



Our Motto is "The Pursuit of Excellence"

Job Description: Chief Finance and Operating Officer
Salary range: Competitive Salary depending on qualifications and experience
Accountable to: Chief Executive Officer [Executive Principal]
Accountable for: Central Trust Services Team

Job Purpose

- The Chief Finance and Operating Officer (CFOO) is integral to the delivery of the Trust's strategic aims and will play a key role as a member of the Senior Executive Team, providing dynamic leadership, strong financial management and clear direction across all non-academic services for the Trust, driving continuous improvement and developing and supporting the ongoing development of the Trusts objectives.
- The CFOO will work closely with the Chief Executive Officer (CEO) and the board in looking for Trust development in response to the March 2022 White Paper: 'Opportunity for all: strong schools with great teachers for your child' as well as other opportunities and initiatives.
- The CFOO will work closely with the CEO, Trust Deputy Headteachers: Inclusion and Diversity and Teaching, Learning and Assessment, Heads and Deputy Heads of academies and Trustees as appropriate, to provide strategic leadership across the Trust embedding our values and objectives throughout.
- To be the Trust's appointed Chief Financial Officer (CFO) ensuring the financial health of the Trust, play a leading role in the delivery of our Trust Strategic Plan and develop high quality operational teams.
- Carrying out such other duties as are required and as are commensurate with the grade for the post and as requested by the CEO.

Key Priorities

The prime directive for the CFOO is to facilitate the best possible educational provision and outcomes by successfully removing any non-academic barriers to achieving academic goals, thus maximising the capacity of Headteachers of academies and teaching staff by ensuring they are fully supported in their work by the central business services team and support staff across the Trust. This will include ensuring compliance with relevant legal and regulatory requirements.

Represent the central business services team at Executive Leadership level to the Board of Trustees and external bodies where appropriate.

Represent the central business services team in planning and development within the Trust and ensure clear and effective two- way communication between academy staff and the central business services team.

Key Responsibilities:

1. Strategy

To be a member of the executive leadership team, helping shape policy and strategic direction.

- With the CEO, identify short, medium and long-term strategic objectives and priorities for the Trust.
- Lead the development, delivery and monitoring of the Trust's annual plan to achieve objectives in each operational area.
- Ensure highly effective project management of any change or innovation.
- Communicate and consult effectively as required with academies leaders and other stakeholders to ensure change management leads to highly positive outcomes.
- Support the Trust's People strategy, which is aligned to and supports the current and future needs of the Trust.
- Supporting the growth and long-term sustainability of the Trust and ensuring we attract, develop and retain the very best people through innovative and well-thought-out recruitment campaigns, clear pathways for development and career progression and support and encourage future leaders.
- Work with the CEO and Trustees to identify and agree resources to support academy requirements.
- Where practicable and appropriate ensure structures and processes are streamlined and designed to minimise time and maximise efficiency across the Trust.
- Ensuring business continuity plans are established and regularly reviewed.

2. Finance and Business

To be responsible for legal compliance and the financial systems for the Trust.

- To ensure that the Trustees comply with their obligations and responsibilities as set out in the ESFA Academies Trust Handbook, Companies House etc.
- To advise and support the CEO in the financial aspects of their responsibilities as the Trust Accounting Officer.
- To ensure all financial procedures are compliant with the Academies Trust Handbook and Companies House and operate under appropriate schemes of delegation which follow best practice in all aspects of financial governance.
- Establish a high level of credibility within the organisation and manage positive working relationships with external stakeholders including the ESFA, HMRC, DFE, external auditors, local authority, legal advisors, bank and pension fund providers.
- To ensure the Trust's payroll systems and processes are fully implemented and fully compliant with HMRC regulations.
- To be responsible for the oversight/preparation of the annual financial accounts to prescribed standards, taking responsibility for the completion and submission of statutory/regulatory reporting in line with deadlines.
- Present financial management reports to the Board of Trustees, Finance Committee, DFE and ESFA as required.
- Provide guidance and support to the CEO and the Board of Trustees on finance, audit and risk strategy to optimize the financial performance and strategic position of the Trust.
- Ensure that financial procedures and practices are organised effectively and efficiently and are fully documented to withstand external scrutiny from auditors.
- Use analysis and complex financial information in relation to the Trust to develop solutions, plans, strategies that create medium, and long-term success.
- Own and oversee the quality of management information, budget and forecasting processes.
- Manage the performance of the Finance Team.
- To oversee the Trust's procurement arrangements ensuring value for money and efficiencies are realised across the Trust.
- Be the Trust's Company Secretary and undertake the roles and responsibilities required of this position.

3. Estates Management

To be responsible for asset management and compliance for the Trust.

- Developing a Trust strategy including implications from significant changes in local pupil demographics.
- To ensure the development and maintenance the Asset Management and Site Master plans, ensuring that accurate data is maintained, and that projects and priorities support the educational plans and requirements of the Trust.
- Developing and implementing strategies for estates management to ensure that the quality of the Trust's estate and the learning environment for pupils is sustainable, maintained and improved.
- Ensuring the delivery of long-term maintenance plans and effective planned and reactive maintenance services.
- Developing and delivering building improvement projects, including liaising with architects as required.
- Ensuring value for money of all estate's expenditure.
- Ensuring effective tendering and management of contracts for work done by external contractors.
- Ensuring effective implementation of Health and Safety requirements across the Trust and compliance with Health and Safety law.
- Oversee the implementation of an IT strategy ensuring that there is an IT infrastructure and IT services that support the Trust's academies that align with the educational and development plans of the Trust.
- Provide a strategic evaluation of the opportunities and risks of new and emerging technologies.
- Ensure quality assurance and disaster recovery procedures are robust.
- Ensure the development of cutting-edge communication technology to streamline the way we work.

4. Health and Safety

To establish clear accountability for Health and Safety management across the Trust.

- To hold senior responsibility for Health and Safety compliance at the Trust.
- To ensure the Trust complies with Health and Safety regulations.
- To chair the Trust's Health and Safety Committee.
- To ensure the Trust's Health and Safety Policy is reviewed by the MAT board and clearly communicated and available to all stakeholders.
- To facilitate regular consultation with stakeholders on Health and Safety issues.
- To ensure effective systems are in place for the monitoring, measuring and reporting of health and safety issues to the CEO, Trustees and, where appropriate, the Health and Safety Executive.
- To ensure the maximum level of site security is achieved, consistent with the ethos and expectations of the Trust.

5. Human Resources

To have overarching responsibility for all human resources related matters.

- The role will be critical in realising the growth potential of the Trust by developing and leading where appropriate on an effective HR and Organisational Development strategy (People Strategy) aligned to the current and future needs of the Trust.
- Take a strategic lead, with the CEO, in the wellbeing and engagement of our people across the Trust.
- Strive for operational excellence on the part of every member of the central business services team and in all our academies, ensuring that:
 - o the Trust support services function is well managed on a day-to-day basis;
 - o systems and processes are rigorous, robust and fit for purpose;
 - o staff work as one team towards a common purpose, are effectively and efficiently deployed, and perform to the highest standards;
 - o clarity on what is centralised and delegated, through the scheme of delegation, will be central to achieving this.

- Model professional behaviour, promoting high expectations as a lead professional.
- Support the development and operation of Human Resource Policies and Procedures and ensure compliance with all relevant employment law.
- Devise and implement the strategy for the Trust's support services, including staff structures, administrative functions, processes, procedures and performance measures.
- Ensure all members of the central business services team have challenging appraisal objectives and personal development plans in place, which promote high expectations, and which are aligned with the Trust's vision, values and strategic objectives.
- Keep abreast of professional developments and legislative changes, locally and nationally and disseminate relevant information to all academies within the Trust.
- Recommend to the CEO and Board of Trustees, the appointment/reappointment of appropriate professional advisers and contractors and be responsible for contract management, ensuring the Trust complies with best practice in all aspects of project planning, consultation, procurement, commissioning and delivery.
- Deliver effective change management.
- To line manage the central services department leads.

6. ICT Management

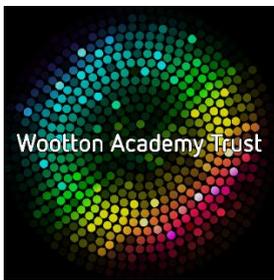
To have overarching responsibility for the implementation of an ICT strategy ensuring the ICT infrastructure and services support the Trust's academies by aligning with the educational and development plans of the Trust.

- Ensure there are robust disaster recovery procedures in place.
- Manage contractual arrangements with the fully managed IT services provider, including working with internal stakeholders to inform performance evaluation and continuous improvement.

7. Other Duties and responsibilities

- Attending and participating in meetings/training where required.
- Contributing to the overall values, vision and targets of the Trust.
- Following WAT policies and procedures especially those relating to child protection and health and safety.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- Understand the implications of the Data Protection Act and other legislation and to ensure that there is provision to maintain confidentiality of records and information.

The above outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.



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Chief Finance and Operating Officer Person Specification		
	Essential Criteria	Desirable Criteria
Qualifications	<p>Degree or equivalent level professional qualification.</p> <p>Qualified accountant or equivalent (CCAB, CIMA, CIPFA, ACCA or ACA)</p>	<p>Certificate of School Business Management.</p>
Experience	<p>Experience of strategic financial planning and budget management.</p> <p>Experience of a senior level role in either the education, the charity sector or the public sector.</p> <p>Strong track record of successful leadership at a senior level.</p> <p>Demonstrable success of setting and delivering the operations strategy.</p> <p>Experience of efficient and effective budget, financial, risk and resource management</p> <p>Experience of leading innovation and change, and delivering continuous improvements</p> <p>Experience of strategic procurement and management of commercial contracts and contractors.</p> <p>Experience of great people management, leading individuals and teams to achieve exceptional outcomes.</p>	<p>Senior level experience of management of major building and/or land development projects.</p> <p>Experience of leading operations in a multi-site operation.</p> <p>Experience of developing operational reporting systems.</p> <p>Experience of utilising assets to maximise income generation.</p> <p>Experience of leading and managing complex change and transformation projects.</p>
Skills & Abilities	<p>Strong financial knowledge and ability, including budget management, financial risk assessment and forward planning.</p> <p>Able to engage and communicate effectively with a range of stakeholders, building relationships and modifying style as appropriate to the audience.</p> <p>Oversee all significant capital building projects and liaise with key stakeholders and interested parties.</p> <p>Results focused with the ability to work proactively, plan, organise, optimise resources and complete targets within agreed timescales.</p>	<p>Knowledge of funding, regulatory and the legislative environment of academies and Multi Academy Trusts.</p> <p>Knowledge of Access Budget and SIMS Finance software or equivalent.</p> <p>Knowledge of SIMS or equivalent.</p>

	<p>Build a vision and communicate clear purpose and sense of direction.</p> <p>Skilled in strategic planning and able to deliver a culture of outstanding performance to achieve targets.</p> <p>Facilitating collaboration and innovation, challenging, motivating and inspiring others to improve outcomes.</p> <p>Strong IT skill set and knowledge of core IT infrastructure, capability and networks.</p> <p>Knowledge and understanding of good employment practices.</p> <p>Knowledge of ESFA, Companies House and Registered Charity requirements.</p>	
<p>Personal Qualities</p>	<p>Entrepreneurial and ambitious with energy, charisma and ability to manage multiple activities.</p> <p>Ability to find innovative solutions to complex problems.</p> <p>Acts as an ambassador with the authority to command the respect of current and prospective Heads and senior stakeholders.</p> <p>A creative and positive mind-set personal strength of character through transparency, integrity and fairness.</p> <p>Resilient attitude with the ability to learn from criticism/failure.</p> <p>Good sense of humour and the ability to create a working environment in which people work hard and enjoy being part of the team.</p> <p>A passion for education.</p> <p>Flexible to meet the needs of Wootton Academy Trust.</p> <p>Commitment to continuous professional development.</p>	
<p>Other</p>	<p>A commitment to uphold and promote diversity, inclusion and equality of opportunity.</p> <p>Demonstrates an understanding of Safeguarding issues relevant to the post.</p> <p>A deep commitment to the vision, values and aims of the Trust.</p> <p>Current driving licence with own transport.</p>	