



APPLICATION PACK

CHIEF FINANCIAL OFFICER



ACCOMPLISH

MULTI ACADEMY TRUST

CHIEF FINANCIAL OFFICER

Due to the dynamic reorganisation of the trust, the current postholder has moved into the role of Chief Operating Officer to allow more capacity as the trust grows. The Board of Trustees is seeking to appoint a part-time Chief Financial Officer (CFO) with flexible working hours. We understand that this will suit a number of people to allow for such flexibility and hybrid working. This is a great opportunity to join a values-driven Trust at an exciting stage in our development. You will be a key member of Trust's Executive Team, working closely with the CEO and other Leaders to develop and implement strategy.

The Trust has grown since its inception from a single academy in October 2023 to 3, soon moving to 4 by the end of the year. Further growth is planned in 24/25.

The CFO is expected to bring a modern, commercial approach to the leadership of the finance function, running it as a highly competent and efficient service with an emphasis on a proactive and customer-focused service. As well as ensuring the financial health of our organisation, you will bring experience of lateral thinking when it comes to realising the financial opportunities that we have within our Trust.

The CFO is directly responsible to the CEO, who is the accounting officer for the Trust, and is ultimately responsible for the proper financial conduct of the institution. The CFO will provide advice on strategic financial issues and be responsible for financial management.

CHIEF FINANCIAL OFFICER

Job description	Chief Financial Officer
Salary	Full time equivalent - £55,000, pro rated for 0.4 part-time
Contract Type	Temporary in the first instance but there may be a permanent / additional hours contract advertised in the future. All year round
Responsible to	CEO
Working Relationships	Executive Team, Headteachers, Central team & Trustees. Professional advisors including auditors and bankers. Governance agencies: ESFA, DFE, Local Authorities, HMRC
Location	Trust Head Office, Accomplish MAT, Townville, Castleford. Hybrid working can also be a big part of this role to allow for greater flexibility.
Closing date	Tuesday 23rd July 2024
Interviews	Week beginning 5th August 2024
Start Date	September 2024

WELCOME FROM THE TRUST LEADER,

TRACY SWINBURNE

Our Trust

I am proud to welcome you to Accomplish MAT. We are a growing family of Primary Academies, with our trust coming to inception in October 2023. We serve young people and their communities in Wakefield, Castleford and West Yorkshire.

Accomplish Multi Academy Trust was a vision created from the successful achievements of Jerry Clay Academy. Jerry Clay Academy is a National Support School and hosts a successful English Hub.

Motivated by a strong desire to improve the life chances of young people and to work collaboratively together, myself and the newly formed Board of Trustees formed Accomplish MAT with a passion to ensure more children receive a high quality, holistic education which enable all children to accomplish success now and for their future. It is the belief of Accomplish that every child deserves to receive the highest quality education which not only includes access to the core curriculum but fantastic enrichment, which builds confidence, character and a drive for young people to believe they can accomplish anything which they put their mind to. Supported by a highly experienced central team, and governed with exceptionally strong financial expertise, Accomplish aims to develop innovative ways to build capacity, working alongside its dedicated team.

Our Mission

Collectively driving with ambition & innovation to accomplish excellence for all.

Our Vision

Our vision is to educate, empower and inspire generations of children through a network of outstanding schools that are recognised at a local, regional and national level as being the absolute benchmark in teaching and learning & for providing the best quality, creative & holistic education for all.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

Tracy Swinburne OBE
Chief Executive Officer

OUR PRINCIPLES

Accomplish is characterised by its passionate and unrelenting drive to ensure that every one of its children, irrespective of their starting point makes extraordinary progress in all areas, achieves exceptional standards and realises their huge potential within schools where best practice is commonplace. We strongly believe that EVERY child can accomplish excellence and that it is our role to celebrate their uniqueness & empower them to achieve their very best.

To achieve these aims, we have three principles & values which we will all have in common:



The Trust is committed to developing the whole child so that they know what they care about in life and what drives them so that they are prepared for now and their future and know how they can contribute to making society a better place.

The Trust will do this by offering them a first-class education within each individual academy, and by offering outstanding enrichment opportunities which will offer them unique experiences and see them stand apart from others.

OUR VALUES

We **empower** each other to work hard and accomplish greatness.

- Commitment to striving to be the very best we can all be in all that we do. Excellence is our aim for all.
- A relentless commitment to empower teamwork & collaboration.
- Empowering high achievement & celebrating excellence in everything we do.
- Accountability, creativity & entrepreneurial spirit developed in all.
- Building partnerships in our region and across the country in order to empower each other.



OUR VALUES

We **celebrate uniqueness**

- Motivate & promote children & adults' unique qualities.
- Equity, diversity & inclusion are central to ensure we are fair, enact ethical leadership & remove barriers for all.
- Attracting high quality diverse talent to work with our children.
- Celebrating school's unique identities in our communities.
- Championing our children's unique identities so that they will be confident, able to express themselves eloquently and importantly, have the ability to innovate.
- Children & adults will be self-disciplined, resilient and creative, with the agency to offer their uniqueness to the trust and their school.



OUR VALUES

We **care** deeply about each other

- We care deeply about having the highest expectations of our children and staff, we value teaching and learning at the highest and will have a flexible, positive approach.
- We are as passionate about our staff, as we are about our children.
- We care deeply about collaboration & partnership working as this creates agency for everyone to accomplish great things.
- We care about the quality of our CPD offer for all.
- We care about valuing and celebrating the distinctiveness of our individual communities.
- We care about keeping our children & staff emotionally, physically & mentally safe.



AS A TRUST WE ARE PASSIONATE ABOUT:

Empowering our children

We passionately believe that all children and young people, however challenging their circumstances and whatever their background, can achieve & accomplish great things. Our children will practise the values of respecting uniqueness, empowerment of themselves and others and caring deeply about their own learning and others. We will encourage our children to be the very best they can be. They will be given the power, responsibility and chance to control their lives and their learning by acquiring the knowledge, skills, qualities and attributes necessary to succeed in life in the 21st century.

Empowering our staff

We are as passionate about our staff, as we are about our students. We want to employ and create outstanding teachers, leaders and non-teaching staff, who genuinely aspire to excellence, are truly excited by challenge, love to take risks, and have a passion to co-develop and co-construct best practice with their children and fellow practitioners. We believe that every staff member has the right to be outstanding, and we need to invest in our workforce and to give them more responsibility for their professional development and more time and flexibility for them to affect this. We want our staff to feel empowered to accomplish great things.

Empowering our communities

We believe that collectively we can achieve anything. We are strong advocates of **collectively driving with ambition & innovation to accomplish excellence for all**. We know that working within our local communities, we not only celebrate them but also pull on their experiences and support to ensure our communities get even stronger for the benefit of all. We want our communities to feel proud of their accomplishments.

AS A TRUST WE ARE PASSIONATE ABOUT:

Celebrating the uniqueness of our children

We believe a quality education is all about valuing the individual contributions of our children. We passionately believe that a child's voice has to be heard and as such we will advocate strong pupil voice leadership across all our schools. Every child has unique talents and qualities and it is our role to find them and develop them. Our quest is to enable every individual child to accomplish great things.

Caring about accomplishing the best outcomes for all

We believe that all of our children deserve a fantastic, knowledge-rich curriculum. Our aim is to support all our schools in ensuring we deliver on this. Our passionate belief is that children deserve a holistic curriculum which delivers all subjects to the highest quality, as well as a curriculum rich in the creative arts and sport. We will ensure that our children are offered opportunities which will ensure our children receive a full, holistic curriculum and enrichment opportunities for all. We have high expectations for everyone because we know that with this, we will all achieve the greatest accomplishments right across the curriculum.

AS A TRUST WE ARE PASSIONATE ABOUT:

Caring about career development

- We are passionate about the highest quality CPD.
- We will ensure staff are allocated an expert leader, who will advise on, guide staff in their role, and shape professional development around skills knowledge and behaviours.
- We will invest annually in the professional development of all staff.
- We will offer staff greater responsibility for professional development by allowing them to determine how best to use CPD investment and routes towards relevant qualifications.
- We will encourage and provide opportunities for staff to engage in collaborative working Action Research and Joint Practice Development across the Trust.
- We will ensure staff have great resources, and that expertise and best practice is freely shared across the trust.
- We will maximise potential, offering opportunities for career progression across the Trust.

KEY DUTIES AND RESPONSIBILITIES

Core Leadership Accountabilities:

- As a key member of the Executive Leadership Team, helping it to develop and implement strategy and to resource and deliver the Trust's strategic objectives sustainably
- Lead the promotion and delivery of excellent financial management across the Trust, so that public money is always safeguarded and used appropriately, economically, efficiently and effectively.
- To ensure compliance with relevant law, accounting practice, DFE, ESFA and any other sector requirements.

Finance Strategy

- To lead the Trust's financial strategy, including preparing Trust's annual budget and 3 yr plan, working closely with Executive Leaders, Headteachers and Trustees to ensure delivery of Trust's strategic and financial objectives, and providing assurance that the Trust can remain a going concern.
- Providing the financial lead to the strategic planning process, contributing towards production of the Trust development plan.
- Be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered, and alignment with the Trust's financial strategy
- To provide advice and guidance to the CEO and Trust Leaders, including Trustees.
- Proactively manage cash reserves to maximise investment.
- To monitor the financial performance of the academies regularly and systematically and report the outcomes to the CEO and Finance, Audit and Risk Committee, and the Board

KEY DUTIES AND RESPONSIBILITIES

Financial Operations

- To ensure the operating model (systems, structure, process and services) in relation to financial services is efficient and effective service, and value for money.
- To maximise efficiencies and streamline processes across finance operations.
- To ensure the operating model is scalable and can support successful induction of new schools without compromising core purpose.
- Developing and maintaining financial systems to ensure:
 - records and returns are up to date
 - income collection procedures are operating effectively, and debt problems are minimised
 - invoices are processed efficiently.
 - reporting is timely and accurate (including managements accounts) to enable effective budgetary control
- Proactively managing the relationship with its bankers, to ensure that appropriate and efficient systems are in place for the Trust's accounting procedures.
- Proactively managing the cash position of the Trust and its operating activities, and reporting regularly on this aspect of financial management to the Trust Board.
- Ensure that the Trust achieves value for money across all its activities, including the delivery of services.

KEY DUTIES AND RESPONSIBILITIES

Financial Control and Compliance

- Maintaining the Trust accounts in accordance with the funding agreement and Academy Trust Handbook, DfE Chart of Accounts and Accounts Direction issued by the funding body and in accordance with the financial regulations and procedures of the Trust.
- Ensure that the Trust follows best practice in terms of financial governance, and ensure the probity, and legislative compliance, of all financial transactions, including payroll and cash handling, and the integrity and suitability of all control mechanisms.
- To lead on the internal risk processes and external audit, and submit audited statutory consolidated accounts to the ESFA and Companies House in accordance with required deadlines and driving improvements if identified.
- Ensuring that effective financial structures and controls are in place to support robust financial management.
- To lead on the construction, implementation and evaluation of delegated policies and procedures.
- Maintaining the relevant aspect of the Trust's risk register.

Trust Growth and Development

- Active build professional networks locally and nationally, ensuring that the Trust has reach and presence.

KEY DUTIES AND RESPONSIBILITIES

Qualities and Knowledge

- Holds and articulates the Trust's values and moral purpose, compellingly communicating the vision of the Trust.
- Demonstrates optimistic personal behaviour, positive relationships and attitudes towards all stakeholders.
- Leads by example, with integrity, creativity, resilience and clarity, drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustains wide, current knowledge and understanding of the sector and pursues continuous professional development.
- Develops and maintains an appropriate professional network
- Works with political and financial astuteness, within a clear set of principles centred on the Trust's vision, ably translating local and national policy into Trust development.

General

This job description is subject to special employment conditions relevant to working in schools, which will be updated in accordance with the latest legislation and guidance:

- Enhanced DBS disclosure; and two supportive references.
- Safeguarding and promoting the welfare of Children and young People: adherence to Trust policies and procedures at all times.
- Health and Safety: compliance with Trust policy and taking responsibility for relevant risk assessment and personal H+S.
- Confidentiality and Data Protection: compliance with the relevant Acts and observing and maintaining full confidentiality and security for all personnel details, personal, contractual and salary related matters.
- Equality and Diversity: compliance with Trust policy and Equality Duty obligations, ensuring all dealings with others are based on respect.

The post-holder must uphold the Trust's ethos and values, promoting the safety, happiness and well-being of staff and students of the academies.

Information for all applicants/post holders:

This job description is not a comprehensive definition of the post by including every task and function in full detail and will be subject to modification or amendment at any time after consultation with the post-holder. Employees of the Trust will be expected to comply with any reasonable request from the Executive Leadership Team/direct line-manager to undertake work of a similar level, commensurate with the grade and job title, which may not be specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all who may visit or contact the Trust.

Employees are expected to carry out their duties in the most effective, efficient and economic manner.

Employees are expected to be committed to continue their own personal development in the relevant area, undertaking training as deemed necessary and to maintain any relevant certification/qualification compliance for their role. Employees are expected to participate fully in the staff appraisal review process.

This post is subject to a six-month probation period.

Accomplish Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS/TRAINING/KNOWLEDGE		
Fully qualified accountant accreditation from one of the major accountancy professional bodies e.g. CIMA, ICAEW, ACCA, CIPFA. <i>Note: applications may be considered by exception from professionals who qualify by experience (i.e., have no formal accreditation) and have relevant CPD to support them in their role.</i>	✓	
Experience of working under pressure to meet deadlines	✓	
Financial reporting and management skills in a multi-location environment	✓	
Evidence of ongoing professional development	✓	
Ability to demonstrate a track record of successful financial leadership and building effective teams	✓	
Prior experience of working within the education sector		✓
Awareness of the relevant current policies relating to educational developments		✓
Excellent knowledge of the funding, regulatory and legislative environment of academies		✓
Full UK Driving Licence	✓	
SKILLS & ABILITIES		
Highly developed planning and prioritisation skills	✓	
Ability to communicate effectively to a range of audiences.	✓	
Excellent analytical and problem- solving skills and sound judgement.	✓	
Excellent judgment and decision-making skills	✓	
Readiness to accept and implement change, openness and willingness to learn and flexibility.	✓	
Excellent presentation skills	✓	

PERSON SPECIFICATION

	Essential	Desirable
LEADERSHIP AND MANAGEMENT		
To effectively lead and work as a member of an Executive Leadership Team	✓	
Experience and track record as a strategic leader	✓	
Set high standards and be a role model for staff, taking responsibility for own and others professional development	✓	
Motivate all team members to ensure high performance	✓	
Deal sensitively with people and resolve conflicts	✓	
Liaise effectively with other organisations and agencies	✓	
PERSONAL QUALITIES		
Resilience and the ability to maintain an objective perspective	✓	
Reliability, integrity and stamina	✓	
Determination and the highest possible expectations of self and others	✓	
Flexibility to meet deadlines and respond to unplanned events	✓	
Ability to inspire confidence in all stakeholders	✓	
GENERAL REQUIREMENTS		
Commitment to the Trust's ethos and values	✓	
Commitment to providing a responsive and supportive service	✓	
Proactive in acquiring and understanding changes to Finance law and guidance, including training as required to benefit the role	✓	

BENEFITS OF JOINING

All colleagues within our Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. Our staff can also apply to take part in a range of external development programmes.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Education Mutual', which gives access to a range of benefits including the Employee Assistance Programme (Including health & wellbeing portal & App)

For further information about working for Accomplish MAT, please visit our website:

[Accomplish Multi Academy Trust - Accomplish Excellence for All \(amat.org.uk\)](https://amat.org.uk)

How To Apply

Please download and complete the application form on our website and send it to **tracy.swinburne@amat.org.uk**

Closing date: **Tuesday 23rd July 2024**

Interviews: **Week beginning 5th August**