

Agape Multi-Academy Trust

Job description: Chief Financial & Operations Officer (CFOO)

Job details

Salary: Equivalent to L20-24 {£75331 - £83081}

Hours: 37 hours per week

Contract type: full-time and permanent

Notice Period: 3 months

Pension: LGPS

Reporting to: CEO

Responsible for: Finance, IT, human resources, premises and facilities.

Main purpose

The CFOO is responsible for the financial development and sustainability of The Agape Trust, and for the financial probity of the organisation. They will be responsible for providing the leadership and management of the trust's finance and business functions, enabling the Trust to work effectively towards its aims. They will support the CEO in their role as the trust's accounting officer. They will lead the non-academic operations and central service functions of the Trust and deputise for the CEO where required

Duties and responsibilities

The duties and responsibilities listed below are indicative of the tasks the CFOO of The Agape Trust will perform, and are not intended to be an exhaustive list. The postholder will be expected to take on additional responsibilities appropriate to the role as they arise.

Strategic leadership and trust development

The CFOO will be accountable for supporting the Trust's strategic development and aims through effective planning and management, in line with regulations.

The CFOO will:

- Advise the CEO, board and other trust leaders on all matters relating to financial strategy and operations
- Contribute to the development and implementation of the trust's strategy, providing financial analysis and guidance on all activities, setting financial objectives and monitoring performance,
- Take ownership of aspects of key documents such as the business plan, strategic plan, risk assessments, health and safety and business continuity plan
- Conduct financial due diligence on schools applying to join the Trust, and report to the board and other trust leaders with recommendations

- Contribute to the trust's risk management efforts, including identifying strategic, financial and operational risks, taking steps to mitigate these risks, and maintaining the trust's risk register
- Develop, implement and monitor the Trust's business plan, using effective financial budget modelling and benchmarking to support strong decision-making
- Develop the Trust's central services to meet requirements and support continuous improvement
- Support the growth and development of the Trust, including due diligence and supporting schools as they join the Trust
- Develop and embed the Trust's vision, ethos and values, supporting the creation of a Trust culture that embodies these values

Financial management and control

The CFOO will be accountable for maintaining robust financial management of the Trust and its academies.

The CFOO will:

- Manage the budget process, from planning through to approval, working with other trust leaders
- Work with headteachers and/or business managers within the Trust to prepare and monitor individual academies' budgets in line with school development plans and the trust's strategic objectives
- Provide accurate and timely information to the Board and other trust leaders to enable effective budgetary control
- Monitor business and financial performance against expectations, using external benchmarks to provide systematic quality assurance, self-evaluation and planning
- Develop, review, implement and monitor the trust's financial policies and procedures in accordance with the Academies Trust Handbook, enabling robust financial management
- Take appropriate action to address financial risks, problems and irregularities
- Implement strategies to maximise the Trust's current finances, reserves and income opportunities through a range of commercial activities and minimise costs
- Ensure the safety, security and effective maintenance of the Trust's assets
- Develop and maintain an effective internal audit procedure for the Trust and its academies, including producing audit reports and making recommendations for improvement
- Manage the external audit procedures for the Trust and its academies, and follow up on any recommendations resulting from audits
- Establish and monitor effective procurement procedures in order to achieve financial efficiencies, including overseeing the tendering process
- Oversee the Trust's commercial contracts, ensuring they represent value for money
- Arrange and manage necessary insurance arrangements for the Trust
- Manage the Trust's pensions, tax and National Insurance arrangements, including ensuring claims for VAT and business rates are submitted and refunds are received and appropriately accounted for
- Manage the trust's cash position at all times, including overseeing bank deposits

- Support the income generation strategy for the Trust and its academies

Reporting and compliance

The CFOO will be accountable for ensuring that the Trust complies with its legal obligations, adheres to financial regulations, and submits accurate financial reports in a timely manner.

The CFOO will:

- Complete and submit financial returns as required by the Department for Education, the Education and Skills Funding Agency, the Charities Commission, Companies House and other external organisations
- Prepare and submit the Trust's financial returns and reports, including annual accounts and monthly management accounts
- Maintain the Trust's accounts in line with the funding agreement and the Academy Trust Handbook
- Ensure that the financial and operational systems are compliant through effective policies and internal controls
- Monitor developments to legislation around payroll, pensions and benefits, implementing changes and adapting processes as required
- Ensure the trust meets requirements related to health and safety and data protection

Resource and services management

The CFOO will be accountable for the development, delivery and quality of the trust's non-educational functions and services, including IT, human resources, premises and facilities.

The CFOO will:

- Develop, implement and monitor strategies and operational models for central services that are fit for purpose, high quality and facilitate continuous improvement
- Ensure, through strong business planning, that the Trust has the human, material and financial resources it needs to operate effectively and meet its aims
- Provide line management for finance, IT, human resources, premises and facilities staff, and be responsible for their professional development
- Commission, oversee and review contracts for services, ensuring that these are fit for purpose and provide value for money
- Take responsibility for personnel matters related to all staff, and maintain confidential staff records
- Advise staff about salaries, expenses, and sickness and parental/ adoption leave procedures
- Lead on the recruitment for central trust staff, and support academy leaders in recruitment at school level
- Take responsibility for safe recruitment procedures for the Trust and its academies
- Oversee the trust payroll, ensuring payroll information is correct, returns are completed by required deadlines, and that payroll is reconciled monthly
- Develop, implement and monitor the trust's ICT strategy, ensuring that it supports trust and academy needs and aims across all trust functions

- Develop, operate and maintain an effective ICT infrastructure for the Trust and its academies
- Manage the trust's ICT assets, including developing and implementing appropriate asset disposal procedures
- Oversee the management of the trust's buildings and premises, including regular maintenance and investment in capital improvements
- Manage capital works projects, ensuring that they support the trust's aims and deliver value for money
- Appraise development projects to ensure their delivery within scope, timescales and on budget
- Develop, implement and monitor the trust's policy regarding the letting of its premises
- Develop, implement and monitor trust policies within their remit
- Develop and promote energy efficiency measures across the Trust.
- Provide appropriate and timely reports to the Trust Board and other trust leaders to support effective leadership and governance
- Ensure that the Trust has the appropriate management systems and structures to carry out its work effectively, identifying opportunities to improve the trust's overall effectiveness and implementing appropriate strategies to achieve improvements
- Assist the CEO in the process of adding new schools to the Trust, including due diligence and on-boarding procedures

Health & Safety

- Secure and provide appropriate advice for the Trust Board, Headteachers and School Leadership Teams on Health & Safety matters.
- Secure effective arrangements for the monitoring and audit of Health and Safety matters.
- Ensure compliance with the requirements of the Health & Safety at Work regulations.
- Be responsible for all policies and procedures relating to Health and Safety and ensure that staff are sufficiently trained.
- Ensure that accident reporting is embedded in the culture of the Trust, reporting near misses and working on continuous improvement framework.

Leadership and management

The CFOO will be accountable for supporting the effective management of the Trust and its academies, and for providing motivational leadership at all levels of the Trust's organisation.

The CFOO will:

- Take responsibility for the trust's financial management system, including managing user access, providing training, considering future system developments and generating reports
- Manage the Finance IT, human resources, premises and facilities teams taking responsibility for their professional development and ensuring best practice is observed at all times
- Develop the trust's central finance services, ensuring these are fit for purpose and provide a high-quality service to individual schools, helping the Trust achieve continuous improvement
- Support the effective delivery of payroll services for the Trust and its academies

- Develop effective relationships with the Trust’s stakeholders and partners in order to support its development and operation
- Act as a representative for the Trust in external networks and forums, raising the profile of the Trust, engaging with the wider sector, and ensuring that the trust is alert to information, changes and opportunities that could affect its work

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: March 2024

Next review date: March 2026

CEO signature:

Date:

Postholder’s signature:

Date:
