

Job Description

Job Title:	Chief Financial Officer
Reports to:	Principal
Responsible for:	Finance and Payroll
Salary range:	£70,000-£75,000 dependent on qualifications and experience
Contract:	0.4 FTE (2 days/week); all year round – temporary to 31 August 2026 initially with potential to extend

Main purpose of the role:	To be responsible for the strategic management and leadership of finance and payroll of the Academy and Nursery, and in this respect to take the lead in the development of appropriate policies and procedures and to advise on strategies for their implementation.
	The person appointed to this position will be the named Chief Financial Officer with the Department for Education as a member of the Academy Senior Leadership Team and Executive Leadership Team and is responsible for the following functions: <ul style="list-style-type: none"> • Finance • Delivery of payroll service through the outsourced payroll provider
Main duties:	<p>Finance:</p> <ul style="list-style-type: none"> • To coordinate strategic leadership and direction from the Executive Leadership Team and management in Finance, ensuring high standards. • To ensure robust and appropriate systems of internal financial control and that public money is used appropriately, efficiently and effectively, and in compliance with funding body regulations. • To support the Finance Manager in producing produce monthly management accounts, reforecasts, cash flow analysis and balance sheet within ten working days of the month end. • To manage the annual budget and three-year plan processes in line with Academy development plans. • To file all statutory returns with the Department for Education & ESFA on time. • To manage the relationships with the Chair of the Finance, Audit and Resources Committee, auditors, bankers and the ESFA. • To oversee the periodic review of the Internal Auditor function and Internal Audit visits. • To manage and oversee the annual audit of the statutory accounts and to co-ordinate the management responses to their reports and ensure timely follow up of accepted recommendations. • Ensure compliance with the Academy Funding Agreement, and the Academy Trust Handbook.

	<ul style="list-style-type: none"> • Collate and present data to identify and prioritise opportunities for savings on expenditure. • To review the draft statutory accounts in accordance with the Companies Acts and SORP. • To prepare and report into the Finance, Audit and Resources Committee and Governing Body meetings on financial matters.
	<p>Human Resources:</p> <ul style="list-style-type: none"> • To provide, together with the outsourced payroll provider, a complete and timely payroll service to the Academy and Nursery (which is managed in-house) and ensure that all returns are completed on time. • To authorise monthly payroll for the Academy and Nursery. • To deal with escalations of all personnel matters relating to salaries and HM Revenue and Customs queries. • To ensure accurate and timely returns to the Teachers' Pension Agency and the Local Government Pension Scheme.

Person Specification

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Hold a good honours degree or equivalent qualification in a financial discipline or similar, preferably CIMA or ACCA. • Evidence of Continuing Professional Development relevant to the role. 	<ul style="list-style-type: none"> • At least 5 years post-qualification experience in middle/senior leadership role within a similar setting.
Experience	<ul style="list-style-type: none"> • Proven strong effective leadership and people management skills. • Ability and commitment to lead the Academy's drive to secure a transformational change in aspiration and standards. • A strong awareness of whole school and wider educational issues and current developments. 	<ul style="list-style-type: none"> • Significant financial and operational management in education finance.
Skills	<ul style="list-style-type: none"> • Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals. • Demonstrable ability to communicate effectively in both oral and written form - for writing learning and support plans, reports on pupil/student progress, and training and guidance for staff. • Able to see finance as an enabler, not as a blocker, and is capable of thinking 	

	<p>creatively and innovatively to solve problems.</p> <ul style="list-style-type: none"> ● Excellent facilitation and presentation skills suitable up to and including senior managers. ● Data and IT literate with good IT skills. ● Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload. ● Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents. ● Analytical and problem-solving skills - necessary for analysing school, local and national data and developing appropriate strategies. ● Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities. ● Highly disciplined and excellent organisational skills; a strategic and innovative thinker able to identify opportunities for improving performance and assess the feasibility of new ideas. ● Ability to lead on operational detail while maintaining a clear strategic vision and direction. ● Strong project management and planning skills. ● Ability to represent and promote the Academy, its values, performance and objectives to a wide range of audiences. ● A sound working knowledge of financial and accounting matters ● An understanding of payroll legislation and practice. ● An understanding of audit and risk management processes.
Qualities	<ul style="list-style-type: none"> ● Able to confidently liaise with senior colleagues including in formal settings. ● Quickly inspires confidence at board level, amongst other senior executives and with a range of key external stakeholders. ● Able to work across a broad and diverse range of responsibility areas. ● Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures. ● Personal and professional authority and resilience. ● Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture. ● Empathetic, tactful and diplomatic. ● Solution focused, working collaboratively and collegially with colleagues and stakeholders. ● Excellent inter-personal skills. ● A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments.