



Chief Finance Officer (CFO)

Head Office, Lynsted & Norton Primary School,
Lynsted Lane, Lynsted, Sittingbourne, Kent ME9

INFORMATION



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Dear Applicant

Thank you for expressing an interest in joining us at Our Community Multi Academy Trust.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive Trust. We would welcome your request to come and visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

We believe in taking care of our family of ten schools. Our number one goal is to provide our schools with the resources they need to be able to provide their children and staff an outstanding education, a network of support, and a vision to succeed. The core purpose of the Trust is to maintain good and outstanding schools, and to ensure the rapid improvement of schools which need support in the future. The Trust must also act as a vehicle for enabling the sharing of best practice across the schools to ensure continual improvement. We provide the financial capacity to achieve economies of scale to benefit every child in every school within the Trust. We create and maintain a shared culture which requires everyone whatever their role, staff or pupil, governor or parent, to take responsibility for their position and be accountable for what they achieve. We will be driven by a desire to make a positive impact on the lives of all children. Our shared culture will respect, uphold and complement each school's distinctive ethos and character. OCMAT is unique in that it is a primary only mixed Church of England MAT with both Church and Community schools.

All new colleagues at OCMAT are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our Trust and our schools, please visit our website: www.ocmat.org.uk or contact my PA: pa@ocmat.org.uk or Trust HR: trusthr@ocmat.org.uk (t: 01795 606500).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Mr David Whitehead
Chief Executive - OCMAT

Job Title: Chief Finance Officer)

Grade: Kent Range 14 (1.0 FTE)

Reporting to: CEO

JOB DESCRIPTION

Main Responsibilities:

The duties and responsibilities listed below are indicative of the tasks the Chief Financial Officer (CFO) of OCMAT will perform and are not intended to be an exhaustive list. The Post holder will be expected to take on additional responsibilities appropriate to the role as they arise.

Strategic leadership and Trust development

The CFO will be accountable for supporting the Trust's strategic development and aims through effective financial planning and management, in line with regulations.

The CFO will:

- Advise the CEO, Trustees and other Trust leaders on all matters relating to financial strategy
- Contribute to the development and implementation of the Trust's strategy, providing thorough financial analysis
- Conduct financial due diligence on schools applying to join the Trust, and report to the CEO and Trustees with recommendations
- Contribute to the Trust's risk management efforts, including identifying strategic and operational financial risks, taking steps to mitigate these risks, and maintaining the Trust's asset and risk registers
- Develop, implement, and monitor the Trust's business plan, using effective financial and budget modelling and benchmarking to support strong decision-making

Financial management and control

The CFO will be accountable for maintaining robust financial management of the Trust and its academies.

The CFO will:

- Ensure long-term financial sustainability, manage the budget process (from planning through to approval, working with other Trust leaders)
- Work with the Leaders to prepare individual academies' budgets and monitor in line with school development plans and the Trust's strategic objective
- Provide a report for each Trustees meeting detailing the financial position of the Trust, budget monitoring information, cash flow reporting and provide information regarding the internal and external audits plus any accompanying reports
- Develop, implement, monitor, and review the Trust's financial policies and procedures in accordance with the Academies Financial Handbook, enabling robust financial management whilst ensuring that all finance staff across the Trust adhere to these policies and procedures
- Take appropriate action to address financial risks, problems, and irregularities
- Develop and maintain an effective internal audit procedure for the Trust and its academies, including producing audit reports and making recommendations for improvement in line with the internal audit programme
- Manage the external audit procedures for the Trust and its academies, and follow up on any recommendations, leading on implementing audit improvement points.
- Manage the Trust's tax and National Insurance arrangements, including ensuring claims for VAT and business rates are submitted and refunds are received and appropriately accounted for.
- Ensure an appropriate policy for partial exemption is in place and that this is adhered to by finance staff



JOB DESCRIPTION

- Support the income generation strategy for the Trust and its academies
- Ensure that any funding changes are reported to the CEO immediately and that all alerts from the DfE and ESFA are actioned immediately ensuring that any additional funding is applied for
- 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 as the Trust grows.
- Work alongside the Trust Business Development Manager to identify capital grant opportunities and oversee the preparation of capital grant bids.
- In collaboration with the CEO prepare a rolling programme of capital purchase plans and detail the financial implications of such

Human Resources

The CFO is accountable for supporting the development and implementation of effective HR strategies and services, ensuring regulatory and legal compliance in all aspects of HR management.

- Support the Trust in compliance with employment law and HR best practice in all operational HR areas.
- Work with the CEO and People Manager to model staff pay awards and to ensure staff policies and staff strategies are cost effective and incorporated into budget planning.
- Ensure HR strategies, policies and procedures are consistently deployed in line with financial planning.
- Manage the Trust's organisational structures, working with Trust leaders to ensure that model school organisational structures are cost effective but reflect the needs of the school.
- Support in the recruitment, interview and appointment for Trust leaders.

Services (Estates, Health & Safety, Legal, Policy)

The CFO is accountable for supporting the development and implementation of effective Estate Management, Health and Safety strategies and services, and Trust Policies ensuring regulatory and legal compliance in all aspects of Health & Safety HR management.

- Support the Services Manager in compliance with Health & Safety law and best practice in all operational areas.
- Support the Services Manager in the delivery of an effective and efficient Estates Management strategy, overseeing the funding streams used to support the delivery.
- Ensure that all Trust Policies are regularly reviewed and approval, in line with the managed timetable, following all Government Statutory requirements.
- Ensure that all leadership has access to Legal support provided by an external agency, to address and resolve any legal issues within the Trust schools.

JOB DESCRIPTION

Reporting and compliance

The CFO will be accountable for ensuring that the Trust complies with its legal obligations, adheres to financial regulations, and submits accurate financial reports in a timely manner, in accordance with the Academy Trusts Handbook, Company Law and the Trust Financial Regulations.

The CFO will:

- Complete and submit financial returns as required by the Department for Education, the Education and Skills Funding Agency, the Charities Commission and Companies House
- Prepare and submit the Trust's financial returns and reports, including statutory accounts and monthly Management accounts
- Maintain the Trust's accounts in line with the funding agreement and the Academies Financial Handbook
- Provide appropriate and timely reports to the CEO and Trustees to support effective leadership and governance

Leadership and management

The CFO will be accountable for supporting the effective management of the Trust and its academies, and for providing motivational leadership at all levels of the Trust's organisation.

The CFO will:

- Manage the Trust's Financial and HR information systems, including managing user access, providing training, generating reports, and considering future developments to ensure synergy.
- Manage the People Manager team to ensure developments to legislation around payroll, pensions, and benefits, implementing changes and adapting processes as required.
- Manage the Services Manager team to ensure developments around Health & Safety, Estate Management, Legal service, and Trust Policies, implementing changes and adapting processes as required.
- Manage the Accounts Manager teams and the Business Support team to ensure financial functions are implemented, adapting processes as required.
- Manage the Trust's Business Support team taking responsibility for their professional development, ensuring best practice is always observed. Ensure business support team managers induct, line manage and professionally develop their staff.
- Ensure adequate training on the Trust's financial management system is rolled out to school based staff.

Always treat matters relating to all Trust, its constituent schools, staff and children as strictly confidential and adhere to the Data Protection Policy.

Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do.

Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school Maintain confidentiality and discretion in all aspects of work.

Any other work requested by, and deemed appropriate by, strategic leaders.

This role is subject to an enhanced DBS check.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



PERSON SPECIFICATION

Chief Finance Officer

Applicants should describe in their application how they meet these criteria.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none"> Professional finance or finance related qualification at graduate level (i.e., ACA, ACCA, CIMA, CIPFA, MAAT or equivalent) or equivalent experience* GCSE grade A*-C in English and mathematics 	<ul style="list-style-type: none"> Level 5/7 Diploma in School Business Management or equivalent experience as described in the ISBL professional standards
Experience	<ul style="list-style-type: none"> Senior financial management and strategic leadership either in the public or private sector with accountability for a complex resource base Proven track record of successful financial leadership and building effective teams Significant experience of leading and managing budgets, and working with stakeholders to develop strong financial understanding Experience of developing and managing external relationships with professional and regulatory bodies Experience of working within a multi academy Trust Experience of rapid high change environments/ settings Experience of working with Governors, Trustees, or similar Experience of managing multi-site and multi-disciplinary teams Change management experience Experience of establishing financial systems and processes Experience of working with external and internal audit teams Experience in the evaluation, documentation and management of risk (financial and non-financial) Experience of project management, managing change projects and the introduction of new systems. Substantial experience of producing a range of documents and reports using Microsoft Office Detailed and up to date knowledge of accounting and professional codes of practice Knowledge of academy financial reporting; including statutory accounting, the academies handbook and other ESFA returns Understanding of month-end and year-end processes and procedures including the production of management accounts Detailed understanding and application of complex control processes and reconciliations. Detailed understanding of VfM and practical experience of procurement processes and procedures. An understanding of school funding streams 	<ul style="list-style-type: none"> Change management experience Excellent knowledge of the funding, regulatory and legislative environment of academies Substantial experience of Trust's current accounting systems (SIMs Finance) and budget planning system (Orovia) Significant knowledge of the principles and methods of financial control and reporting, including the preparation of financial accounts

PERSON SPECIFICATION

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Strong analytical skills • Self-starter able to prioritize and meet tight deadlines • Meticulous attention to detail. • Considers new solutions/opportunities with appropriate consideration of risk. • Able to assess the balance between value for money and exposure to risk. • 	
Personal attributes	<ul style="list-style-type: none"> • Agile – is adaptable, flexible, reflective and capable of leading and managing change. • Decisive • Leads – inspires and motivates others within their team • Collaborative • Resourceful. • Emotionally intelligent • Committed to continuing professional development and self-improvement. • Honest and reliable, displays integrity and commitment to the Trust. 	

OCMAT OVERVIEW

We believe that every part of the body is valuable and integral to the whole (1 Corinthians 12: 14-16). Therefore, we will create a community of schools that, whilst being diverse and unique in their own context, will ensure every child receives the highest quality educational experiences and pastoral support. At the heart of our Trust's vision is a belief in educational excellence, the belief that Our Community Multi Academy Trust is called to serve pupils, staff, families, and the local community by providing places where children develop and thrive academically, socially, culturally, and spiritually in the safest environments possible.

Our Community Multi Academy Trust is committed to sustaining high quality schools. Our focus is to maintain a self-sustaining school improvement model that draws on a wealth of practice and expertise across the Trust facilitated by experienced school improvement leads. Pedagogical excellence is at the heart of our improvement model with a sustained focus on collaborative and mastery learning.

We will maintain and strengthen a shared culture which requires every member of our community, whatever their role, staff or pupil, governor, or parent, to take responsibility for their position and be accountable for what they achieve. We will be driven by a desire to make a positive impact on the lives of all children. This shared community culture will respect, uphold, and complement each school's distinctive ethos and character.

Belonging to Our Community Multi-Academy Trust offers greater opportunities for influence than single schools can achieve. Working together the Trust aims to be greater than the sum of its constituent schools. At the same time, we recognise the unique character of each of our schools and the important role they play with their local community. We will work tirelessly to maintain each school's status within their locality and strengthen their character and reputation.



THE COMPASSIONATE LEADER

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered



THE COLLABORATIVE LEADER

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities – working in a positive partnership with all Trust staff
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust



THE COMMUNITY LEADER

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

OUR SCHOOLS

Primary

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

TRUST CENTRAL TEAM

Central Support Team

(based at Lynsted & Norton Primary School)

Human Resources Team

Finance Team

Business Support & Management Information Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

EYFS Executive Officer

The Application Process

Applications will only be accepted from candidates who complete our application form. Application forms can be found on the Kent-Teach website. Alternatively, please contact trusthr@ocmat.org.uk for a paper application form.

The Shortlisting and Interview Process

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

Safeguarding

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies.

www.ocmat.org.uk

Mr David Whitehead, CEO, Our Community Multi Academy Trust

OUR COMMUNITY MULTI ACADEMY TRUST
C/O LYNSTED & NORTON PRIMARY SCHOOL
LYNSTED LANE
SITTINGBOURNE
KENT
ME9 0RL

Company No: 10842747

