

LIPA Multi Academy Trust

Job Description

Job Title	Chief Financial Officer
Salary Scale	£64,884 to £69,455 (PO11, SCP55 to PO12, SCP59)
Responsible To	Executive Head Teacher
Responsible For	Finance Assistant
Number in Post	1
Date Drafted	November 2023

Job Purpose

Aa member of the Executive Leadership Team, the Chief Financial Officer (CFO) will have strategic and operational responsibility for all aspects of the LIPA Multi Academy Trust's (MAT) finances.

Delivering operational rigor and strategic direction, the CFO will work proactively with the Executive Leadership Team in supporting the growth and development of the MAT to ensure that it continues to be financially sustainable.

The CFO will drive internal excellence by providing strong financial leadership, guidance and stewardship as the Trust develops and expands. Alongside this, the CFO will oversee the delivery of outsourced and partnered services including, but not limited to, HR, IT and Facilities Management.

Major Tasks

1. Strategically manage the finances and resources of the LIPA MAT ensuring that the Trust meets its educational objectives in delivering outstanding educational provision in accordance with its mission and values.
2. Provide effective professional operational management of finance and resources ensuring that they are used effectively and that they offer value for money.
3. Develop robust financial management controls ensuring a firmly embedded ethos of financial prudence across the Trust, ensuring compliance with relevant policies within a culture of compliance.
4. Demonstrate a detailed understanding of legislation in all areas of responsibility, ensuring that all relevant laws are adhered to.
5. Ensure that operational processes provided by external agencies are fulfilled effectively. These include but are not limited to HR, IT, and Facilities Management.

Job Activities

Major Task 1: Strategically manage the finances and resources of the LIPA MAT ensuring that the Trust meets its educational objectives in delivering outstanding educational provision in accordance with its mission and values.

1. Contribute to, and support the delivery of, the Trust's strategic aims.
2. Contribute to the Trust's strategic planning.
3. Provide strategic financial support and guidance to the Executive Head Teacher and Trust Board ensuring full compliance with legal and regulatory requirements.
4. Develop the Trust's central services (in house and those provided by partners) to meet requirements and support continuous improvement.
5. Support the growth and development of the Trust, including due diligence for any strategic changes which may occur.
6. Contribute to the Trust's risk assessment and risk management efforts and take appropriate steps to mitigate identified risks including ensuring that an accurate and up to date Risk Register is in place.
7. Develop and embed the Trust's ethos and values, supporting the creation of a culture that embodies these values.
8. Support the executive team and MAT Trust in managing financial processes to enable them to meet their responsibilities effectively.
9. Attend Trust Board and committee meetings, as required.

Major Task 2: Provide effective professional operational management of finance and resources ensuring that they are used effectively and that they offer value for money.

1. Be accountable for the health and sustainability of the Trust's finances.
2. Develop, implement, and monitor the Trust's and individual school / college budgets, using effective financial and budget modelling and benchmarking to support strong decision-making.
3. Present the Trust Board with accurate and timely financial reports.
4. Work with senior leaders within the Trust to prepare and monitor individual academies' budgets in line with development plans and the Trust's strategic objectives.
5. Prepare and submit the Trust's financial returns and reports, including monthly management accounts.
6. Ensure that financial standards are complied with in line with current legislation and the requirements of relevant regulatory and funding bodies.
7. Establish and monitor effective procurement procedures to achieve financial efficiencies.
8. Monitor commercial contracts, ensuring they represent value for money, as required.
9. Monitor and manage the Trust's cash position, including overseeing bank deposits.

Major Task 3: Develop robust financial management controls ensuring a firmly embedded ethos of financial prudence across the Trust, ensuring compliance with relevant policies within a culture of compliance.

1. Be accountable for supporting the efficient, effective, and compliant management of the Trust and its schools / colleges and for providing motivational leadership.
2. Establish and monitor the Trust's financial policies and procedures, taking appropriate action to address financial risks, problems and irregularities.
3. Develop effective relationships with Trust stakeholders to support the Trust's development and growth.
4. Develop, implement, and monitor Trust policies as appropriate.
5. Ensure that the Trust has the appropriate management systems and structures to carry out its work effectively, identifying opportunities to improve the Trust's overall effectiveness and implementing appropriate strategies to achieve improvements.
6. Act as a representative of the Trust in external networks and forums, raising the profile of the Trust, engaging with the wider sector, and ensuring that the trust is alert to information, changes or opportunities that could impact on its work.
7. Identify, monitor and mitigate operational risks through effective work with other Trust leaders.
8. Manage the internal and external audit procedures for the Trust and its constituent academies and follow up on any recommendations resulting from audits.

Major Task 4: Demonstrate a detailed understanding of legislation in all areas of responsibility, ensuring that all relevant laws are adhered to.

1. Lead on risk management including managing the Trust's risk register ensuring that Trustees and Leaders are appraised of risks and how these are appropriately mitigated.
2. Collect, assess, and analyse information required for annual statutory financial reporting.
3. Lead preparation of the Trust's statement of accounts ensuring compliance with current accounting guidance, fully documenting processes meeting the appropriate standards.
4. Manage relationship with auditors and facilitate all audit arrangements.
5. Implement audit requirements as they affect all financial activities at the Trust.
6. Oversee insurance arrangements ensuring appropriate cover for the Trust and be the lead person responsible for claims handling and insurance correspondence, in consultation with the Executive Head Teacher.

Major Task 5: Ensure that operational processes provided by external agencies are fulfilled effectively. These include but are not limited to HR, IT, and Facilities Management.

1. In relation to HR, IT, and Facilities Management (and others as needed), to liaise regularly with outsourced providers to ensure that strategic and operational requirements are met.
2. Ensure full compliance with value for money, best practice, consistent financial reporting, statement of internal controls and all relevant regulations and legislation relating to financial controls.
3. To ensure that other providers meet defined timescales for submissions and reporting.
4. To undertake effective periodic benchmarking to ensure the Trust is delivering value for money and best value through contracts.
5. To carry out all duties with due regard to confidentiality and data protection regulations.
6. To undertake such additional duties as are reasonably commensurate with the level of this post.

Other duties:

1. To carry out all duties with due regard to confidentiality and data protection regulations.
2. To undertake such additional duties as are reasonably commensurate with the level of this post.

Location:

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within their competence, such jobs being present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Hours:

37.5 hrs per week, Monday – Friday, although some evening work may occasionally be required as may some weekend working.

Person Specification – Chief Financial Officer

Criteria	Importance	To be identified by:
Education and Qualifications:		
A qualified accountant or holding / working towards level 7 post graduate certificate	Essential	Application / Certificates
Experience / Knowledge:		
Significant experience and in-depth professional knowledge of the key areas within the job role	Essential	Application / Interview
Significant experience managing significant financial resources in an efficient and effective way, with a good appreciation of relevant regulatory frameworks	Essential	Application / Interview
Experience and secure knowledge of financial processes and procedures	Essential	Application / Interview
Proven successful leadership experience and strategic planning skills	Essential	Application / Interview
A thorough understanding of allocated funding streams	Desirable	Application / Interview
Experience of leading significant change management and developing and leading on new initiatives / systems	Desirable	Application / Interview
Experience of ensuring financial efficiencies and Value for Money in all aspects of procurement	Essential	Application / Interview
Experience of financial reporting and management skills, and working with stakeholders to develop strong financial understanding and empathy across an organisation	Essential	Application / Interview
Experience with working with internal and external auditors	Essential	Application / Interview
Experience of financial reporting in the corporate, educational or charity sectors	Essential	Application / Interview
Skills and Abilities:		
Excellent presentation skills, both written and oral	Essential	Application / Interview
High level of IT competence, literacy and numeracy skills	Essential	Application / Interview

Criteria	Importance	To be identified by:
Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems	Essential	Application / Interview
Strong decision-making skills with the ability to make decisions and recommendations based on the analysis of options	Essential	Application / Interview
The ability to maintain quality and organisational procedures for the efficient running of The LIPA Multi Academy Trust central finance function	Essential	Application / Interview
Entrepreneurialism and innovation, with an ability to identify commercial opportunities to maximise income	Essential	Application / Interview
Personal Qualities:		
Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently	Essential	Application/Interview
Ability to work on own initiative and have confidence in to dealing with problems as they arise in a professional manner and able to manage changing priorities.	Essential	Application/Interview
Capacity to work under pressure to meet deadlines and organisational priorities	Essential	Application/Interview
Good leadership skills and ability to inspire and challenge colleagues	Essential	Application/Interview
Understanding of the principles of confidentiality and the ability to handle sensitive data appropriately	Essential	Application/Interview
An enthusiastic and flexible approach to working routines and practices	Essential	Application/Interview
Flexible in terms of working patterns and evolution of the role	Essential	Application/Interview
Team-player, personable, with a sense of humour	Essential	Application/Interview
Commitment to equality of opportunity and anti-discriminatory practice	Essential	Application/Interview