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| Job Title | HOLY FAMILY OF NAZARETH CATHOLIC ACADEMY TRUSTCHIEF FINANCE OFFICER |
| Salary | Grade 12 |
| Responsible to | Chief Executive Officer |
| Accountable to | Holy Family of Nazareth Catholic Academy Trust Board |
| Responsible for | Leading on all matters relating to finance and resources for the HFNCAT |
| Base | All Hallows Catholic CollegePostholder would need to be able to travel to all schools in the HFNCAT |

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| Job Purpose/SummaryAs the Strategic Finance Officer for the Holy Family of Nazareth Catholic Academy Trust the post-holder will form an integral part of the strategic leadership of the HFNCAT and provide extensive day to day support on finance and resources matters relating to the HFNCAT.In particular the post holder will:* Ensure the HFNCAT Trust mission is reflected to ensure the unique values of the Catholic

faith are reflected throughout all operational matters. * Provide high quality strategic financial planning to ensure the HFNCAT makes best possible use of its resources, leaving no school in a vulnerable position, and enables each school to provide the best outcomes for their pupils.
* Lead on matters relating to finance and resources for the HFNCAT and provide advice and guidance to individual schools in the HFNCAT.
* Lead in the design and implementation of systems, policies and procedures to ensure compliance in all relevant legislation relating to the HFNCAT.
* Provide effective and efficient financial management for the HFNCAT.
* Manage the Trust registered office including the management of records and archives through the implementation of standard systems and processes;
* In consultation with the Chief Executive Officer, act on recommendations from the Trust board and communicate effectively the Trust Board’s strategic direction.
* Co-ordinate the implementation of the HFNCAT development plan in consultation with the HFNCAT Senior Leadership Team.
* Engage with those within the Trust to promote educational achievement, leaving no school

in a vulnerable position whilst inspiring our children to reach their full potential. |

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| **Key Job Specific Responsibilities****General*** Work closely with the CEO, HFNCAT directors and the individual school senior leadership teams.
* Develop effective relationships with key stakeholders including but not limited to the Trust directors, Local Governing Bodies, Headteachers of HFNCAT schools, Business Managers of the HFNCAT schools, the Diocese of Shrewsbury, Education Funding & Skills Agency and HMRC.

**Finance*** Provide strategic guidance, leadership and management of the HFNCAT finances advising the, Trust Board, Audit Committee and Finance Committee on all financial matters relating to the HFNCAT.
* Responsible for the overall annual budget of the HFNCAT, taking the lead role in developing, setting and monitoring the annual budget in conjunction with the individual schools and reporting to the Trust Board as appropriate.
* Advise the Trust Board and the Trust Senior Leadership Team on financial strategy that supports the educational aims and ethos of the HFNCAT.
* Lead on the development and maintenance of all HFNCAT policies ensuring compliance with all relevant statutory requirements.
* Develop and implement robust financial management policies, processes and reporting systems that satisfy statutory accounting and audit requirements and ensure compliance with the Academies Financial Handbook and Statement of Recommended Practices (SORP) of the Charities Commission.
* Prepare year end accounts in liaison with the Auditors.
* Prepare and submit all HFNCAT financial returns.
* Ensure appropriate audit and responsible officer reports are carried out for the HFNCAT and all academies within the HFNCAT.
* Provide consolidated reporting to the Trust Board and appropriate committees on the financial performance of the HFNCAT and individual schools, making any recommendations as required.
* Provide support to schools to maximise funding, grant and sponsorship opportunities.
* Support school business managers and provide appropriate training and support on agreed procedures.
* Meet termly with internal audit to implement and monitor all requisite action plans.

**Company Secretary*** To act as the Company Secretary for the Trust.
* To update information held at Companies House on a regular and timely basis ensuring accounts are filed appropriately.

**Procurement*** Establish, monitor and review policies concerning buying and ordering to demonstrate compliance and value for money.
* Ensure best value in the acquisition of all services and resources through effective procurement.
* Monitor and review contracts to ensure quality and best value.
* Ensure compliance with tender policies and processes when securing contracts.
* To liaise with Shrewsbury Diocese, DFE, LA and contractors in order to ensure best value and provide financial advice to the HFNCAT board and committees on all building projects.

**Financial Administration*** Facilitate the implementation of finance policies and procedures across the HFNCAT schools providing support to School Business Managers where necessary.
* Maintain the Register of Directors and liaise with legal organisations, CES Shrewsbury Diocese to submit returns as required.
* Manage HFNCAT correspondence including responding to routine correspondence, requests for information and distribution of correspondence to appropriate HFNCAT representatives.
* Research, collate, and analyse data for the CEO and Trust Board as required.
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Person Specification

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| **Area** | **Essential** | **Desirable** | **Assessment** |
| **Values and behaviours** |
| A practising Catholic and/or have a demonstrable commitment to the Mission and ethos of the WCAT. |  | √ | I/R |
| Commitment to and focused on quality, promotes high standards in all they do | √ |   | A/I |
| Able to make a connection between their work and the benefit to pupils | √ |   | A/I |
| Values diversity and difference, operates with integrity and openness | √ |   | A/I |
| Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others | √ |   | A/I |
| Consistently looks to improve what they do, looks for successful tried and tested ways of working, and also seeks out innovation | √ |   | A/I |
| Actively develops themselves and supports others to do the same | √ |   | A/I |
| **Qualifications** |
| Professional qualification in accountancy – ACA, CIMA,CIPFA, ACCA or equivalent, or working towards |  | √ | A/I/C |
| Educated to degree level in relevant subject or equivalent level of experience of working at a similar level in specialist area | √ |   | A/I |
| **Knowledge and Experience** |
| Understanding of Academy Finance | √ |   | A/I |
| Understanding of Company and Charity Law | √ |   | A/I |
| Experience in financial analysis and risk management |  √ |  | A/I |
| Experience of leading the strategic financial planning for a school, academy or other organisation  | √ |   | A/I |
| Experience of working as a member of a senior team | √ |   | A/I |
| Experience in the use of financial accounting software packages |  √ |  |  |
| Experience of procuring and monitoring of contracts to ensure value for money and key performance indicators are met |  | √ | A/I |
| Experience of working with directors and senior management  | √ |  | A/I |
| Experience of completing bids for external funding |  |  √ | A/I |
| **Skills and Capabilities** |
| Numerate and technically competent | √ |   | A/I |
| **Communication Skills** |
| Skills for communication on complex information and administrative matters, requiring developed interpersonal and oral/ written communication skills | √ |   | A/I |
| Ability to pull together comprehensive draft reports, data and letters, negotiating, networking and persuasive skills | √ |  | A/I |
| **Analytical Skills** |
| Problem solving skills and ability to respond to sudden unexpected demands | √ |   | A/I |
| Excellent time management skills with the ability to re-prioritise | √ |  | A/I |
| **Planning Skills** |
| Skills for supporting project management | √ |   | A/I |
| **Management Skills** |
| Skills for managing aspects of projects ensuring they meet financial targets. | √ |   | A/I |
| **Physical Skills** |
| Skills for manipulating information | √ |   | A/I |
| Advanced keyboard skills, use of a range of software | √ |   | A/I |
| **Autonomy/Freedom to Act** |
| Ability to work on own initiative and organise own workload with minimal supervision working to tight and often changing timescales | √ |  | A/I |
| **\*Assessment will take place with reference to the following information****A=Application form I=Interview T=Test C=Certificate R = Reference** |