**Chief Finance and Operations Officer (CFOO)**

Application Pack

Dear Colleague,

Thank you for your interest in the post of Chief Finance and Operations Officer at Vantage CE Academy.

Vantage is a mixed CE Multi Academy Trust, which recognises and supports the individual ethos of non-faith schools; we are currently made up of six Church of England schools and four community schools.

The Trust operates across a diverse geographical area in the Northwest of England, from mono cultural areas to those with high levels of diversity, across three hubs in Knowsley, Bolton, and Manchester. These local hubs bring the added benefit of specialist teachers and communal headship, as well as further support and accessible

advice.

We are incredibly proud to have been named as a 3 Star, World Class company based entirely on our employee’s feedback in the B-Head Best Companies Survey. In addition to achieving the highest possible standard of recognition by Best Companies, Vantage Academy Trust also achieved the following recognition:

* Education and Training’s 25 Best Organisations to Work For: Vantage CE Academies Trust is now the 7th Best Education and Training Company to Work For in the UK
* The North West’s 100 Best Companies to work for: Vantage CE Academies Trust is the Top 40 Best Companies of Any Size to Work for in the North West
* The UK’s Best 100 Large Companies to Work For: Vantage CE Academies Trust is the 51st Best Large Company to Work for in the UK

You can find out more about the Best Companies lists and our Trust profile here: https://www.b.co.uk/companies/vantage academy-trust

This is an exciting opportunity for someone to join the Trust and support its operations.

If you feel inspired by our strategy and what we are trying to achieve, I’d be delighted if you submitted your application. Full details and all documentation are in this pack.

We very much look forward to hearing from you.

Yours faithfully

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**Jill Meesham**

**CEO**

**Making your application**

I hope that when you read this pack you are inspired to apply for the post. If you are, then this is what you need to do:

**Application**

1. Complete the online application form by visiting the Trust website:

[Current Vacancies - Vantage Multi Academy Trust (vantageacademies.co.uk)](https://vantageacademies.co.uk/staff-careers/current-vacancies/)

**Deadline**

The deadline for the post is **20th September 2024** to arrive no later than **12 Noon.**

Interviews are expected to take place during October 2024.

**Shortlisting**

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us within 3 weeks of the closing date your application has been unsuccessful on this occasion.

**Salary & Hours**

**£71,729 - £81,070**

**37 hours per week x 52 weeks (Monday – Friday – AYR)**

**Start Date**

**ASAP**

**For an Application Pack**

1. Visit: https://vantageacademies.co.uk/
2. Contact: HR@vantageacademies.co.uk

***Vantage CE Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.***

***In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.***

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# **VANTAGE MULTI ACADEMY TRUST**



# **JOB DESCRIPTION**

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| --- | --- |
| **CHIEF FINANCE & OPERATIONS OFFICER (CFOO)** | |
| Salary Scale: | £71,729 - £81,070 per annum pay award pending (1/9/2024) |
| Contracted Hours: | 37 hours x 52 weeks |
| Contract Type: | Full Time Permanent |
|  | |
| Reports to | Chief Executive Officer / Chair of Trustees |
| Supervision received | Chief Executive Officer |
| Supervision given: | Finance; Estates & Marketing team leaders |
|  | |
| Job Purpose   * Ensure the financial sustainability of the multi-academy trust (MAT). * Comply with all of the MAT’s policies and procedures, working towards its core aims and ensuring confidentiality is maintained where appropriate, contributing to the ethos, development and success of the MAT. * Maintain a secure overview of the management of all financial issues within each of the MAT’s academies, providing financial assistance to the principals of each academy, the chief executive officer (CEO) and board of the MAT. * Keep the CEO and the board up-to-date with the latest funding changes, company law and other statutory guidance. * Always ensure the MAT acts in compliance with relevant legislation and adopts guidance where it is in our best interests. * To lead the promotion and delivery of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively. * Establish and maintain a three-year rolling financial plan, to be updated annually, measured against KPIs and monitored effectively. * Produce annually a consolidated budget plan for the consideration of, and approval by, Trustees. * Uphold good governance and ethical behaviour, including good accounting practices and internal control systems. * Ensure the MATs resources are managed efficiently, ethically and professionally. * Analyse and interpret financial reports, communicating findings in a simplified manner when necessary. * Co-operate with, initiate and manage audit procedures. * Attend relevant governance meetings as required. * Retain oversight of Trust central operations. | |

# CFOO DUTIES AND RESPONSIBILITIES

## Strategy and Change

* + Work collaboratively with the CEO and the Executive Leadership Team (ELT).
  + Work alongside the CEO to implement the 3-year academy strategy business plans including setting and managing budgets, KIPs, targets and outputs and reviewing progress against these.
  + Support other members of the ELT in the development of functional strategies and plans.
  + Work with the CEO and ELT to effectively manage change within the MAT.
  + Work with the CEO, and other colleagues with relevant responsibilities, on the strategies for premises improvements and health and safety across the whole MAT.
  + Work alongside senior colleagues in leading the facility management across the whole MAT, design specifications for new buildings, obtain tenders and planning permission, liaise with building contractors and architects to deliver building projects identified in the premise’s strategy by working with the CEO, Estates Manager and leaders in schools and college.
  + Support the Estates Manager with MAT wide bid writing to secure external capital funding for building works.
  + Support with facilitating the design of new initiatives with the ELT and implementation across the MAT.

# Business planning and performance reporting

* + Manage the annual and 3-year strategic business planning to produce effective budget for approval by the Board of Trustees.
  + Manage the implementation and maintenance of strong strategic and operational financial planning processes and controls to safeguard the MAT’s finances.
  + Ensure that all necessary monitoring and evaluation of finance and performance is undertaken across the MAT and reported to the Local Governing Bodies (LAB) and Board of Trustees.
  + Direct the production of the annual report and accounts, including the statement of financial activities, balance sheet and associated notes to the accounts.
  + Maintain the MAT Business Register.

## Business management

* + Lead on effective risk management across the MAT, working closely with other ELT members and Principals of schools.
  + Lead as the primary point of contact, inclusive of finance, VAT, risk and legal departments to ensure MAT wide administration is efficient and effective.
  + Work alongside Director of People and HR to ensure MAT wide HR administration is efficient and effective.
  + Develop relationships with suppliers and lead on supplier cost effectiveness projects.
  + Lead the drive for efficiency throughout the MAT.
  + Understand the effects and implications of government policies, legislation and directives and develop effective strategies for current initiatives and long-term educational trends and developments.
  + Negotiate, manage and monitor contracts, tenders and agreements ensuring ‘best value’ at all times.
  + Ensure appropriate levels of insurances are in place to fully capture the needs of all the establishments within the MAT.
  + Develop and implement an effective procurement process for the Trust, that achieves best value and is fully compliant.

# Financial management and compliance

* + To be an active member of the Executive Leadership team, taking a lead on strategic budget planning and management; providing oversight and guidance.
  + Provide strategic oversight and guidance to the MAT Finance Team Leader.
  + Oversee the day-to-day financial and operational management of the MAT, including budgeting, monitoring and risk management, ensuring all establishments with the MAT are strategically planning and delivering.
  + Ensure that all financial regulations (specifically SORP), schemes of delegation and financial procedures are fully adhered to and reviewed and updated as required by the Education and Skills Funding Agency (ESFA), Charity Commission, HMRC and other regulators
  + Direct the preparation of budgets and monitoring in line with the Funding Agreements established between the MAT and the academies within the MAT.
  + Ensure the availability of timely financial information to Members, Trust Board, CEO and ELT and support the MAT finance team in the interpretation and reporting of financial information
  + Act as Company Secretary for the MAT ensuring deadlines are met for all returns and publications.
  + Lead the due diligence process for any future opportunities in terms of growth and expansion of the MAT.
  + Manage the co-ordination of the internal and external audits and preparation of the statutory accounts for each establishment within the MAT and the preparation of the consolidated accounts for presentation to the Board of Trustees.
  + Implement appropriate audit and control measures and maintain relationships with auditors and bankers.
  + Line manage the Finance team leader and the MAT Finance team to ensure efficient procedures are being followed in terms of MAT accounts and associated reports.

# Human Resources

* + Work alongside the Director of People and the HR Manager to ensure that relevant HR policies are in place and adhered to.
  + Work with the HR Manager, Deputy CEO and Executive Team to strategically plan the HR resource requirements for each establishment and manage the appointment of new staff.
  + Prepare salary forecasts to demonstrate affordability and sustainability of staffing structures required.
  + Lead the implementation of some HR processes as necessary eg payroll.
  + Work alongside the Director of People to plan and manage the professional development, appraisal and training for the support staff within the MAT central team.
  + Ensure that academy-based finance staff receive timely, succinct and clear guidance to ensure that they are effective and efficient in the discharge of their duties.

# Governance

* + Attend, participate and present in Trust Board and Committee meetings.
  + Liaise regularly with the Board of Trustees, attending meetings of the Board and committees as required and ensuring prompt and effective responses to issues emerging from meetings.
  + Lead governance and Trust Board reporting process and deliver its outputs efficiently and to time.
  + Work alongside Governance Professionals, and the CEO to ensure that appropriate agendas for all financial matters are circulated and documents uploaded, so that meetings can be effective, and compliant with GDPR.

# Marketing

* + Support the promotion of the MAT to different audiences and raise the profile within the LA and local community.
  + Initiate collaborative working with other schools and LA departments.
  + Proactively seek opportunities to extend the reach of the MAT through local partnership work i.e. Schools Forum representation.

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| --- |
| Ethics and Values |

To work with full regard for the 7 Principles of Public Life as defined in The Nolan Principles:

* Selflessness
* Integrity
* Objectivity
* Accountability
* Openness
* Honesty
* Leadership

To uphold the values of Vantage Multi Academy Trust; to act as a role model for others within the trust and to always act in the best interests of the Trust.

A commitment to equality and diversity.

# Other Duties

* + Any other reasonable tasks commensurate with the role to include before during and after school duties as member of ELT to ensure the smooth running of the MAT.
  + Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
  + Ensure all tasks are carried out with due regard to Health and Safety.
  + Undertake appropriate professional development including adhering to the principle of performance management.
  + Adhere to the ethos of the MAT, promote the agreed vision and aims of the MAT and set an example of personal integrity and professionalism.

# Supervision

Supervising Officer’s job Title: CEO Level of supervision:

1. Plan own work to ensure the meeting of defined objectives

**Supervision given**: (includes those who are indirectly supervised)

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| --- | --- | --- | --- |
| Type of post | No of Posts |  | Level of Supervision (as in 3.2 above) |
| MAT IT Provider | 1 |  | 3 |
| MAT Estates Manager | 1 |  | 2 & 3 |
| MAT Finance Team Leader | 1 |  | 2 & 3 |
| MAT Marketing Officer | 1 |  | 1& 2 |

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **QUALIFICATIONS** | Professional finance or finance related qualification at graduate level (i.e. ACA, ACCA, CIMA, CIPFA, MAAT or equivalent)  Good knowledge of MAT / School financial procedures | Qualified Accountant |
| **KNOWLEDGE, UNDERSTANDING AND EXPERIENCE** | Significant post qualifying experience and in- depth professional knowledge acquired through experience.  In depth knowledge of statutory requirements, procedures and regulatory requirements relating to academies.  Good knowledge of Academy Handbook  Experience managing significant financial resources with a good appreciation of relevant regulatory frameworks.  Familiarity of financial processes and procedures. Experience of effectively managing a team.  Experience of financial management systems, including the design & implementation of controls.  High level of IT competence, literacy and numeracy skills  Experience of managing budgets/ generating income  Experience of communication with colleagues and contractors at all levels of the organisation and the ability to negotiate and act on behalf of the site in relation to contracts. | Managing procurement and contracts  Experience of using and supporting others in the use of financial software packages, including a working knowledge of PS Financials and IMP.  Experience in working in a similar role and environment.  A minimum of 5 years’ experience of managing staff.  Experience of managing payroll and HR within a similar role  Knowledge and experience of acquiring grant funding  Experience in project management |
| **PERSONAL AND PROFESSIONAL QUALITIES** | Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently at all levels.  Excellent skills in strategic planning and strategic management of financial resources  Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems  Strong decision making skills with the ability to make decisions and recommendations based on the analysis of options.  Capacity to work under pressure to meet deadlines and organisational priorities.  Good leadership skills and ability to inspire and challenge colleagues  Commitment to staff’s and own personal development. | Team-player, personable, emotionally intelligent  Knowledge of financial accounting and contracting procedures and practices. |
| **OTHER** | Driving license and own transport  Capable of multitasking, problem solving and delivering to strict deadlines.  Exceptional interpersonal and communication skills  Capable of delegating, motivating across different areas and guiding team effort towards efficient productivity and meeting objectives.  A keen positive and enthusiastic team player who is approachable and amicable |  |