



## The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

<b>Job Title</b>	<b>Chief Finance Officer</b>
<b>Salary</b>	<b>£70-77,000 per annum plus benefits</b>
<b>Reporting to</b>	CEO and the Board of Trustees
<b>Base</b>	St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone, WF7 6BD. Post holder would need to be able to travel to all 15 schools in the BKCAT Trust. This is a hybrid role with the opportunity to work remotely and flexibly.

### **Role overview:**

Working closely with the CEO and the Board of Trustees, the CFO will help to shape the future of the Trust ensuring that it achieves its strategic aims and objectives. As a pivotal member of the Trust leadership team, the CFO will support and guide the Board in financial matters and will provide creative, innovative solutions to maximise the financial performance of the Trust.

The CFO will develop strong internal and external relationships and provide open lines of communication with key stakeholders within the central team and wider school network to ultimately ensure the development of a first-class finance team providing excellence, value for money and superb financial leadership and support.

### **Key accountabilities:**

#### **Strategic & Commercial**

- Work closely with Head Teachers, Trustees, the CEO and other senior leaders to continuously develop and review the Trust Finance Strategy which aims to ensure the future financial viability of the Trust.
- Advise Trustees regarding Trust financial matters, and lead on value for money, highlighting potential risk and making recommendations to improve financial performance.
- Conduct a review of the finance function, structure, processes and procedures and reshape the finance function to provide a first-class service to the schools within the Trust.
- Assist the CEO in producing the Annual Report/other relevant documents and reports, ensuring that they are compliant with external requirements/timescales and of a high quality.
- Review the procurement process, undertake third party contract reviews, management of contracts and SLA's.
- Providing commercial and financial advice to support bids/proposals.
- Support and advise the leadership team and board in maximising commercial revenue opportunities and new funding streams through effective bid writing, partnerships, joint ventures and business development, maximise revenue opportunities from existing facilities and identify development opportunities.

## **Financial/ Compliance**

- Monitor Trust compliance with the Academies Financial Handbook and other relevant legislation/requirements (e.g., Scheme of Delegation), ensuring that appropriate audit trails exist, identifying any cause for concern and advising Trustees on potential mitigation/correction, to ensure that we are operating legally and are financially compliant.
- Lead on the compilation and reporting of relevant, accurate and timely financial information and management accounts, to assist the Board with its strategic decision making.
- Lead on the preparation of accurate and timely statutory accounts, ensuring that they show a true and fair view and to ensure that the Trust receives an unqualified audit report.
- Establish and supervise the implementation of systems and processes to ensure robust financial accounting and management accounting, including accounting for payroll and associated matters. This includes overseeing payroll and pensions systems and processes to ensure timely payment of salaries, pension contributions and tax, as well as HMRC compliance to ensure we fulfil our employer obligations.
- Work closely with Head Teachers, Trustees, the CEO and other senior leaders to oversee the review and updating of Academy finances and budgets to support effective Academy financial forecasting, accounting and reconciliation.
- Assist the CEO in producing the Annual Report/other relevant documents and reports, ensuring that they are compliant with external requirements/timescales and of a high quality.

## **Leadership**

- Lead, performance manage, motivate and develop finance staff to ensure they have the skills, knowledge and behaviours required to perform their role to a high standard
- Shape and develop the finance function and wider finance strategy to ensure the finance function provides a highly effective and cost-effective service to the Trust.
- Develop networks and professional relationships internally and externally with the Board & CEO, The SLT, School Leadership Teams and the wider school community and other Academy Trusts in the region.

## **Person Specification**

### **Values and Behaviours**

- Commitment to the Catholic ethos – upholds and demonstrates the Catholic Values of the Trust
- Commitment to quality - ensures that their work supports the provision of a high quality Catholic educational experience for all pupils.
- Continuous improvement – consistently looks to improve on what they do.
- Integrity and openness – is honest, open and professional in everything they do.
- Diversity and difference – values and shows respect for others at all times.
- Teamwork - is positive and helpful, listens, involves, respects and learns from the contribution of others, working effectively in teams when appropriate.
- Self-development – honest about own strengths and weaknesses, actively develops themselves and supports others to do the same.

### **Qualifications**

- Holder of a professional finance qualification including ACMA, CIMA, ACA OR with relevant expertise within a financial leadership role.

### **Knowledge and experience**

- Has experience of operating at a senior executive level and in reporting to a Board.
- Experience of influencing strategy and advising senior stakeholders.
- Strong technical financial capabilities including experience of producing management and statutory accounts and of completing statutory and regulatory financial returns.
- Expertise in producing and presenting accurate, clear financial reports to non-finance stakeholders.
- Experience of leading procurement exercises, managing external contracts and tendering process.
- Able to demonstrate previous project management & change management expertise.
- Expertise in managing and developing a finance team
- High level of IT competency including the use of financial software and systems.

### **Skills & capabilities**

- Financial insight and strategic awareness
- Demonstrable experience in influencing senior stakeholders
- Able to communicate complex financial information to a broad range of stakeholders across the organisation
- Highly developed numeracy skills- able to manipulate numbers and data to produce accurate and relevant management information to aid the board in their strategic decision-making process
- Written communication skills- able to draft grammatically correct professional reports sometimes relating to sensitive matters.
- Verbal communication – highly developed communication skills including the ability to present to a wide range of non-finance stakeholders in an engaging and inspirational way.
- Collaborative working skills – able to develop relationship and bring people together to achieve strategic aims. Able to work with empathy and positivity with a helpful attitude and approach.
- Persuasion and influencing skills – able to bring a convincing case to a group of senior colleagues.
- Negotiation skills- able to negotiate commercial deals and SLAs providing excellent value for money for the Trust.
- Analytical and problem-solving skills – able to unpick complex data and or a difficult or sensitive problem and identify the best possible solution.

- Time management – able to effectively manage own time, prioritise work and deliver what has been promised to agreed timescales and quality working to tight and often changing timescales.
- Planning and project management- able to plan monitor and execute a project within timescales and milestones, managing risk and taking corrective action when required.
- Leadership and management skills -able to lead, performance manage, motivate and develop staff.
- Strategic thinking, planning and decision-making skills- able to understand the bigger picture and link activity to the Trust strategic plan and create a strategy for own area.
- Commercial skills – able to identify commercial opportunities and advise the board on issues relating to value for money.
- Initiative- able to work independently and show initiative in bringing new ideas and opportunities to the board.