

## Job Description

**Job Title:** SEAMAT Chief Financial Officer.

**Grade/Salary:** 2020 Scale 11

Function:	Chief Finance Officer (CFO)
Responsible to:	CEO; Chair of the Finance Committee; The Trust Board
<p><b>Accountabilities</b></p> <p>The CFO will manage and carry out the core financial work of SEAMAT. The post holder will provide high quality management of the finance function, preparing, implementing and reviewing the trust's financial development and operational plans.</p> <p>The CFO will provide strategic financial advice to inform the trust's improvement and growth plans. The CFO will provide operational leadership in all aspects of business activities within the Trust's schools and be accountable for the operation, maintenance and development of systems, processes and procedures relating to budget, finance, premises, including ICT and health and safety.</p> <p>Working with the CEO, the CFO will transform best advice from a variety of sources into policies, governance practices and operations. This will help shape the future of the trust and further develop its reputation in school improvement.</p>	
<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>• Provide scrutiny and managerial oversight of the finances of individual schools within the MAT, advising the Trust Board, principals and relevant committees on all financial matters.</li> <li>• Take overall responsibility for the MAT annual budget; take the lead role in developing, setting and monitoring the annual budget.</li> <li>• Advise the Academy Trust on financial strategy which supports and develops the educational aims, ethos and growth strategy of the multi academy trust.</li> <li>• Present financial reports to the Finance Committee focusing on future projections, benchmarking and value for money.</li> <li>• Take responsibility for the role of Company Secretary ensuring the Trust complies with standard financial and legal practice and maintains standards of corporate governance.</li> <li>• Advise members of the legal, governance, accounting and tax implications of proposed policies.</li> <li>• Monitor changes in relevant legislation and the regulatory environment and taking appropriate action.</li> <li>• Liaise with external regulators and advisers, such as lawyers and auditors.</li> <li>• Develop and oversee the systems that ensure the company complies with all applicable codes, in addition to its legal and statutory requirements.</li> <li>• Ensure that Financial Standards are complied with in line with current legislation and EFA requirements.</li> <li>• Develop robust financial management policies, processes and reporting systems that satisfy the audit requirements.</li> <li>• Preparation and submission of required returns to statutory bodies, i.e. EFA, Charities Commission, HM Revenue and Customs</li> <li>• Produce and present regular detailed financial reports on revenue and capital funds to The Trust Board and relevant committees.</li> <li>• Ensure that 'Value for Money' principles are applied to all appropriate purchasing decisions including service contracts and insurance policies. (Including bulk purchasing for MAT schools)</li> <li>• Benchmark financial performance against other schools and multi academy trusts.</li> <li>• Actively work in partnership with local schools to build relationships and market the benefits of the Trust</li> <li>• Research and advise on funding, grant and other income generating opportunities for the Trust.</li> <li>• Prepare appropriate bids to acquire additional funds for the schools within the Trust.</li> <li>• Lead the Due Diligence process in respect of schools or academies potentially joining the MAT</li> <li>• Play a lead role in converting any new schools to academies that are joining the MAT.</li> </ul>	

**Facilities Management**

- Lead the process of Health and Safety ensuring all schools meet all Health and Safety requirements and that regular review and monitoring is in place.
- Liaise with the Trust board, CEO and site teams to develop, establish and manage effective procedures for estate management and maintenance, including an agreed disaster recovery and business continuity plan.
- 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 maintaining any MAT assets including such assets as school vehicles.

## Person Specification

<b>PERSON SPECIFICATION – CFO Function</b>		
<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	An appropriate degree (or professional equivalent) Experience of working at a senior management level within an organisation
	Knowledge of relevant policies and procedures	Practical experience of managing school accounts and computer systems, budget setting and setting up systems for financial management Understands the LA and DCSF financial systems and procedures A detailed working knowledge of payroll, personnel and employment issues
	Literacy	Outstanding literacy skills
	Numeracy	Outstanding numeracy skills
	Technology	Highly competent ICT skills
<b>Communication</b>	Written	Ability to instigate and produce complex returns and write highly complex letters and reports.
	Verbal	Ability to exchange highly complex information clearly and sensitively. Ability to address SMT and Governing Body
	Languages	Use initiative to overcome any communication barriers with children and adults.
	Negotiating	Highly effective negotiation skills and the ability to achieve best possible outcomes. Ability to effectively manage difficult or controversial exchanges.
<b>Working With Children</b>	Behaviour Management	Understand and implement the school's Behaviour Management Policy, as required.
	SEN	Understanding of how finance is linked to SEN
	Curriculum/School organisation	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Understand impact of age on purchases.
	Health & Well being	Understand the importance of physical and emotional wellbeing
<b>Working With Others</b>	Working with partners	Establish effective relationships with those working in and with the school. Represent the school at LA and consortium meetings.
	Relationships	Be able to create good relationships with pupils, parents, staff and governors Be accessible and approachable
	Team work	Work creatively within a team environment both as a manager and team member. Be an exemplar for values and behaviours
	Information	Develop and implement highly effective systems to share and safeguard information.
<b>Responsibilities</b>	Organisational skills	Experience of strategic planning activities and the development of business plans Experience of financial planning, financial management and budgetary control within an organisation Have the ability to plan and organise at both the tactical and strategic level

	Line Management	Experience of leading, managing and motivating a team of staff Offer dynamic and effective leadership Lead by example and be a role model
	Time Management	Excellent organisation skills, have a high level of initiative and be able to delegate effectively and appropriately Able to ensure that tight, strict deadlines are met.
	Creativity	Demonstrate a highly creative approach to work Able to resolve complex problems independently.
<b>General</b>	Equalities	Demonstrate commitment to treating all people fairly
	Health & Safety	Good understanding of Health & Safety.
	Child Protection	Good understanding and compliance with Child Protection procedures.
	Confidentiality/Data Protection	Good understand and compliance with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role. Able to effectively evaluate own performance Ability to transfer new knowledge to the workplace and share knowledge on a practical level to team members