

CHIEF FINANCIAL OFFICER JOB DESCRIPTION



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

POST TITLE: CHIEF FINANCIAL OFFICER

CONTRACT TYPE: PERMANENT (52-week contract/37 hours per week)

RESPONSIBLE TO: CHIEF EXECUTIVE OFFICER

JOB PURPOSE

The role of Chief Financial Officer is an exciting opportunity to play a key leadership role in the development of The Cambridge Primary Education Trust - a successful multi-academy trust consisting of five schools across Cambridgeshire. Cambridge Primary Education Trust is committed to providing the best educational experiences for all pupils and excellent professional development for our staff team. You will be the Chief Financial Officer as defined within the Academies Financial Handbook enabling the Trust to drive forward the best outcomes for our pupils and staff through the effective management of academy budgets and secure deployment of the financial structure and strategy. Inherent to the role will be the leadership, promotion and delivery of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

MAIN DUTIES AND RESPONSIBILITIES

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To define, deliver and continuously develop the financial management strategy for the Trust.
- To provide efficient financial assistance to the Chief Executive Officer (CEO), the Board of Trustees and Headteachers regarding all aspects of financial management within the Trust and the impact of decisions on the financial position of the Trust.
- To keep the CEO, Trustees and Headteachers up-to-date with the latest funding changes, company law and other statutory guidance in addition to the latest developments and changes in finance matters.
- To lead the preparation of financial forecasts, developing and implementing strategies which best manage income and expenditure.
- To assume accountability for the proper financial operation of the Trust and all of the schools within it, through internal audit routines and processes.

- To secure the long-term financial sustainability of each school within the Trust, and the Trust itself, establishing agreed medium and long-term financial plans, in accordance with ESFA requirements.
- To ensure that all financial processes are compliant with the requirements of the Academies Financial Handbook and Companies House and operate using appropriate schemes of delegation which follow best practice in all aspects of financial governance.
- To ensure that all statutory documentation is completed on time e.g. Annual Accounts and DfE/ESFA returns.
- Coordinate the annual budget setting process to include assisting Headteachers with setting budgets at local level and liaising with CEO/Headteachers to propose budgets for approval by the Board of Trustees.
- To undertake financial reviews with CEO/Headteachers/School Advisory Boards, giving advice where required and preparing re-forecasts.
- To financially support an effective and affordable curriculum through deployment of integrated curriculum financial planning.
- To ensure that accurate monthly management accounts are prepared to deadlines and that these are provided to CEO, Headteachers and the Trustees.
- To be accountable for the integrity and suitability of all financial control mechanisms and safeguarding protocols.
- To manage the Trust's balance sheet to include inter-company reconciliations, fixed asset accounting, ensure monthly control account reconciliations.
- To maintain financial systems to ensure that all returns are made on time and are accurate.
- To act as Line Manager for the Finance Managers in schools ensuring that they receive timely, succinct and clear guidance to ensure that they are effective and efficient in their discharge of their duties.
- Co-ordinate internal and external audit processes and liaise with external auditors, as required.
- In consultation with the CEO, draft the annual report and prepare consolidated financial statements in the specified format for auditing by external auditors, in line with agreed timetables.
- Support or lead financial and operational risk assessments in addition to maintaining the Trust Risk register.
- To lead on financial and operational aspects of the Due Diligence process for new schools proposing to join the Trust.
- Manage all financial aspects of major capital projects.
- Prepare appropriate bids or tender documents to acquire additional funds or grants.
- Oversee the Trust's procurement strategy and processes.
- Provide induction training on finance matters for key personnel in the Trust.
- To attend Trust Board and any other relevant committee meetings, as required, to maintain the presence of the finance function – some meetings may be outside of core working hours.

- Manage the central accounting staff, ensuring that efficient income and payroll controls are in place and adhered to.
- Develop close and effective relations with key partners and stakeholders.
- Develop and maintain an in-house finance manual that sets out the Trust's operational procedures and associated policies.
- Promote financial awareness throughout the Trust.
- Identify and implement opportunities for collaborative working across the whole financial function of the Trust.
- Participate in appraisal arrangements and participate in training and CPD, where appropriate.
- Any other duties, as required.

NOTES: This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.