



**PENNINE TRUST**

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# **Chief Financial Officer 2021**

## **Application Pack**

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Dear Applicant

**Chief Financial Officer (CFO)**

**(Full Time, Full Year & Permanent)**

**Salary: £52,000 (depending on experience - *this has the potential to be reviewed for an exceptional candidate*)**

I am delighted you have expressed an interest in the post of Chief Financial Officer (CFO) at the PENNiNE Trust and I hope that after considering all the information provided you will decide to make an application.

The Pennine Trust is a relatively new, vibrant, cross phase multi academy trust which has been jointly established by three primary schools and one secondary school. Our trust evolved from the successful close collaboration between our schools. We have an unswerving determination to improve the life chances of young people. Innovation, inclusion and inspiration are at the heart of our ethos. To support school improvement and the professional development, recruitment and retention of school staff we have also founded the Pennine Teaching Alliance.

We are a very special learning community filled with talented and creative staff, all of whom share our vision for excellence in teaching and learning. The last three years have seen a positive transformation of every aspect of our work. Our mission is to develop young people with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs. We stress the total development of each young person and are driven by an unswerving determination that no one in our schools will be left behind.

The PENNiNE Trust has three core values which embody the ethos of our schools:

**Innovation:** Visionary leadership prepared to take radical decisions to bring about long-term, sustained improvement

**Inspiration:** A culture of risk taking founded on cutting edge research creates a dynamic learning environment in which all young people excel.

**Inclusion:** Unfailingly reassure young people, staff, parents and the wider community that by working together there are no barriers to success that we cannot overcome.

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The CFO will lead the Trust's Central Support Team and the schools' Business Managers. They will play a key role in sustaining the collaborative ethos that exists in our business teams. The successful candidate for this role will be a key senior leader, responsible for the proper financial conduct of our Trust. This role fulfills the statutory position of Chief Financial Officer of our Trust as defined by the Academies Financial Handbook.

The successful candidate for this post will have a proven track record of complex financial management and a clear vision for leading and sustaining school improvement. We are proud of our Trust and its achievements and welcome applications from individuals who can contribute to our "unequivocal drive to continually improve the learning experience for all our pupils".

I hope you are excited by the prospect of this role, working with committed colleagues across the Trust, to lead genuine transformation. Please do not hesitate to contact me if you require any further information.

I look forward to receiving your application.

Yours sincerely



Dr P Parkin  
Chief Executive Officer



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## Advert

### Chief Financial Officer

(Full Time, Full Year & Permanent)

**Starting salary: £52,000 (depending on experience - this has the potential to be reviewed for an exceptional candidate)**

We are seeking to appoint a Chief Financial Officer who already has an excellent experience of financial management and accountancy. The successful candidate will act as a key member of the Executive Team and play an important part in setting the direction of strategic development of our Trust. This will include regular reporting to the Trust Board and the production of high quality reports to enable them to make informed decisions.

This post offers an exciting opportunity for an ambitious and enthusiastic professional to join our Trust.

### What we can offer you

We recognise that successful people place value on a range of benefits associated with their careers including being given professional development opportunities, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. As your future employer we will provide:

- Starting salary: £52,000
- Competitive pension scheme: Local Government Pension Scheme
- 25 days annual leave plus bank holidays (rising to 31 days following 5 years service)
- Access to continuous professional development opportunities
- Established links with existing partnerships and networks
- A dedicated team of school business managers who regularly meet to ensure financial consistencies exist across the Trust
- A strong and supportive Central Team
- Friendly and supportive colleagues, who go the extra mile

The PENNiNE Trust is committed to the welfare and safeguarding of children.

Closing date is noon on **Thursday 4th March 2021.**

Application packs can be downloaded from **[www.penninetrust.org](http://www.penninetrust.org)**

Electronic applications should be emailed to **[applications@penninetrust.org](mailto:applications@penninetrust.org)** - further information about the application process is in the application advice section of this booklet or contact Miss Dobney (Head of HR & Payroll) on **[kdobney@penninetrust.org](mailto:kdobney@penninetrust.org)**

**The Trust welcomes visits from interested parties, please email [applications@penninetrust.org](mailto:applications@penninetrust.org) to arrange a visit.**

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## **Chief Financial Officer**

### **Permanent & Full Time**

**Starting salary: £52,000 (depending on experience - this has the potential to be reviewed for an exceptional candidate)**

### **Job Description**

**Post Title:** Chief Financial Officer (CFO)

**Department:** The Pennine Trust Executive Central Team

**Reporting To:** Chief Executive Officer (CEO)

### **Purpose of the Job**

The Chief Financial Officer will be directly responsible to the CEO who is the statutory 'Accounting Officer' for the academy trust and is ultimately responsible for the proper financial conduct of the institution.

The Chief Financial Officer will provide advice on strategic financial issues and drive a culture of transparency, integrity and securing value for money. They will be responsible for financial management and for the leadership and management of the growing central team and Business / Operations Managers.

Provide sound financial advice to the PENNiNE Trust Trustees, Members, CEO, Headteachers and Business/Operations Managers.

The Chief Financial Officer will lead the finance function, running it as a highly competent and efficient service with an emphasis on business partnership across the Trust and with devolution of the service where appropriate, developing a proactive, customer-focused service.

In addition to responsibility for financial management across the Trust, the Chief Financial Officer will contribute to strategy and policy development to support the Trust's aims and objectives.

### **Main accountabilities**

- Contribute to the ethos, development and success of the Trust.
- Managing the finance function and overseeing the development and maintenance of financial systems and procedures, including appropriate IT systems.
- Preparing the Trust's annual financial forecasts and budgets and plans in consultation with the CEO, Headteachers and Business /Operations Managers and developing and implementing strategies for maximising the Trust's current finances.
- Driving a culture of transparency, integrity and securing value for money
- Being accountable to the CEO for the proper financial operations of the Trust.
- Ensuring full compliance with all statutory financial returns as requested by the Education and Skills Funding Agency (ESFA).

- Preparing the Trust's monthly management reports along with appropriate management commentary comparing performance against budget and analysing variances and sharing these in line with the processes set out in the Academies Financial Handbook.
- Building close and effective working relationships with key partners.
- Participating in the management of major Trust projects as required by the CEO and overseeing capital build applications across the Trust.
- Lead on all finance related areas of academy conversion and ensure that they are supported and processes embedded.

### **Operational Actions**

- To maintain the Trust's accounts in accordance with the Funding Agreement with the DfE and Academies Financial Handbook issued by the ESFA, the Charities SORP and in accordance with the financial regulations and procedures of the Trust.
- To ensure that the Trust follows best practice in terms of financial governance, and to ensure the probity, and legislative compliance, of all financial transactions, including payroll and cash handling, and the integrity and suitability of all control mechanisms (audit and risk management).
- To be responsible for the statutory accounts, financial returns and reports to Trustees, ESFA/DfE and other statutory bodies in accordance with guidance and externally determined deadlines.
- To ensure compliance within all Trust schools of the financial procedures manual and carry out termly visits to provide assurance that all procedures within the manual are followed consistently across the Trust.
- To lead on the financial strategic planning process, including: annual budgets, periodic forecasts and funding requirements.
- To prepare the annual Trust budget, working closely with the CEO, Headteachers and School Business Managers in each school to ensure consistency with the Trust's strategic and financial objectives.
- To be responsible for writing and updating policies which fall under the finance remit and regularly review where necessary.
- To provide accurate and timely information to enable effective budgetary control, decision making and sound strategic planning.
- Identify additional sources of external revenue funding.
- To proactively lead on the use of Integrated Curriculum Financial Planning (ICFP) and appropriate benchmarking systems to ensure the Trust makes the most effective use of its resources.
- To monitor the income and expenditure budgets across the Trust and give early warning of difficulties.
- To liaise with both internal and external auditors to enable them to operate effectively.

- To proactively manage the Trust's relationship with its bankers and manage the cash position of the Trust, its operating activities and report regularly on this aspect of financial management to the Trust Board.
- To ensure that appropriate and efficient systems are in place for the Trust's accounting procedures.
- To proactively manage To plan and coordinate all tax and treasury management practice and policy, with particular reference to charitable status, cash management and pension responsibilities.
- To manage the Trust's procurement processes, helping to ensure that the Trust achieves value for money across all its activities, including the delivery of services.
- To work with the CEO to manage and maintain a risk register for the Trust, recording financial risks and opportunities as they arise along with leading the executive response to the Trust Audit and Risk Committee.
- Oversee the preparation of bids, and generating new income streams and grant funding.
- To lead, manage and develop staff within our growing central team, along with school business managers and promote a strong customer service ethos and high professional standards.
- To manage the performance management process of the central team including conducting reviews and participating, as required, in training, induction and staff development events.
- The Chief Financial Officer will ensure that the central team works in collaboration with other Trust functions.
- Management and oversight of the Trust's assets ensuring that the full inventory of assets are recorded in an asset register and that accounting for fixed assets is in accordance with Companies Act and appropriate accounting standards.
- Ensuring appropriate insurance cover is in place and arrangements are regularly reviewed and monitored.
- Ensure that the schools Business/Operations Managers receive timely, succinct and clear guidance to ensure that they are effective and efficient in the discharge of their duties.
- Work with Head of Governance to ensure Trustees are appropriately informed of any financial regularities.
- Work with the Head of HR to ensure payroll and associated financial regulations are adhered to.

#### **General Responsibilities**

- To attend meetings within the Trust and external events as required.
- Be expected to undertake such additional duties as may be requested by the CEO.
- To prepare policy and review papers as required and requested.
- To maintain a presence in regional and national professional networks and through these and other means ensure a current overview of sector policies and developments .



- Proactively keep abreast of developments in relation to the post, and whenever possible and appropriate, attend professional development opportunities.
- The CFO should adhere to the seven principles of public life.
- Comply with and support all policies related to equal opportunities and safeguarding children.



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Key Criteria	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"><li>Professional qualification in accountancy eg. ACA, ACCA, CIMA or equivalent</li><li>A record of recent and relevant continuing professional development</li></ul>	
Skills, Abilities and Competencies	<ul style="list-style-type: none"><li>Ability to demonstrate a track record of successful financial leadership and building effective teams including experience of designing and implementing financial management processes and controls</li><li>Experience of financial reporting and management skills and working with stakeholders to develop strong financial understanding and empathy.</li><li>Have high ethical standards and influencing skills with the ability to engage effectively with all staff across the Trust and with the Trust Board</li><li>Experience of demonstrating entrepreneurship and innovation, with the ability to identify commercial opportunities to maximise income and minimise costs</li><li>Understanding of the statutory educational framework, current educational issues relating to academies, Company and Charity Law and knowledge of relevant policies, legislation and codes of practice across education</li><li>Have a good knowledge of the funding, regulatory and legislative environment of academies</li><li>An understanding of the principles and practices of risk and resource management – estimating, securing and monitoring resources with the ability to scrutinise and challenge school data and finances accurately and identify next steps for progress</li><li>Ability to advise on funding and grant opportunities for the Academy Trust</li><li>Proven track record of developing business planning and managing the introduction of new initiatives – and in particular large scale asset development /school buildings projects</li><li>Ability and commitment to work flexibly and collaboratively as part of a team whilst taking a leading role when required</li><li>To have a clear understanding of ICT and new e-technologies, its value and potential within the organisation</li></ul>	<ul style="list-style-type: none"><li>Previous experience in a public sector environment working in a school or academy financial role and managing school budgets</li><li>Experience of working in a multi-entity environment</li><li>Previous experience of generating income and preparing bids for grant funding</li><li>Experience and understanding of the ESFA financial handbook</li><li>Experience of income earning within a multi academy trust</li></ul>



Key Criteria:	Essential	Desirable
Behavioural Competencies	<ul style="list-style-type: none"> <li>• A team player with strong empowerment skills</li> <li>• Excellent communication and presentation skills</li> <li>• Methodical and organised approach to work</li> <li>• Ability to think strategically</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Excellent relationship management, with the ability to build effective working relationships at all levels, and reinforce partnerships</li> <li>• Ability to articulate vision to a variety of audiences</li> <li>• Advocacy, facilitation and negotiation skills</li> <li>• Intellectually versatile and innovative</li> <li>• Emotionally intelligent and perceptive</li> <li>• Honest and transparent in all business activities</li> <li>• Demonstrates energy, dynamism and resilience</li> <li>• Proactive and positive approach to problem solving</li> <li>• Calm under pressure and self-motivated</li> <li>• Ability to influence and pursue challenging and rigorous questions</li> <li>• Excellent interpersonal, skills with the sensitivity to work well in a multi skilled environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of successfully working with Governing Bodies</li> </ul>



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## How to Apply

I hope that after reading the information in this pack you feel inspired to submit an application for this post. To apply you must complete our application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than two sides of A4, font size 11/12.

Applications are welcome electronically or handwritten. All applications should include:

A fully completed application form including a fully completed Equal Opportunities monitoring form.

A covering letter no more than two sides outlining the following:

- How your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst writing your letter with a focus on your suitability for the post gained from past experiences
- How you will ensure high quality leadership and management of the Trust's finances and business functions
- How you will enhance the effectiveness of the Trust staff and resources.

Closing date for applications is noon on **Thursday 4th March 2021**.

Please note we accept electronic applications at **[applications@penninetrust.org](mailto:applications@penninetrust.org)**

An automatic confirmation email will be sent once the application has arrived. Please be aware we cannot accept responsibility for mis-sent or late applications.

If you are called for interview, you will be asked to sign a paper copy of your application to ensure the declaration requirements are complete.

CVs will not be accepted. It is standard practice in the education sector to seek references for shortlisted candidates prior to interview.

*Park High School is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance 2015.*



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**Contact Information:**

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