



CFO Recruitment

CANDIDATE INFORMATION PACK



A WELCOME FROM OUR CEO

‘To grow a diverse and creative educational community where we encourage belonging and nurture believing: together becoming fulfilled and responsible members of God’s world.’

Here at Thrive CE Academy Trust we are committed to securing the very best outcomes for our pupils and ensure that they receive a high-quality education rooted in our values of: **Belonging**, **Believing** and **Becoming**.

We want all those within our school communities to feel a real sense of **belonging** and see our Trust as a large extended family. We want our children, their families and our staff to enter a life-long journey of **believing**; utilising their unique gifts, believing in themselves and making a positive contribution to society. Finally, we want our children, their families and our staff to go on **‘becoming’** all that they can be, striving to achieve their full potential in a loving and fully inclusive environment.

We are proud that our Trust has a history stretching back to 1612 when our first school was founded. Since then, we have been rooted in the Church of England education sector, which prides itself on being open to all faiths as well as being equally open to those of no faith.

The Role of Trust Chief Finance Officer

Are you seeking an opportunity to play a key role in the business and finance functions of a Trust, ensuring that essential resources are available to provide the very best education for our pupils? Do you want to work closely with the Trust CEO and become a key member of our central team during a time of growth and expansion? Are you looking for a role that provides ongoing support and training, enabling you to progress in your new career and help achieve excellence across our Trust?

Thrive CE Academy Trust is seeking candidates with significant finance and business management experience to join us as our new **Chief Finance Officer**. This role offers excellent career progression opportunities within the academy sector and a flexible working approach for those aiming to achieve a better work-life balance. The successful candidate will have a proven track record in finance and business operations, gained through roles in either the public or private sector.

As the **Chief Finance Officer**, you will be a key member of the **Central Team**, responsible for reviewing existing practices and processes, achieving value for money, and securing the financial future of our Trust. You will also have strategic involvement in Trust operations, allowing you to expand your knowledge of the wider business functions of Thrive.

We are looking for a **CFO** who will provide **strategic financial leadership**, ensuring robust financial management, compliance, and sustainability across the Trust and our Academies. This role offers an exciting opportunity to make a significant impact on the lives of our students by driving financial efficiency and supporting Trust growth plans.

If you feel that you have the skills and attributes this role requires, we would love to hear from you. An **‘Application Pack’** and **‘Trust Application Form’** can be found on our website: **Vacancies | Thrive CE Academy Trust**.

John Barrett (CEO)



KEY INFORMATION FOR APPLICANTS

Professional Development Opportunity and Progress

Thrive CE Academy Trust is at an exciting period in its development. Soon, we will welcome a fifth school into the Trust and have an ambitious growth strategy for the next 3-years. Our new CFO will play a key role in the development of our Trust, and we are committed to making an investment in appropriate training and formal qualifications to support further career progression moving forward.

Application

A copy of this 'Application Pack' and 'Trust Application Form' can be found here: [Vacancies | Thrive CE Academy Trust](#)

Key Dates

The deadline for applications is **12pm on Wednesday 5th February 2025**

All applications are made via 'mynewterm' by following the link on our website.

Shortlisting: **Friday 7th February 2025**

Interviews are expected to take place during the week commencing **10th February 2025**

Salary & Hours

£32,523 - £34,717 (Grade 11/Part-Time)

21 Hours per week (specific hours to be agreed) AYR*

*The Trust is willing to consider a flexible approach to working which matches the demands of the role. The substantive base for the role will be the new Trust offices and training centre at the Old Rectory, St. Elisabeth's Way, Reddish, Stockport. We are also willing to consider a Term-time only contract which fits around family commitments. The details of such arrangements can be negotiated with the successful candidate.

Start Date

The Trust is anxious that the successful candidate starts within the role at the earliest opportunity.

Safeguarding

“Thrive CE Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment”

“The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.”

Rehabilitation of Offenders Act 1974

The Trust will apply for an enhanced disclosure from the Disclosure and Barring Service for all successful candidates. The disclosure will provide details of any current or spent criminal convictions, cautions, reprimands and warnings held on the Police National Computer, and also details from lists held by the Department of Health and the Department for Education and Skills List 99.

Prevention and Detection of Fraud

The Trust must protect the public funds they handle so they may use the information you provide on your application form to prevent and detect fraud. The Trust may also share this information, for the same purposes, with other organisations which handle public funds.

Online Search of Shortlisted candidates

‘Keeping Children Safe in Education 2023’ states that schools should consider carrying out an online search as part of due diligence on shortlisted candidates (see paragraph 221). The St. James and Emmanuel Academy Trust will only conduct such searches for candidates who have been successfully shortlisted. By proceeding with this application, you are consenting for online searches to take place, in line with the Trust Data Protection Policy, if you are shortlisted and invited for an interview.



The CFO is responsible for the financial development and sustainability of Thrive CE Academy Trust, and for the financial probity of the organisation.

They will be responsible for providing the leadership and management of the trust's finance and business functions, enabling the trust to work effectively towards its aims. They will work to ensure that our schools all adhere to their required deadlines for submission of returns and publication of statutory information.

They will support the CEO in their role as the Trust's Accounting Officer.

DUTIES AND RESPONSIBILITIES:

Strategy and change

- Work collaboratively with the CEO at a period of growth and expansion within the Trust.
- Work alongside the CEO to implement the 3-year academy strategy business plans including setting and managing budgets, targets and outputs and reviewing progress against these.
- Support other members of the Trust's Business, Finance and Administrative teams in the development of functional strategies and plans.
- Work with the CEO to effectively manage change within the MAT.

Business planning and performance reporting

- Manage the annual and 3-year strategic business planning to produce effective budget for approval by the Board of Trustees.
- Manage the implementation and maintenance of strong strategic and operational financial planning processes and controls to safeguard the MAT's finances.
- Ensure that all necessary monitoring and evaluation of finance and performance is undertaken across the MAT and reported to the Local Governing Bodies (LGB) and Board of Trustees.
- Manage the production of the annual report and accounts, including the statement of financial activities, balance sheet and associated notes to the accounts.

Business Management

- Lead on effective risk management across the MAT, working closely with the CEO and Heads of individual academies.
- Lead as the primary point of contact, inclusive of finance, Human Resources (HR), VAT, risk and legal departments to ensure MAT wide administration is efficient and effective.
- Develop and maintain relationships with suppliers and lead on supplier cost effectiveness projects.
- Lead the drive for efficiency throughout the MAT.
- Understand the effects and implications of government policies, legislation and directives and develop effective strategies to address these.
- Negotiate, manage and monitor contracts, tenders and agreements always ensuring 'best value'.
- Ensure appropriate levels of insurance are in place to fully capture the needs of all the establishments within the MAT.

Financial management and compliance

- Provide strategic oversight and guidance to the CEO and oversee the work of local and central staff involved in financial processes and procedures.

- Oversee the day-to-day financial and operational management of the MAT, including budgeting, monitoring and risk management, ensuring all establishments with the MAT are strategically planning and delivering.
- Ensure that all financial regulations (specifically SORP), schemes of delegation and financial procedures are fully adhered to and reviewed and updated as required by the Education and Skills Funding Agency (ESFA), Charity Commission, HMRC and other regulators.
- Direct the preparation of budgets and monitoring in line with the Funding Agreements established between the MAT and the academies within it.
- Ensure the availability of timely financial information to the Board of Directors, CEO and support local and central teams in the interpretation and reporting of financial information.
- Act as Company Secretary for the MAT ensuring deadlines are met for all returns and publications.
- Support the due diligence process for any future opportunities in terms of growth and expansion of the MAT.
- Manage the co-ordination of the internal and external audits and preparation of the statutory accounts for each establishment within the MAT and the preparation of the consolidated accounts for presentation to the Board of Trustees.
- Implement appropriate audit and control measures and maintain relationships with auditors and bankers.
- Line manage central finance staff, including their professional development, appraisal and training, and work closely with academy leaders to ensure efficient procedures are being followed in terms of MAT accounts and associated reports at central and local level.
- Work with the CEO and academy leaders to ensure that the HR requirements for each establishment are met and are in line with ICFP thresholds.
- Prepare salary forecasts to demonstrate the affordability and sustainability of staffing structures required.
- Lead the implementation of other HR finance-related processes as necessary e.g. payroll

Governance

- Attend, participate and present in Trust Board meetings.
- Liaise regularly with the Board of Trustees, attending meetings of the Board and subgroups as required and ensuring prompt and effective responses to issues emerging from meetings.

Other Duties

- Any other reasonable tasks commensurate with the role to include before during and after school duties as member of ELT to ensure the smooth running of the MAT.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- Ensure all tasks are carried out with due regard to Health and Safety.
- Undertake appropriate professional development including adhering to the principle of performance management.
- Adhere to the ethos of the MAT, promote the agreed vision and aims of the MAT and set an example of personal integrity and professionalism.

Ethics and Values

- To work with full regard for the 7 Principles of Public Life as defined in The Nolan Principles:
 - Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership
- To uphold the values of Thrive CE Academy Trust; to act as a role model for others within the trust and to always act in the best interests of the Trust.
- A commitment to equality and diversity.

Supervision received:

- Supervision will be provided by the Trust CEO. However, the CFO will be required to plan their own work to ensure that defined objectives are met effectively.

QUALIFICATIONS:	Essential	Desirable
Professional finance or finance related qualification at graduate level (i.e. ACA, ACCA, CIMA, CIPFA, MAAT or equivalent)		✓
SBM Qualification/Experience or equivalent.	✓	

EXPERIENCE:	Essential	Desirable
Experience of working in a strictly controlled environment, with clear lines of accountability, where confidentiality and attention to detail are essential in securing the reputation of the organisation and minimising exposure to risk.	✓	
Experience managing significant financial resources with a good appreciation of relevant regulatory frameworks.	✓	
Experience of managing budgets, including month-end procedures, consolidations and the production of management accounts.	✓	
Experience of communication with colleagues and stakeholders at all levels and the ability to negotiate and act on behalf of the organisation.		
Experience of working in a school/business environment, establishing systems to prioritise the workload for yourself and others.	✓	
Experience of effectively managing a team and working with outside agencies/providers.	✓	

KNOWLEDGE/SKILLS:	Essential	Desirable
High level of IT competence, literacy and numeracy skills	✓	
Ability to effectively negotiate including achieving 'best value' with suppliers.	✓	
Ability to work independently demonstrating initiative and pro-activity	✓	
Ability to contribute to organisational business planning	✓	
Ability to develop and maintain efficient record keeping systems	✓	
Ability to analyse and interpret complex information and make recommendations	✓	
Ability to lead, manage and motivate others towards excellent performance	✓	
Ability to line manage other employees including responsibility for allocation of work, induction, appraisal, development etc.	✓	
Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.	✓	

Ability to show sensitivity and objectivity in dealing with confidential issues	✓	
Broad knowledge of relevant safeguarding policies and procedures.		✓
Knowledge of financial accounting and contracting procedures and practices.		✓
In-depth knowledge of statutory requirements, procedures and regulatory requirements relating to academies.		✓
Experience of using and supporting others in the use of financial software packages, including a working knowledge of PS Financials		✓
Experience in working in a similar role and environment.		✓
A minimum of 5 years' experience in a senior business/finance role within a school, Trust or similar organisation.		✓

PERSONAL AND PROFESSIONAL QUALITIES:	Essential	Desirable
Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently at all levels.	✓	
Good leadership skills and ability to inspire and challenge colleagues	✓	
Excellent skills in strategic planning and strategic management of financial resources	✓	
Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems	✓	
Strong decision-making skills with the ability to make decisions and recommendations based on the analysis of options.	✓	
Ability to work independently demonstrating initiative and pro-activity	✓	
Ability to identify work priorities and manage own workload with the capacity to work under pressure to meet deadlines and organisational priorities.	✓	
Flexible in terms of working patterns and evolution of the role	✓	
Ability to analyse and interpret complex information and make recommendations	✓	
Ability to communicate with a range of audiences including colleagues, governors, trustees, external professional services etc...	✓	
Knowledge of financial accounting and contracting procedures and practices.		✓

Experience of managing payroll within a similar role		✓
Knowledge and experience of acquiring grant funding.		✓
Experience in project management		✓

OTHER

	Essential	Desirable
Driving license and own transport	✓	
A keen positive and enthusiastic team player who upholds the values of the Trust.	✓	

APPLICATION LETTER

	Essential	Desirable
A letter (word processed and maximum of 1500 words) should be submitted alongside your application form, outlining clearly how you would meet the criteria of this post and the knowledge, skills and attributes you would bring to the role.	✓	
The application form should be fully completed and accurate	✓	

