

Chief Financial and Operations Officer-Job description

Grade:	Subject to the calibre of candidate
Line managed by:	Chief Executive Officer
Responsible for:	All Central Staff
Hours:	37 hours per week. Full time, full year
Role Location:	MAT Office in HHS but the ability to move between schools

Overview of Role:

The overall purpose of this post is to provide strategic and operational leadership and management of all business services for the MAT, so that the MAT and its schools can run smoothly, effectively and efficiently in the delivery of the core aims.

The Chief Finance and Operation Officer will inspire confidence in those around them and work with others to create a shared strategic vision which motivates students and staff alike. They will take the lead in enhancing standards and value enthusiasm and innovation in others. They will have the confidence and ability to make management and organisational decisions and ensure compliance, excellence and a sense of development in the work they deliver.

The CFOO is expected to demonstrate sustained high-quality performance, through formulating the aims and objectives of the MAT, establishing the policies through which they are achieved and successfully managing staff to that end.

Key Responsibilities:

Finance:

- Work closely with the CEO to establish a detailed finance strategy, including a forward thinking and outward facing income generation roadmap for which they will then be responsible in terms of implementation and delivery.
- Be responsible for all financial matters related to the MAT, including the provision of robust budget planning and financial reporting to enable the MAT to achieve its aims and objectives.
- To be accountable for:
 - Budget planning
 - Financial Statements
 - Management Accounts
 - Financial Compliance
 - Budget Preparation
 - Financial Reporting
 - Income Generation
 - Financial monitoring- including payroll and staff pensions
 - Securing 'best value' in all areas
 - Audit services (both internal and external)
- Lead on preparing the annual MAT budget, working closely with senior managers and budget holders to ensure consistency with the MAT strategic and financial objectives.
- Work with the Finance Manager to ensure that effective financial structures and controls are in place to support robust financial management.
- Ensure the MAT is compliant with legal requirements in respect of all accounting processes and practices, public sector finances, HMRC regulations and the Academies Financial Handbook.
- Have overall responsibility for the production of the annual accounts for audit.
- Ensure all statutory and non-statutory returns in internal and external use (including those relating to the estate) are completed in an accurate and timely manner.

- Ensure the MAT has in place sound internal and external risk and audit management and assurance processes.
- Proactively managing the MAT relationships with external accountants and bankers to ensure appropriate and efficient systems are in place for the MAT accounting procedures.
- Proactively managing the cash position of the MAT and its operating activities and reporting regularly on this aspect of financial management to the Trust board.
- Working with the Finance Manager negotiate and monitor contracts, agreements and tenders across the MAT
- Working with the Finance Manager ensure the production of reports and accounts for sub accounts and additional accounts is completed.
- Ensure that the MAT follows the best practice in terms of financial governance, and ensures the probity and legislative compliance of all financial transactions, including payroll and cash handling and the integrity and suitability of all control mechanisms.
- Make strategic finance planning recommendations to the finance, audit and risk committee of trustees.
- Ensure the maintenance of a fixed asset register across the MAT.

Business Services:

- To be the MAT's lead for all Central Support Staff administrative functions and assist the headteachers in their duty to ensure that the school meets its educational aims.
- To promote the highest standards of business ethos within the central support function of the MAT and strategically ensure the most effective use of resources in support of the MAT's learning objectives.
- To be accountable for the following across the MAT:
 - management information and ICT;
 - data protection.
 - estates and facility management;
 - catering; and
 - health & safety management.
- Work with the Director of Operations to ensure that effective business structures and controls are in place to support robust management.
- Work with the DoO to design, implement and review support systems/services that deliver outcomes based on the MAT's aims and goals.
- Take a lead role in external communications, including public relations and should any relevant incidents occur seek appropriate external advice.
- Take the lead in putting in place and managing comprehensive business recovery plans.
- Have oversight of all non- educational related compliance matters across the MAT.
- Working with the DoO develop, implement and be responsible for, a 21st century IT strategy that ensures teaching and learning is at the forefront of delivery and harnesses the recent developments available to schools through blended learning.
- Working with the DoO develop, implement and be responsible for ensuring schools/ employees know about and adhere to their obligations under current data protection law, including the General Data Protection Regulation (GDPR)
- Working with the DoO, develop, implement and review the estates plan and facilities programme.
- Have overall accountability for Health and Safety across the MAT, working with the DoO to develop and monitor all aspects of the MAT's health & safety policies and processes, including implementation, regular review and reporting to the headteachers, CEO and trustees.

Strategy:

- Identify short- medium- and long-term strategic objectives and priorities for support staff teams in line with the MAT strategic plan and make appropriate contributions to the latter.
- Implement operational best practice.
- Keep ahead of appropriate legislative changes that apply to the education sector.
- Provide sound advice to the CEO and Trust Board on all financial and business matters, in order to improve performance and maximise opportunities.
- Monitor and manage the GAG settlement and allocation to schools, making recommendations on investment of surplus balances.
- Develop and own an integrated 3-year plan on finance and business services for the MAT and its schools
- Provide advice and support to all support staff within the MAT on financial and business matters ensuring they meet legal requirements and follow best practice.
- Ensure good use of resources by utilising and developing capacity from within the MAT and contracting from outside the MAT where this is not available.
- Ensure that the MAT achieves value for money across all its activities, including the delivery of services.
- Ensure highly effective project management of any change or innovation.

Leadership

- Be a member of the MAT's executive team.
- Attend appropriate 'Finance, audit and risk committee' meetings.
- Line manage the senior support staff leaders.
- Plan and manage change in accordance with the MAT development plan.
- To lead, manage and develop staff within the central support function, promoting a strong customer service ethos and high professional standards, ensuring that the central teams work in collaboration with other MAT functions
- Ensure that all members of the central services function have challenging appraisal objectives and personal development plans in place, which promote high expectations, and which are aligned with the MAT's vision, values and strategic objectives.
- Define responsibilities, information and support for staff and other stakeholders across the MAT

Staff should recognise that as the MAT grows and moves forward job roles will inevitably develop and change focus, and job descriptions will be reviewed accordingly. Staff need therefore to be flexible in their approach to accommodate the changing needs of the MAT and to participate fully in professional development which supports this.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive Officer reserve the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Chief Finance and Operating Officer-Person Specification

Criteria	Essential	Desirable	Method of assessment
Experience	<ul style="list-style-type: none"> ▪ Recent notable experience of managing in a progressive finance/business related leadership role ▪ A demonstrable track record in budget management preparation and reporting ▪ Sound leadership of successful teams from within a complex/multi-site organisation ▪ Demonstrable experience in leading change ▪ Proven track record of effective budget analysis and securing value for money. ▪ Experience of contributing to risk management processes. ▪ Experience of Microsoft Office packages ▪ Experience of working effectively with others to meet common goals 	<ul style="list-style-type: none"> ▪ Experience of initiating and leading school improvement plans ▪ Evidence of income generation 	Application form, interview and references
Skills and attributes	<ul style="list-style-type: none"> ▪ Suitability to work with young children ▪ Able to form and maintain appropriate relationships and personal boundaries with children and young people ▪ Ability to maintain strictest confidentiality and integrity at all times ▪ Ability to liaise with other members of staff in a professional manner ▪ Knowledge of promoting inclusion and equal opportunities ▪ Ability to manage own time effectively and demonstrate initiative including establishing priorities within own 	<ul style="list-style-type: none"> ▪ Sensitivity in collaborative work with colleagues within and outside the school ▪ Ability to be flexible in order to create effective solutions 	Application form, interview and references. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people, and ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people

	<p>workload</p> <ul style="list-style-type: none">▪ Ability to work constructively as part of a team or individually, understanding MAT roles and responsibilities and own position within these▪ Ability to plan and develop systems▪ Ability to manage, lead, organise, deploy and motivate a multi-disciplinary staff team▪ Confident to empower others and able to build teams▪ Ability to cultivate positive and effective relationships to encourage the best possible outcomes▪ Ability to adhere to working procedures and policies within the school environment▪ Ability to work under pressure and meet deadlines▪ Ability to relate to students and staff▪ Excellent communication, presentation and interpersonal skills▪ The ability to support students and respond to parents/carers through fluent and accurately spoken English▪ Professional telephone manner▪ Expectations of high standards▪ Demonstrates commitment to the vision for the establishment of the new school.▪ Ability to formulate ideas and solutions and present them effectively to the headteacher and governing body.▪ Possession of high level		
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	<p>decision making skills</p> <ul style="list-style-type: none"> ▪ Ability to respond flexibly and adapt to changing and challenging circumstances ▪ Ability to persuade, negotiate, and influence others ▪ Ability to attend and contribute to meetings as required ▪ Ability to devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out set standards. ▪ Ability to establish data management systems. ▪ Ability to interpret advice/statute and to devise policy/practise in the light of these. ▪ Understand the obligations and requirements of school insurance, licenses and permissions 		
<p>Personal qualities</p>	<ul style="list-style-type: none"> ▪ A capacity for hard work ▪ Willingness to take a visible, high profile role within the MAT ▪ Ability to use judgement and common sense ▪ Approachable ▪ Ability to prioritise ▪ Ability to work on own initiative ▪ Excellent personal organisation and self motivation ▪ Commitment ▪ Reliable and trustworthy ▪ Flexible approach to work ▪ Flexibility to commit to additional hours if required ▪ Honest ▪ Deal sensitively with people and resolve conflicts ▪ Ability to be supportive 	<ul style="list-style-type: none"> ▪ An enthusiasm for challenge, development and innovation 	<p>Application form, interview and references</p>

	<ul style="list-style-type: none"> ▪ Professionalism ▪ A sense of humour, warmth, energy, stamina and resilience ▪ Willingness to reflect upon his/her experiences in a critical and constructive manner ▪ High standards of personal appearance 		
Education and qualifications	<ul style="list-style-type: none"> ▪ ACCA, CIMA, CIPFA qualified or equivalent ▪ Certificate of School Business Management (CSBM) or Degree or equivalent qualification ▪ Minimum of 5 years leadership experience in a senior role ▪ Excellent IT, numeracy and literacy and skills ▪ Extensive experience in a financial and business leadership role ▪ Valid full UK driving licence ▪ Conversant with relevant financial, personnel and safety regulations ▪ Willingness to undertake further professional development 	<ul style="list-style-type: none"> ▪ Safer recruitment certificate ▪ Safeguarding certificate 	Application form and certificates

The Four Stones Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment

Issued by: _____

Date: _____

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