



# Coppice

## Primary Partnership

Growing Together, Striving for Excellence.

|                         |                                                                                                |
|-------------------------|------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>       | Chief Financial and Operations Officer (CFOO)                                                  |
| <b>Hours/Weeks:</b>     | 37hrs per week, 49 weeks per year                                                              |
| <b>Salary:</b>          | Kent Scheme I-J (£45,672 – £60,246 pro rata)<br>dependent on experience                        |
| <b>Responsible to:</b>  | Trust Leader/CEO                                                                               |
| <b>Responsible for:</b> | Trust Finance Officer, Trust Senior Finance Assistant, Trust<br>HR Officer, Trust HR Assistant |

### Purpose:

As a member of the Trust Leadership Group, the CFOO works closely with the Trust Leader (who is the Accounting Officer) to contribute to strategic leadership and management of the operations of the Trust, ensuring best value and enhancing effectiveness in finance and operations leading to improved standards of achievement.

The CFOO supports the Board of Trustees, advising on the strategic direction and leadership of all finance and operational aspects of the Trust and its Schools, including budgeting and financial management, HR, estates management and IT.

The CFOO ensures the Trust complies with the appropriate legislation and reporting requirements in all financial and operational areas. They ensure the Academy Trust is aware of its obligations under the Master Funding Agreement, Articles of Association and Academy Trust Handbook.

The CFOO line manages the Trust Finance and HR Operations ensuring support is delivered to the Trust's Schools as required..

### Coppice Primary Partnership

**A:** Loose Primary School, Loose Road, Maidstone. ME15 9UW

**T:** 01622 743549

**E:** [office@coppicepp.org](mailto:office@coppicepp.org)

**W:** [www.coppiceprimarypartnership.kent.sch.uk](http://www.coppiceprimarypartnership.kent.sch.uk)

## **Key Duties and Responsibilities**

### **Strategic Role**

- Provide clear information, advice and recommendations to the Headteachers, Trust Leader, Local Governing Bodies and Trustees on all financial and operational matters.
- Participate and represent the Trust in national and local networks, so that the Trust is alert to new trends and is familiar with current best practice.
- Undertake line management of staff as required and participate in Performance Development, including relevant training opportunities for staff development, in line with staffing policies and procedures.

### **Financial Planning, Management and Reporting**

- Prepare the annual budget as part of the three-year financial plan and report to CEO, Headteachers, Local Governors, Finance and Audit Committee and Trust Board.
- Ensure the working budget is updated for assumptions and changes in a timely manner, reporting as relevant.
- Maintain systems and procedures that ensure financial transactions are recorded and reported accurately.
- Ensure the Trust has a clear and up to date Finance Policy which is underpinned by appropriate processes and procedures for the ordering of goods and services, and processing of payments.
- Develop appropriate financial delegations and work with the central team and Headteachers to ensure compliance with financial procedures and statutory obligations e.g. Academy Trust Handbook, Funding Agreement.
- Identify and drive efficiencies through the use of effective procurement processes.
- Oversees the preparation and consolidation of monthly management accounts ensuring compliance with the Academy Trust Handbook.
- Plan and monitor the cash flow of the Trust; advising on investment opportunities in line with policy to maximise income generation.
- Report regularly on set Key Performance Indicators.
- Be responsible for the annual financial statements, financial returns and reports to Trustees, ESFA/DfE and other statutory bodies in accordance with guidance and externally determined deadlines
- Undertake regular benchmarking comparison exercises and ensure Integrated Curriculum and Financial Planning (ICFP) concepts are embedded at Trust and School level. Report to the Trust Leader on findings, highlighting areas of significant variance.
- Report to the Finance and Audit Committee and the Trustees on all aspects of finance and operations to facilitate effective decision making.

## **Facilities and Estates**

- To create, develop and implement an Estate Management Plan and contribute to the Trust Estate Strategy
- To lead on capital projects, particularly Condition Improvement Fund (CIF) bids, maintain oversight of the tendering, implementation and snagging of all capital works.
- To monitor, review and devise new systems and procedures to improve efficiency and meet/maintain quality standards
- Complete of all statutory returns relating to estates and facility management in liaison with the Trust Leader.
- Source and be responsible for monitoring the quality and specification compliance of the cleaning, catering and grounds maintenance services to include liaising with the contracted service providers to ensure contractual terms are met.
- Perform due diligence checks and create reports on any potential schools who may join the Trust in the future.

## **Health and Safety**

- To maintain strategic oversight of Health & Safety and Security across the Trust Estates, working closely with head teachers and school's leads for site
- To carry out an annual review to determine that the Trust properly discharges its duties under its own health & safety policy; the health & safety at work act; COSHH regulations;
- To develop, implement and communicate policies, procedures and processes concerning Health and Safety (including risk/emergency management/Business Continuity).
- To actively monitor developments and changes in legislation in respect of Health and Safety requirements and advise on appropriate action as required.

## **IT**

- With the Trust Leader, contribute to and implement the Trust's IT strategy, aligning technology initiatives with educational goals and operational efficiency.
- Oversee the maintenance and development of the Trust's IT infrastructure, ensuring reliable and secure systems across all academies.
- Implement robust cybersecurity measures to protect data and systems, in line with relevant regulations and best practice.
- Lead IT projects from conception to completion, ensuring timely delivery within budget constraints.

### Internal and External Audits

- Advise Trustees and the Trust Leader on external and internal audit arrangements as required by financial regulations and funding bodies.
- Manage the process of Internal Scrutiny, ensuring any recommendations made are implemented in a timely manner.
- Manage the External Annual Audit process, ensuring filing deadlines are met.
- Ensure the audit and submission of the Teachers' Pension End of Year Certificate by the relevant deadlines.

### Payroll and HR

- Ensure that the Trust Payroll is delivered efficiently and accurately ensuring our External Pay Provider provides value for money and meets the SLA.
- Ensure that personnel matters relating to salary, pension and HM Revenue and Customs queries are dealt with efficiently and in the appropriate timescales.

### Income Generation

- Work with all Senior Leaders to maximise income generation and financial growth
- Identify funding opportunities and liaise with agencies/Government initiatives to achieve income generation.
- Research and complete funding bids adhering to strict deadlines and monitoring the funding to ensure that any income received from successful bids are spent appropriately and within time scales.

### Other

- Attend Trustee and Finance and Audit Committee meetings; preparing papers as required that report on relevant aspects of finance and operations.
- Provide financial training and development as required.
- In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the leadership of the trust.

**We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Post holder: .....

Signed: .....

Date: .....