



Job Title: **SEAMAT Chief Finance Officer**

Grade/Salary: £45,591 to £51,884

Responsible to: CEO; Chair of the Finance Committee; The Trust Board

Job Purpose

As Chief Finance Officer (CFO) you will report directly to the CEO and be part of a strong team supporting and enabling our schools to improve the life chances of the children and families they serve, through the Trust's strong vision of Learner First Education and UNICEF's Rights of the Child. You will work with the CEO to help lead our successful organisation, to the next level and beyond. In so doing you will be promoting robust compliance in our processes and procedures along with the highest standards of business development.

Job Purpose

- To work with the CEO to secure and strengthen the Trust's vision of education through Learner First
- To ensure that the Trust has sound and appropriate financial governance and risk management systems to support the proper and successful financial conduct of the institution
- Advise the Trustees on financial strategy that supports and develops the educational aims, ethos and growth strategy of the multi academy trust.
- To provide financial leadership in all aspects of business activities within the Trust's schools, to introduce and be accountable for the operation, maintenance and development of systems, processes and procedures relating to budget, finance and premises.
- To facilitate the generation of income for the MAT through effective research and advise on funding, grant and other income generating opportunities for the Trust.

Financial Management Responsibilities

- Provide scrutiny and managerial oversight of the finances of individual schools within the MAT, advising the Trust Board, CEO and relevant committees on all financial matters including the benchmarking of financial performance against relevant organisations
- Take overall responsibility for the MAT annual budget; take the lead role in developing, setting and monitoring individual school budgets that compose the MAT budget.
- Produce and present financial reports to the Trust Board and the Finance, Resources Audit and Risk Committee at regular intervals, complying with the ESFA requirements.
- Take responsibility for the role of Company Secretary ensuring the Trust complies with standard financial and legal practice and maintains standards of corporate governance.
- Monitor changes in relevant legislation and the regulatory environment advising Trustees and the CEO of relevant legal, governance, accounting and tax implications of any proposed policies.
- Develop and oversee the systems that ensure the MAT complies with all applicable codes, in addition to its legal and statutory requirements.
- Ensure that Financial Standards are complied with in line with current legislation and ESFA requirement.
- Develop robust financial management policies, processes and reporting systems that satisfy audit requirements.
- Prepare and submit required returns to the statutory bodies, i.e. ESFA, Charities Commission, HM Revenue and Customs.
- Ensure that 'Value for Money' principles are applied to all appropriate purchasing decisions including service contracts and insurance policies.
- Be responsible for the management, legal and financial oversight of all capital and major development projects.
- Take responsibility for administration of MAT insurance policies
- Take responsibility for the MAT Asset register and the maintenance of MAT assets.

Person Specification

The successful candidate will demonstrate the following qualifications, experience, knowledge, skills and personal attributes

Qualifications

- An appropriate degree (or professional accounting equivalent)
- Experience of working at a senior management level within an organisation
- Evidence of continuing professional development

Essential skills and experience

- Knowledge of relevant funding/financial policies and procedures particularly those relating to the ESFA and DFE
- Practical experience of managing accounts and computer systems, budget setting and setting up systems for financial management
- Understanding of the monitoring and auditing of financial systems and procedures
- A working knowledge of payroll, personnel and employment issues
- Experience of bid writing and grant submissions is particularly desirable
- Experience of handling complex information and presenting reports to the Trustee Board
- Understanding of the requirements of specific funds such as SEND, Pupil Premium, Sports Premium
- Experience of strategic financial and business planning
- Have experience of Condition Improvement Fund bids.

Personal qualities and skills

- High-level ICT skills
- Good communication skills with the ability to communicate clearly, concisely and effectively on financial matters at a range of levels
- Excellent organisation skills
- Ability to delegate effectively and efficiently
- Self motivating with the ability to evaluate own performance
- Creative with the ability to innovate and build
- Self motivating with drive and determination and ability to use own initiative in problem solving