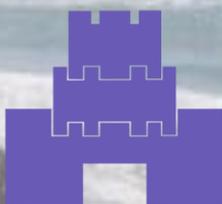




Applicant Package: Chief Financial Officer



**Launceston College
Multi Academy Trust**

Job Title: Chief Financial Officer	Start date: TBC
School base: Launceston College	Contract type: Full time
Closing Date: Initially 6 December 2021	Salary: £55,500 to £60,480
Interviews on: December TBC	Contract term: Permanent

Our Trust

The Launceston College Multi Academy Trust (Trust) consists of six schools. They are Altarnun Primary, Atlantic Academy, Bideford College, Egloskerry Primary, Launceston College and Launceston Primary School.

Our Trust aims for young people to become happy, responsible and successful by learning the knowledge, skills and values which are important for society.

We seek to develop adventurous students, who have the character, resilience and self-awareness required to be successful. We have exceptionally high aspirations for our students and seek to support them no matter what their background or circumstances.

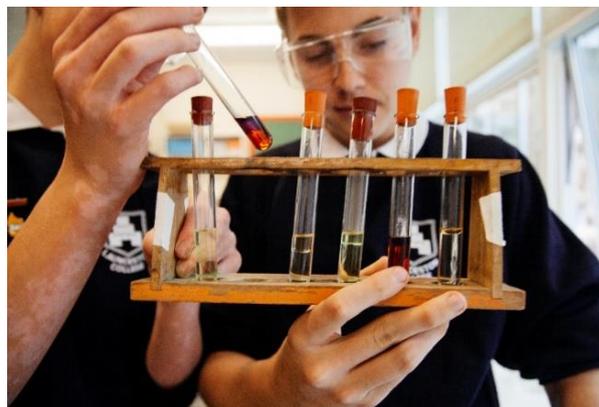
We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning.

As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

We seek applicants who are aligned to our aim and vision and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, teaching and learning, school improvement, financial, administrative, estates, safeguarding and HR expertise.

We are looking for professional staff who can support the delivery of an exceptional education for the young people in our care and are seeking to appoint an experienced and qualified financial professional to join our Trust as Chief Financial Officer.



We will offer:

- A team of dedicated and committed staff.
- A culture which seeks to be fair, developmental, and supportive of staff and pupils.
- A large support network across the primary and secondary settings.
- A focus on staff wellbeing.
- Generous pension and holidays.
- Attractive pay and opportunities to develop skills across the Trust.
- Possible relocation package for the right candidate.
- Support from cross Trust systems and leaders.

Lifestyle in Cornwall and Devon:

Now, more than ever, we are appreciating the beauty of our country, and Cornwall and Devon are arguably two of the most beautiful counties. Boasting dramatic coastlines, a rich arts and culture scene, beautiful beaches, and the vastness of the moors, relocating to Cornwall or Devon could be the lifestyle choice that you are searching for. Launceston is a 45-minute drive from the coastal city of Plymouth, and 45 minutes from the historical city of



Exeter. Both cities have excellent rail links to Bristol and London. From Plymouth, you can hop on the Brittany Ferry to France, and from Exeter Airport you can access a selection of European cities. Launceston itself has a relaxed community-focused culture, and is rich in history and heritage.

If relocating from outside of the South West, a relocation package is available.



Job Description: Chief Financial Officer

Reporting to: CEO

Salary Scale: L (£55,500 - £60,480)

Responsible for: Leading the Finance function with the Trust, all finance staff

Key relationships: We expect the CFO to develop and maintain strong and mutually supportive relationships with the following people and committees so that the key purposes of this important role can be achieved and maintained: -

- Chief Executive Officer
- Principals
- Finance and Audit Committee
- Internal and External Auditors
- Trust IT, Estates and HR Managers

Hours of Work: 37 hours per week, 52 weeks per year

Leave: Up to 30 days annual leave

Location: If required, a relocation package will be offered to the successful candidate. The role is currently based at the Trust offices in Launceston, Cornwall. Travel between the Trust sites in Cornwall and North Devon will be required.



MAIN PURPOSE OF ROLE

The post holder will be responsible for the effective management, reporting and recording of the Trust's finances, ensuring the highest levels of financial probity and meeting all requirements of both the law and financial reporting standards. They will develop a financial strategy which considers influencing factors to both underpin sustainable long-term financial health and which supports the Trust in achieving strategic outcomes, building the competency of the financial function. The role will require regular travel to Trust sites to develop and maintain key relationships with each school setting to ensure the financial function makes a full contribution to the needs of the schools within the Trust.

Duties:

- Ensure robust financial management is in place across the Trust in accordance with the Academy Trust Handbook, the Trust's Finance Policy and other relevant current financial regulations
- Provide line management of finance staff both centrally and school-based, nurturing talent and developing the team for high performance.
- Provide oversight and strategic direction for all day to day financial matters across the Trust including management of the accounting systems
- Provide financial information and expert financial advice to the CEO, the Board of Trustees and its committees
- Provide guidance and support in financial matters to other senior leaders in the Trust
- Ensure the finance team delivers excellent customer service to its internal clients
- Plan and carry out key financial activity including budgeting, forecasting and management accounting
- Develop strong working relationships with internal stakeholders and relevant external individuals and organisations.

Strategy and Leadership

- Work closely with the Leadership Team and CEO to develop Trust strategy, ensuring that plans are financially robust, including appropriate financial modelling, resource modelling and options appraisal
- Monitor the Trust's reserves in line with the Trust's Reserves Policy and provide reports to the committees as requested
- Continually seek to identify areas to improve operational efficiency and make financial savings
- Support the Leadership Team by providing and analysing figures, setting out the financial implications of proposals and making recommendations for the best strategic outcomes
- Set the expectation of a high-quality financial function and administration and ensure robust succession planning is in place to respond to future development
- Set the direction for effective and efficient financial administration within the trust, delegating where appropriate and developing competency across the finance function
- Promote a culture of innovation and challenge in financial performance
- Ensuring there is planning and resource given to appropriate training and competency development across the Trust
- Provide financial input into business planning across the Trust
- Keep abreast of financial developments across the education sector by liaising with senior finance staff in other multi academy trusts, the ESFA and other relevant organisations
- Provide financial input into the Estates strategy and capital planning process
- Provide financial input into income generation projects
- Keep the CEO informed of financial risks and mitigation strategies.

Management

- Take the lead role in preparing the statutory annual accounts for the Trust
- Be the main point of contact for the Trust's external and internal auditors and ensure that all audit requirements and resultant recommendations are carried out
- Line manage the Trust's finance staff
- Ensure that accurate monthly management accounts are produced for all Trust academies and other Trust operations and ensure a monthly cash flow forecast is produced for the Trust

- Take the lead in the preparation of the annual budget
- Manage the Trust's contracts with relevant external suppliers including the main finance system and outsourced payroll provider
- Carry out returns to external bodies including the Education and Skills Funding Agency (ESFA) and HMRC
- Oversee completion of the Trust's VAT returns and manage all aspects of VAT
- Responsible for ensuring that all financial systems and processes across the Trust are carried out in accordance with the Trust's Finance Policy and the Academy Trust Handbook
- Ensure accurate reconciliation of all Trust bank accounts in line with Trust Finance Policy requirements
- Oversee the academies' parent payment systems including cashless catering
- Ensure compliance with and contribute to the Trust's procurement strategy and monitor purchasing procedures to ensure best value for money is delivered at all times
- Oversee and maintain the fixed asset register
- Assist with the review of the Trust's financial policies
- Attend Committee and other meetings as required and relevant to the role
- Work with the HR Manager regarding the Trust's payroll procedures and ensure the relationship with the provider is managed appropriately
- Ensure the Trust's financial obligations in relation to relevant pensions schemes (currently the Teachers' Pension Scheme and the Local Government Pension Scheme) are managed in line with Scheme and regulatory requirements
- Be responsible for proper segregation of duties within the finance team
- Ensure that appropriate controls are in place and carried out throughout the Trust's finance function
- Other tasks as requested by the CEO/Board.

Data Protection and Safeguarding

- Work within the requirements of data protection regulations at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue/concerns
- Remain vigilant to ensure all students are protected from potential harm.

General

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Person Specification – CFO	Essential
Education	
Applicants must hold a recognised full accountancy qualification (from a relevant professional body such ICAEW, ACCA, CIMA, CIPFA)	E
Graduate calibre with membership of a relevant professional body	E
Evidence of continuing professional development/training	E

Experience and knowledge	
Solid and extensive experience of working within a financial management role within an educational/Academy Trust setting	E
Excellent people manager able to motivate and develop the team to ensure departmental resilience and continuity of service	E
In depth knowledge of all basic accounting functions	E
Experience of managing a wide range of financial tasks including budgeting and forecasting	E
Experience of working in a fast-moving organisation with divisional reporting	E
Underpinning knowledge of effective financial procedures and controls	E
Experience in working with external professional organisations. (auditors, insurers, funding agencies, local authority etc)	E
Experience of supporting senior management by developing effective management information and departmental budgeting and control	E
Team player, leading, guiding and working towards the aims of the department	E
Effective working knowledge of current financial legislation and standards	E
Experience of operating at senior management / Board level	E
Behaviours	
Impartial, non-judgemental and displays high levels of professional integrity.	E
A pro-active self-starter	E
Able to support, guide, challenge and influence their key peer group	E
Displays a firm but fair, diplomatic approach when advising managers and employees on procedures and budgetary control matters	E
Adaptable and dynamic	E
Ability to articulate in a confident and persuasive manner	E
Skills	
Able to prioritise jobs and work under own initiative with minimal supervision	E
Proven ability to work in a fast-paced environment	E
Ability to think strategically and deliver operationally	E
Capable of developing systems to provide effective financial control	E
Critical attention to detail	E
Ability to work collaboratively, supporting other colleagues in order to achieve departmental objectives	E
Able to prioritise, managing own workload and perform under short-term pressure	E
An understanding of the importance of confidentiality and the requirements of data protection regulations	E
Attributes	
Committed to the Launceston College Multi Academy Trust vision and aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
Other	
Occasional work outside normal working hours	E
Ability to travel to other Launceston College Multi Academy Trust sites	E
Clean driving licence and use of own vehicle	E

To apply:

To apply for this job, please complete the application form:

[Word Application](#)[PDF Application](#)

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.

Safeguarding Statement:

Launceston College Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.