

## **JOB DESCRIPTION**

### **Job Title: Chief Finance and Operating Officer (CFOO)**

**Grade:**

SCP 61 – SCP 64 within Grade 7 (£74,308pa - £82,049pa)

**Purpose of Job Role:**

- To provide strategic leadership on all elements relating to finance, Governance & Compliance, IT, HR and Facilities.
- Undertake duties of the Trust's Chief Financial Officer.
- Ensure the Trust is compliant with all statutory and regularity requirements falling within the job remit.
- Active member of the Trust Central Team providing expert advice and guidance on finance and operation matters and contributing to wider issues.
- To assist the CEO in their duty to ensure the Trusts meets its educational aims.
- To be ultimately responsible for the Financial Resource Management and Financial Operations, ICT, Human Resources Management, Governance & Compliance, Facility and Property Management and Health and Safety Management of the Trust.

**Duties and Responsibilities:**

**Strategic Direction and Development:**

- Attend Central Team Meetings, Full Trust Board and appropriate Trust sub-committee meetings.
- Work with the CEO on the strategic development and implementation of the Trust Development Plan, ensuring it is financially viable and sustainable.
- Report to the Trustees on all matters relating to finance, and manage the reporting of HR, Governance IT and facilities matters working with the relevant managers.

**Academy Responsibilities:**

- Responsible for the Trust Business Continuity Plan.
- Maintain the Trust's risk register.

**Finance:**

- Act as the Chief Financial Officer, working under the powers given to the Accounting Officer (CEO) for Trust.
- Ensure sound financial governance and that the Trust follows best practice in terms of financial governance and ensure the probity and legislative compliance of all financial transactions including payroll.
- Ensure that suitable and effective internal controls are in place to support robust financial management.



- Evaluate information and consult with the Central Team and Trust Board to prepare realistic and balanced budget.
- Maintain the Trust's accounts in accordance with the funding agreement, Academies Trust Handbook and Accounts Direction.
- Prepare the annual accounts to the prescribed standards and take responsibility for the completion and submission of the Trust returns and regulatory reporting.
- Ensure the annual accounts are properly presented and adequately supported by the underlying records of the Trust.
- Management of the Trust's finance function, including the line management of finance staff and the management of finance records.
- Monitoring of the Trust's use of financial resources, recommending improved efficiencies.
- Statutory returns to the ESFA.
- Monthly management account reporting as required under The Academies Trust Handbook.
- Supporting devolved budget holders to exercise their responsibilities in managing budgets.
- Financial policy review and updates to the risk and audit committee.
- To research grant opportunities, manage the application and reporting process.
- Liaise with the Trust's auditors (external and internal) to enable them to operate effectively.
- Ensure scrutiny of the Trust's financial systems, controls, transactions and risks in accordance with the requirements of the Academies Financial Handbook.
- Ensure the Trust's treasury management is robust and delivers best value.
- Maintain and monitor the Trust's cash position, bringing any concerns to the attention of the accounting officer immediately.
- Ensure that the accounting and budgeting systems are fit for purpose and manage any system changes.
- Manage the Trust's procurement processes.

#### **Governance & Compliance:**

- To ensure the smooth operation and development of the Trust's governance structure.
- To ensure Trust compliance with all relevant governance-related legislation and regulations
- Oversee the effective implementation and alignment of high-level governance-related organisational planning and governance activities
- Oversee the recruitment of Trustees and ensuring a rigorous recruitment process is deployed
- Ensure compliance across all entities within the Trust with relevant governance-related regulators including Charity Commission, Companies House and Master Funding Agreement
- Strategic oversight of compliance with all non-finance aspects of the Academy Trust Handbook.



## HR Management

To line manage the Trust's HR function and to work with them to:

- Manage the payroll services for all staff including the management of pension schemes and associated outsourced payroll services.
- Ensure the Trust's equality policy is clearly communicated to all staff in Trust.
- Support the Head of HR in ensuring that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- Ensure managers and staff have a clear understanding of the policies and procedures and the importance of putting them into practice.
- Monitor the way policies and procedures are actioned and provide training to managers where necessary.
- Seek and make use of specialist expertise in relation to HR issues.
- Evaluate the Trust's strategic objectives and obtain information for workforce planning.
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.
- Ensure that the SCR is fully up to date.
- Manage CPD, Training and appraisal requirements for all staff.
- Ensure that the HR management information system is fit for purpose and delivers value for money.

### Facilities:

- Support the Facilities Manager to review the effectiveness of procedures for site management and maintenance.
- Monitoring, assessing and reviewing outsourced services, in conjunction with the Facilities Manager.
- Ensure that Facilities team can respond to demands from all centres and teams.
- Ensure that asset management and improvement programmes are in place, with links to budget position and financial procedures.
- Ensure that H&S has supporting processes and systems to be managed effectively.
- Attendance at the Safeguarding, Premises and H&S committees, delivering key reports to trustees.
- Facilities policy review, update and proposals to Risk and Audit Committee.
- Ensure that capital funding applications are completed as necessary.
- Ensure the Trust arrangements for insurance are effective and in place.
- Ensure that all services procured deliver value for money.



## IT Management

To line manage the Trust's IT function and work with them to:

- Ensure that the Trust has a strategy for using technology aligned to the overall vision and plans for the Trust ensuring value for money.
- Ensure that asset management and improvement programmes are in place, with links to budget position and financial procedures.
- Consider approaches for existing use and future to introduce or discard technology in the Trust.
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the Trust.
- Establish systems to monitor and report on the performance of technology within the Trust.
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.
- Ensure contingency plans are in place in the case of technology failure.
- Ensure that the Trust has maximum protection against the potential of cyber-attack.

### Other responsibilities:

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or encounters.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to all academy policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual pupils, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the Trust.
9. To be flexible to work across all Trust schools as the needs of the Trust dictate.
10. Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
11. To perform other such duties as the CFO may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

**Team/s:** Trust wide role including Finance, Governance, HR, IT and Facilities

**Responsible to:** Chief Executive Officer (CEO)

**Responsible for:** Finance Office, Head of Governance and Compliance, Head of HR, IT Manager, Facilities Manager



**Job description issued after consultation**

**Signature of the Principal**.....

**Date** .....

**Copy received by**

**Signature of the Post holder**.....

**Date** .....

