

Glebe School

An ambitious, inspirational trust, providing outstanding learning and support

JOB DESCRIPTION Chief Financial Officer

Pay scale: NJC Outer London PO9

Salary range: £60,819- £64,314

Responsible to: Board of Trustees and Headteacher

Working hours: Full time, 52 weeks per year

Core purpose	<p>The CFO will provide the strategic management and leadership of the financial and commercial operations and performance of the Trust, as outlined in the Academy Trust Handbook and other documents from the DfE/ESFA.</p> <p>To oversee all aspects of governance effectiveness and compliance within the Trust, ensuring governance meets all statutory and regulatory requirements, providing strategic leadership of services across the trust.</p>
Strategy and change	<ul style="list-style-type: none">• Be a member of the senior leadership team and actively support the development, work and ethos of the Trust• Work collaboratively with the Board of Trustees and Headteacher to effectively manage change within the Trust• Work alongside senior colleagues in facility management, obtaining tenders, design specifications and planning permission, liaising with building contractors and consultants to deliver improvement projects identified in the premises strategy• Work with other members of the leadership team with relevant responsibilities on the strategies for premises improvements and health and safety• Lead on due diligence processes associated with transactions across the Trust, providing detailed reports with recommendations to the board and Headteacher as required• Manage and develop team members within scope of responsibility• Identify opportunities to improve value for money to benefit the allocation of resources within the Trust• Proactively keep abreast of developments in relation to the post, and whenever possible and appropriate attend professional development opportunities• Liaise with legal representatives regarding any claims, contract documents or other legal matters that may affect the Trust• Take responsibility for creating, reviewing and updating all financially led policy documents across the Trust, as well as wider school policies
Finance management	<ul style="list-style-type: none">• Act as the leader for all finance related work; this includes line managing staff within the Trust employed within the finance function, providing visible leadership of all financial issues• Provide strategic management and leadership of the financial and commercial operations and performance of the Trust• Ensure that Trust resources are managed efficiently, ethically, professionally, and with integrity, conforming to the internal and external regulatory requirements in a sustainably sound manner

	<ul style="list-style-type: none"> • Establish the annual budgets, overseeing the monitoring of income and expenditure including annual balancing of end of year accounts • Analyse and monitor SEN income and other grant funding due from local authorities on a termly basis, checking pupil rolls and EHCP agreements against funding received • Ensure that monthly management accounts and other ad hoc reports are prepared in a timely manner, along with appropriate management commentary comparing performance against budget and analysing variances • Work with the Headteacher and leadership team to develop and deliver the 3-year financial plan, taking into account DfE guidelines and available revenue and capital funding • Be clear on the key assumptions used to develop the medium and long-term financial plan and annual budget proposals • Implement and operate rigorous and robust audits and controls • Make appropriate arrangements for the external audit of accounts and liaise with auditors during their audit work • Ensure the appropriate internal scrutiny processes are in place, in accordance with the DfE Funding Agreements, to eliminate the risk of financial losses and to maximise economy and efficiency in the use of resources, enabling accountability at all levels • Provide sound financial advice to the trustees and senior colleagues • Establish and maintain the academy's financial and accounting systems, ensuring the reliable provision of financial information as required • Understand the principles and practice of risk management - establish and maintain a risk register for the Trust to record risks as they arise • Ensure adequate insurance or RPA arrangements are in place across the Trust to mitigate against any insurable risks that might threaten Trust assets and reputation • Report in a timely manner to the DfE and other relevant bodies in line with their specific requirements • Ensure the financial management within the Trust complies with the requirements of the Academy Trust Handbook and Academies Accounts Direction issued annually by the DfE, which sets out the requirements for the preparation and audit of the annual reports and financial statements of the Trust • Produce monthly and annual accounts in accordance with the Companies Act, UK accounting standards and DfE requirements, together with detailed commentary on the result and on all significant variances from budget • Manage VAT and tax liabilities • Liaise with appropriate bodies in such areas as: legal; regulatory; approvals; accreditations. • Manage cashflow and cash balances including Insignis Cash Platform investments • Ensure an ethical purchasing system is in place to ensure value for money is obtained and to make best use of resources • Keep abreast of financial developments within the Trust, including direction from the DfE and charity sector
Payroll and HR	<ul style="list-style-type: none"> • Provide advice to trustees and staff on financial aspects of all HR matters relating to salaries, contractual variations, expenses, sickness, leave, maternity procedures, redundancy and other contractual matters • Liaise with the payroll provider service to ensure the integrity of accounting for payroll transactions and that payroll reconciliations are properly performed

	<ul style="list-style-type: none"> • Advise trustees annually on the review of the Trust’s pay policy in accordance with School Teachers’ Pay and Conditions Document (STPCD) and NJC terms and conditions for support staff • Ensure that the School Workforce Census, as required by the DfE, is completed accurately and in a timely manner • Ensure that staff employment contracts are maintained in accordance with STPCD and NJC terms and conditions, and contract variations are processed accurately • Prepare and issue annual salary assessments for both teaching and support staff in line with outcomes agreed following annual performance management reviews • Undertake annual review of the school Headteacher pay range in accordance with the STPCD
Governance Lead and Company Secretarial Duties	<ul style="list-style-type: none"> • Support the efficient and effective operation of the Trust board and its committees; ensuring governance at all levels is carrying out its statutory functions • Maintain appropriate records of Trust board and committee membership, along with any terms of reference • Maintain and annually update the Scheme of Financial Delegation for approval by the board • Manage and co-ordinate the delivery and ongoing improvement of governance support within the Trust • Maintain record management and communication methods that are fit for purpose and maintain confidentiality • Oversee a strategy for recruiting members and trustees that ensures the board and its committees are properly constituted, inclusive, diverse and meet the needs of the organisation • Maintain statutory registers including Conflicts of Interest • Ensuring compliance with Companies House annual filing requirements • Liaise with the Media & Marketing Manager to ensure the Trust website is maintained in accordance with DfE directives
Safeguarding	<ul style="list-style-type: none"> • Comply with and support all policies and procedures related to equal opportunities and safeguarding children and young people • Manage and oversee the Trust’s Single Central Record in line with KCSIE • Be aware of the signs and symptoms of abuse by attending relevant courses • Reporting all causes for concern to the Designated Safeguarding Lead • Ensuring the safety of all pupils in the school learning environment
Other duties	<ul style="list-style-type: none"> • Take part in wider whole school staff training and development undertaken throughout the year • Actively participate in arrangements for performance management and in the identification of areas in which team members would benefit from training • To be reflective and to continually strive for self-improvement • Value diversity and equality • Understand and comply with GDPR and data protection regulations • Demonstrate a record of excellent attendance and punctuality • Adhere to the school’s Staff Code of Conduct and dress code • Undertake such additional duties as may reasonably be requested by the Headteacher or governing board