroll.

The Trust has been working with EDUFIN and a consultant CFO for the last 12mths, to restructure the Finance Team and implement new systems and processes. The CFO is expected to continue with this modern, commercial approach to the leadership of the Trust's finance functions, co-ordinating activities within the schools in order to deliver a highly effective and value driven service with an emphasis on developing productive partnerships and realising the benefits and efficiencies of shared service provision and economies of scale across the Trust.

It is essential that the CFO is confident and competent in scanning the sector horizon, communicating projected changes or trends and working closely to consider the impact on our Trust. The CFO will continually share this learning with Trust leaders and be proactive in supporting the CEO, central team and school leaders in all areas of financial management.

The CFO will report to the CEO and support them to fulfil their statutory duties and responsibilities as the Trust's Accounting Officer.

We are a small Trust of 3 secondary schools, but as we have grown our ambition of what we can achieve has also grown. Barton Court Grammar School is an excellent co-educational 11-18 years school in Canterbury; Barton Manor School, also in Canterbury, is an 11-18 years secondary Free School, which opened to Y7 only in September 2022 and will grow each year when a new intake of Year 7 joins us. The Charles Dickens School (CDS) is an 11-16 years non-selective co-educational school in Thanet, which was originally in special measures but since joining BCAT in 2017 has been on a rapid improvement journey, our last Ofsted in March 2023 graded the school "Good" in all categories.

Barton Court, next door to Barton Manor, provides support for Barton Manor School with many senior

leaders, middle leaders and teachers leading and teaching at both schools. There is a significant number of staff who work across both schools ensuring that Barton Manor has high quality, specialist staff from the outset. Joint pastoral, curriculum, senior leadership meetings and joint training and development to share best practice are embedded.

Being part of a small Trust with schools that work closely together, provides further leadership and professional development opportunities and greater scope to share best practice to improve the life chances of all pupils. I am particularly proud of the efforts and energy my colleagues make every day to provide the highest quality of education that pupils deserve.

Please see our website (www.bartoncourtacademytrust.org) and visit us to consider whether the Trust appeals. If invited to interview you will find we are open and transparent so that you have a thorough insight into what constitutes being a CFO at Barton Court Academy Trust. It is a dynamic Trust and it is a place for enthusiasts who believe that all things are possible.

We are committed to building careers at BCAT and establishing sustainable opportunities for staff development. We will ensure the successful candidate has an effective and bespoke induction process and will receive full support from me, senior leaders and Trustees.

If you wish to visit the school and/or discuss the role please contact me via email kcardus@bartoncourt.org or by telephone on 01227 532140 or 01227 464600.

Please submit your application at your earliest convenience; we look at all applications as they arrive and reserve the right to progress them at any stage.

I hope that the quality of your application leads to an interview and thus gives us the opportunity to share our Trust with you.

Best wishes

A handwritten signature in black ink, appearing to read 'K Cardus', with a stylized, cursive script.

Kirstin Cardus
BCAT CEO/Executive Headteacher



BARTON COURT ACADEMY TRUST

BCAT Mission Statement - *“Opportunity, Excellence, Equity”*

“BCAT provides aspirational educational opportunities in all its schools to improve the life chances of its children and young people; delivered through strong partnerships between staff, students, parents and the local community that share our core values of excellence and equity”.

Barton Court Academy Trust consists of 3 secondary schools:

- Barton Court Grammar School
- The Charles Dickens School (joined on 1 March 2017)
- BCAT Free School, Barton Manor School (opened in September 2022 to Year 7 only)

BCAT VALUES

Achievement
Challenge
High Aspiration
Independent thinkers
Equality
Valued
Excellence

We place the child first in all that we do and to all that we aspire. We are uncompromising in our desire to sustain improvement, deliver on standards and provide an outstanding educational experience for all.

We are a progressive, school focussed Trust that work collaboratively as a family of schools. We embrace educational thinking with a focus on cognitive education, research and development. All our schools either an accredited Thinking School or Advanced Thinking School. Great classrooms make great schools and great schools therefore make a great Trust.

With significant investment in our people, BCAT professional development programmes continue to develop staff expertise, retain our most talented staff and provide capacity and growth within the Trust.



Barton Court Academy Trust (BCAT)

Chief Finance Officer Job Description

Job Description:	BCAT Chief Finance Officer (CFO)
Grade:	BCAT 13 – 14 (Salary: £57,945 - £73,071)
Employed for:	Full time - 37 hours per week, 52 weeks per year.
Hours:	8am to 4pm Monday to Friday, 30 mins unpaid break per day
Location:	Canterbury (BCAT Head office) <i>Travel to other BCAT Schools as required</i>
Professional Relationships:	
Responsible to:	BCAT CEO/Executive Headteacher
Responsible for:	Trust Finance Manager, Trust Finance Officer and Trust Finance Assistant

Purpose of the role:

- Provide financial and strategic leadership to the Trust and its schools
- Support the CEO in the successful delivery of our strategic plan
- Fulfil the role and responsibilities of the CFO of an Academy Trust.

JOB DESCRIPTION

Financial Management

- To ensure the Academy Trust adheres to its' obligations under the Funding Agreement, Academy Trust Handbook and all other regulations as relevant
- Liaise with the CEO/Executive Headteacher, Headteachers, Estates Manager and ICT Manager to prepare an accurate annual budget and 5 yr. budgets for approval by the Trust Board
- Maintain a strategic financial plan that will indicate the trends and requirements of the Trust development plan and will forecast future year budgets
- Subsequently maintain an up-to-date and accurate working budget for known changes
- Ensure that the budget is added to the PSF system once agreed by the Trust Board; maintaining a working budget on the system to ensure budget checks are completed against the most up-to-date budget.
- Use the agreed budget to actively monitor actuals against; advising the Executive Headteacher, Headteacher, Budget Holders, Trust Board, Finance Committees and Local Governing Bodies accordingly, within a timely manner.
- Produce monthly management accounts including cash flows and KPI's to ensure accurate budget monitoring in a timely manner, to be presented at Trust level.

- Ensure that Fund Accounting is correctly set up, and any transfers between funds are journalled on a monthly basis.
- Ensure correct allocation of Pupil Premium funding and related costs; maintaining a financial report for the PP Manager for the Trust website
- Ensure the Trust has clear and up-to-date Finance Policies which are underpinned by appropriate processes and procedures for the ordering of goods and services, and processing of payments.
- Manage the process of Internal Scrutiny and the External Annual Audit, meeting all requests from auditors for information and ensuring any recommendations made are implemented in a timely manner.
- Ensure financial controls are implemented, reviewed and adhered to.
- Prepare the financial returns for DfE and other agencies within the statutory deadlines.
- Carry out financial benchmarking exercises, reporting to the Executive Headteacher and Trust Board on findings, highlighting areas of significant variance.
- Maintain the Trust risk register ensuring it is reviewed by the Executive Headteacher and Trustees regularly.
- Take responsibility for all aspects of finance and payroll, to contribute to the achievement of the educational vision for the Trust.
- Plan, manage and actively promote change in accordance with the Trust's strategic plan
- Prepare accurate and regular reports for Trustees, Local Governing Bodies and stakeholders
- To attend Trustee Audit and Risk and Finance Committee meetings as and when required.
- Provide training and development to all staff in relation to finance matters
- Seek and make use of specialist financial expertise
- To manage the Trust's rating assessment and VAT responsibilities advising the Board of Directors in the financial and legislative implications
- Have oversight of the payroll services for all Trust staff; including pension schemes and associated services.
- Lead the procurement strategy and ensure policies and procedures for buying and ordering supplies and services are compliant, efficient, and generating economies of scale.
- Work with the CEO to oversee the management of contracts and service level agreements to achieve maximum value for money
- Seek professional advice on insurance and advise the CFO and Executive Headteacher on appropriate insurances for the Trust and implement and manage such schemes accordingly.
- Maintain the Fixed Asset Register, ensuring all capital purchases, write offs or disposals are accounted for and manage the accounting for depreciation annually.
- Notify all related party contracts to the ESFA, seeking prior agreement where required in accordance with the Academy Trust Handbook

Income Generation

- Identify additional finance required to fund the Trust's proposed activities
- To be responsible for the management of income generation, including school lettings across the Trust
- To prepare fully costed proposals, recommendations or bids.
- To proactively seek out additional grants and avenues for additional funding streams
- To invest the Trust cash balances in risk-free opportunities to maximise interest receivable; whilst maintaining oversight of cashflow requirements

Leadership & Management

- Contribute to the development of the Trust's values and vision and communicate these clearly and enthusiastically to all staff and other stakeholders
- Ensure that all staff are briefed on allocated work, showing how it fits within the Trust's vision and objectives
- Monitor the progress and quality of work teams and individuals for whom the post holder has specific responsibility and provide prompt and constructive feedback
- Motivate, encourage and empower teams and individuals to work innovatively and creatively to achieve objectives
- Provide support to staff during times of change and challenge
- Encourage staff to take the lead and take decisions when they have the knowledge and expertise to enable to do so
- Understand the culture and climate of the Trust and where appropriate the wider educational environment
- Maintain a visible, professional and high profile within the Trust
- Safeguard the assets and reputation of the Trust and ensure truthfulness in all public communications.
- Ensure the Trust's Equality Policy is clearly communicated and followed
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

Safeguarding

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to safeguard all students at all levels across the School community.

It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:

Policy and Procedure

- Act as a champion of the School's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role of teacher effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role of teacher and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.

- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

General

- Demonstrate the vision and values of the Trust in everyday work and practice.
- Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
- Have a high profile across the Trust and develop effective relationships where appropriate.
- Manage own workload and that of others to allow an appropriate work/home life balance.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- This job description may be varied to meet the changing demands of the Finance and Schools Support Service and Academy needs at the reasonable discretion of the Trust
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- The post holder may deal with sensitive material and should maintain confidentiality in all BCAT matters.
- Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

The post holder is also required to undertake such other duties and training as may be required by or on behalf of BCAT provided that they are consistent with the nature of the post. To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Barton Court Academy Trust.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher the other.



Barton Court Academy Trust (BCAT)

CFO Person Specification

The person specification sets out the: (i) qualifications and professional development; (ii) experience and knowledge; and (iii) personal qualities required for the role in line with the key accountabilities and responsibilities in the job description.

The person specification will be used as part of the selection process including: (i) shortlisting of applications (ii) assessment by interview (iii) and satisfactory references. To apply for the role, please complete the application form fully and provide a supporting statement of no more than two pages of A4.

Criteria	Essential	Desirable	
Qualifications & Training			
Specialist and/or generalist degree qualification in Finance	X		Application Form
Qualified accountant accreditation from one of the major accountancy professional bodies e.g. CIMA, ICAEW, ACCA, CIPFA	X		
CCAB Membership/Chartered Fellowship status	X		
Evidence of continuous professional development	X		
MBA (Level 7) qualification and/or equivalent		X	
Experience, Skills & Knowledge			
Experience of building /developing an effective financial controls and governance framework	X		Application Form & Selection Process
Experience of designing and implementing best practice financial reporting and analysis	X		
Experience and working knowledge of Financial Management Information Systems essential (to include the ability to automate data input/outputs from the system)	X		
Outstanding Business Partner who will actively contribute to the development of a high performance and values led organisation	X		
Robust technical accounting background, with proven academic track record (e.g. CIMA, ACA, ACCA Qualification) and attention to detail	X		
Competent & confident professional, with excellent communications skills, capable of interacting with wide range of Key stakeholders (including Trust Board, Regulatory Authorities, Banking Institutions, Auditors, Legal/Tax Advisors)	X		
Ability to continuously develop and lead a strong team (experience in line management essential)	X		
Ability to work under pressure in order to meet the ongoing/flexible demands of the business	X		
Proficient in MS Office Suite, with advanced working knowledge of MS Excel	X		
Proactive, intuitive and curious mind set to support business opportunities and mitigate issues	X		
Proactive approach to ‘agile’ working, with ability to travel to different locations within the geographical remit of the Trust in accordance with the needs of the business and role	X		
Significant experience at a senior level in relevant area, e.g. within education or other relevant public sector or business sector	X		

Knowledge of financial governance and regulatory requirements in all areas of finance management	X		
Excellent awareness specifically in the areas of funding within the education sector		X	
Leadership Skills			
Ability to develop and maintain a clear vision and lead others to plan and deliver it	X		Interview & Selection Process
Confidently able to scan the horizon, considering government initiatives and funding trends, Union communication, and wider pressures that may affect the education sector, both organisationally and financially	X		
Adopt a proactive approach to developing team members working in partnership with the HR team to ensure that career opportunities and pathways are clearly defined for Finance team members	X		
Ability to articulate this vision to diverse audiences	X		
Ability to establish successful relationships at all levels and have good communication skills verbally, and in written and presentation formats	X		
Commitment, drive and the ability to achieve the highest standards and best practice across all aspects of the Trust	X		
Ability to cultivate a team ethic, role modelling the Trust's core values and behaviours	X		
Ability to lead, coordinate and delegate	X		
Values			
Commitment to achieving excellence across a team	X		Application form & interview
Appreciation of the importance of strong and strategic leadership	X		
Commitment to constructive working relationships with the central team, school leaders, staff, governors, trustees, and wider community to include all key stakeholders	X		
Commitment to supporting the wellbeing and work-life balance of their team	X		
Is value driven to ensure every child gets the very best start to life as a result of their experience at BCAT academies	X		
Enthusiastic to contribute to the wider life of school where every person is valued for who they are	X		
Personal Qualities			
Professional and well-presented, with the ability to demonstrate impact and presence	X		Interview & Selection Process
Thinks strategically with a relentless focus on both short and long-time impact, with a focus on delivering excellence and continued improvement	X		
Compelling communicator who will inspire, challenge, motivate and empower teams/individuals to achieve.	X		
Willing to have candid conversations about performance and standards	X		
Passionate about the importance of education	X		
Is able to listen and understand, as well as being reflective and self-aware	X		
Adaptable to change, whether precited or otherwise	X		
Calm, confident and solutions focused	X		
Ambitious and motivated for self and others	X		
Personal Circumstances			
Must legally be entitled to work in the UK	X		

Nothing in personal background or criminal record indicates unsuitability to work with children / young people / vulnerable / within finance	X		Application Form & Document check
Safeguarding			
Has appropriate motivation to work for children and young people	X		All stages of the Recruitment Process
Understands the importance of maintaining appropriate relationships and personal boundaries with children and young people	X		
Displays commitment to the protection and safeguarding of children and young people	X		
Good knowledge and understanding of safeguarding practice	X		
Compliance			
Enhanced DBS Clearance	X		Application Form /References/ Pre-Employment Checks
Social Media checks	X		
Can evidence proof of right to work in the UK	X		
Minimum of two appropriate references	X		

Application Process

- Closing date for applications is **Monday 22 January 2024 @ 9am.**
- Interviews will be held on: **w/c 29 January 2024**

Please complete the application form and provide a supporting statement (on no more than two sides of A4). The supporting statement should include how you meet the person specification and your skills and experience to date that make you an ideal candidate for this post.

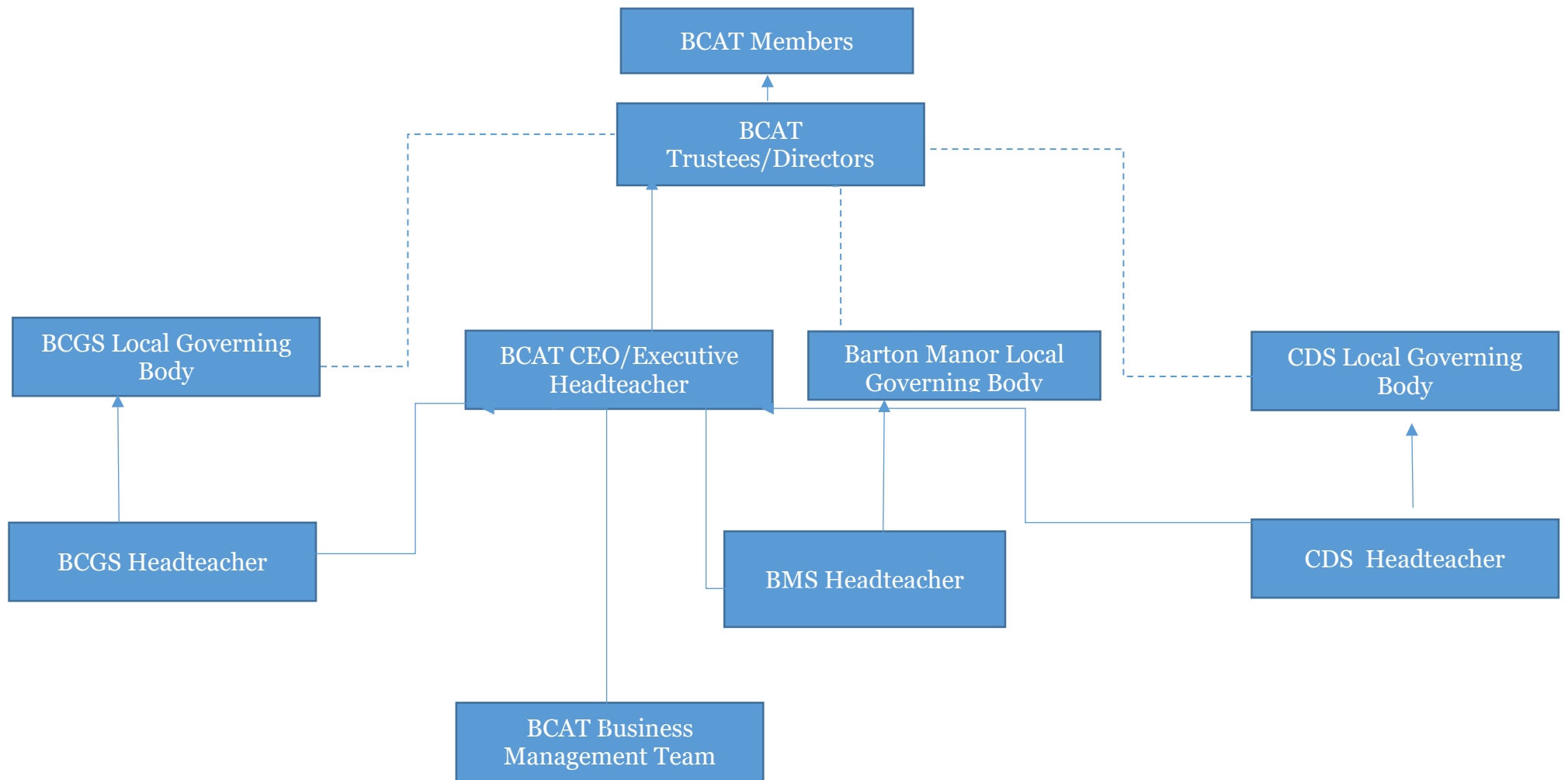
If you wish to discuss this post please contact the CEO/Executive Headteacher via kcardus@bartoncourt.org or the Consultant CFO, Carina Cuddington, via ccuddington@bartoncourt.org

Please email your application to:

BCAT HR Recruitment
Barton Court Grammar School
Longport
Canterbury
CT1 1PH

recruitment@bartoncourt.org

Barton Court Academy Trust (BCAT) Omnigraph



BCAT Business Management Team

