

## Job Description – Chief Financial Officer



Reporting to the Chief Executive Officer

Salary: SFCAL Leadership Range L14 – L16

Hours: Whole year with 40 days holiday entitlement.

The Chief Financial Officer will be responsible for the financial sustainability and development of Tees Valley Collaborative Trust (the Trust). The post-holder will provide high quality leadership and management of the Trust's finance and business functions to enable the Trust to run smoothly, efficiently and effectively in the delivery of the Trust's core aims.

The post-holder will lead the promotion and delivery by the whole organisation of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively. Not only will this role own the day to day numbers and provide insight to commercial decision making, the CFO will continue to build upon and embed a culture focused on working as a proactive member of the executive across the Trust, driving internal excellence and growth.

### Job specific responsibilities

#### Strategy and Planning

1. Lead the Trust's financial strategy and operations, ensuring optimal resource utilisation and financial health.
2. Develop, oversee, and ensure adherence to the annual budget, setting financial targets for each academy within the Trust.
3. Serve as the primary point of contact for internal and external financial and registry matters, leading the development and implementation of robust financial policies and procedures.
4. Produce and manage comprehensive financial reporting, including statutory accounts, management accounts, cash flow projections, and tax and VAT returns.
5. Foster strong financial controls and regulatory compliance across all functions, ensuring adherence to guidelines set by the DfE and ESFA.
6. Oversee risk management, acting as the champion of the risk management and assurance framework, and coordinating all audit activities.
7. Provide strategic financial input and reporting to the Senior Leadership Team, College Management Team, Trust Board and local governing bodies.
8. Lead the financial planning and delivery of strategic projects, including capital development and financial health scenario planning.
9. Ensure timely and accurate data returns for funders and regulators, managing all aspects of financial compliance and reporting.
10. Develop and manage the finance team, ensuring professional growth, succession planning, and performance excellence.
11. As part of our commitment to the community, the CFO will also coordinate pro bono work to support local schools within the Trust's Corporate Social Responsibility framework.

#### Management and Leadership

1. To uphold good governance and ethical behaviour, including good accounting practices in the finance function and ensure the Trust upholds good accounting, reporting and internal control systems.
2. To implement, monitor and review systems for financial planning and control including the upkeep of a manual of appropriate procedures, to ensure compliance with various external regulations including filing deadlines regarding VAT, PAYE, ESFA, DfE, HMRC, Charity Commission and Companies Acts.

3. To advise on the development and implementation of Trust Financial Regulations and Standing Orders and to ensure that the Trust operate in accordance with current taxation law and within the requirements of the ESFA and its financial memorandum and the Trust Financial Regulations
4. To provide high level guidance and support on financial matters relating to the Trust
5. To supervise the preparation of reports, budgets and cash flow projections
6. To supervise the preparation of management and financial accounts
7. To present a monthly financial report and summary of issues to Heads of Centre.
8. To deliver any appropriate Staff, Governor and Trustee training
9. To develop, manage and ensure the security of accounting systems and procedures
10. Advise the CEO and the Board if fraudulent activities are suspected or uncovered.
11. To prepare and present financial reports to the Trust Board, Finance and Audit Committee and Local Governing Bodies
12. To monitor and control the budgetary process and to advise the Principal, Academy Heads, Governors and Trustees on action to be taken to ensure the effective management of the budget
13. To advise on banking procedures and ensure the efficient function of the banking process
14. To advise on the appointment of internal and external auditors
15. To advise and oversee the Trust's treasury management
16. To prepare annual accounts for audit and publication and in doing so liaise with external auditors
17. To make necessary arrangements and preparations for internal and external audit visits
18. To oversee the payroll process
19. To manage the finance function of the Trust and ensure that staff are appropriately trained for the duties they are expected to perform, and are provided with suitable development opportunities
20. To appraise the Finance Manager and agree development targets with them
21. To assist Heads of Centre with management of budgetary arrangements for and reports to budget holders
22. To apply an internal costings mechanism for all courses and programmes of study
23. Encourage good procurement procedures and practices throughout the Trust, and report at least annually to the Trust Board on Value for Money matters.

### **Quality Assurance**

1. To undertake appropriate benchmarking exercises to ensure value for money/best value
2. To ensure that issues from Audit reports are addressed in an effective and timely manner
3. To contribute to Self-Assessment processes and procedures
4. Play an appropriate part in child protection procedures, such as relating relevant information and recording/reporting disclosures to the designated teacher/relevant professional.

This job description sets out the main responsibilities for the postholder but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake. The post holder will be required to travel to any of the schools within Tees Valley Collaborative Trust and attend meetings including with the Department for Education and the Education and Skills Funding Agency.

Signed ..... Dated .....

## Person Specification – Chief Financial Officer

<b>QUALIFICATIONS AND TRAINING</b>	<b>Essential on appointment</b>	<b>Desirable on appointment (if not attained, development may be provided for successful candidate)</b>
Qualified Accountant with a professional accreditation (ACCA, CIMA, or CIPFA)	X	
Higher education to degree level or an equivalent professional qualification		X
Commitment to continuous professional development to develop self and others	X	
<b>SKILLS AND KNOWLEDGE</b>	<b>Essential on appointment</b>	<b>Desirable on appointment</b>
Extensive knowledge of financial and risk management, including the creation and management of budgets, statutory accounts, and financial controls	X	
Demonstrated ability to produce, interpret and forecast financial plans, cash flows, and management accounts	X	
Knowledge of regulatory compliance related to procurement, tendering, and contractual matters	X	
Extensive managerial and business acumen with advanced strategic planning and analytical skills	X	
Understanding of financial regulations and funding agreements relating to Academies	X	
Strong organisational and administrative skills including computer literacy, especially in the use of spreadsheets and accounting software packages	X	
Excellent communication skills (with the capability to present complex financial data to various audiences)	X	
Awareness of current issues facing the education, Further Education (FE) and training sectors		X
<b>SAFEGUARDING:</b> A commitment to the strategic and operational management of safeguarding to protect the health and wellbeing of children, young people, and staff.	X	
<b>EXPERIENCE</b>	<b>Essential on appointment</b>	<b>Desirable on appointment</b>
Proven leadership experience in a senior financial role within an educational or similarly complex setting	X	
Experience in managing capital projects and understanding of treasury, banking, and VAT requirements	X	
Familiarity with ESFA reporting requirements		X
Experience with financial operations management (including account consolidation), ensuring systems, processes and policies are effectively developed and implemented	X	
Experience managing Further Education (FE) funding and/or the broader education sector including high needs provision		X

Experience of using data, and other contextual information insightfully to set and meet challenging targets and provide business-focused solutions	X	
Evidence of communicating and working effectively with key finance stakeholders in the Trust and externally	X	
Successful experience of workforce development, including performance management and the supervision of staff wellbeing and workload	X	
<b>APTITUDE AND ATTRIBUTES</b>	<b>Essential on appointment</b>	<b>Desirable on appointment</b>
Flexibility, resilience and a readiness to undertake a variety of tasks, working to stringent deadlines and balancing competing priorities in high pressure situations	X	
Strong leadership style that engenders a positive, collaborative and collegiate culture, sustaining high performing and effective teams that engage with colleagues across the Trust	X	
Diplomacy, openness and approachability; a personable style of strategic leadership and resource management	X	
Personal integrity and a readiness to tackle unsatisfactory practice, holding others to account	X	
A pragmatic and flexible approach to tasks with a meticulous attention for detail and high standards	X	
Ability to influence and negotiate effectively to help drive positive change	X	