



INTERIM CHIEF FINANCIAL OFFICER

Chancery Multi Academy Trust

Required April 2024 (or as soon as possible)

Welcome from the Chief Executive Officer

Thank you for your interest in applying for this post. I hope that the information in this application pack will give you a good sense of what we strive to achieve for our school communities.

Chancery Multi Academy Trust was founded in 2018 with the aim of building stronger mutual relationships so that all the schools benefit from supportive, constructive, and challenging interactions. For more information about Chancery please visit the Trust website which can be found [here](#).

Our Vision

A thriving family of schools who work together to celebrate differences, and support each other in pursuit of excellence.

Our FLOURISH Values

Family

Lifelong learners

Openness and Honesty

United

Respectful

Inspiring

Supportive

Happy

Our Promise

Our promise to our families

- High expectations of each other and children in our care
- A rich curriculum which allows children to play to their strengths and develop life-long skills
- Highly qualified staff who are ambitious and passionate about the role they play in pursuit of excellence for the children in their care
- Memorable and inspirational learning experiences for all children
- Effective partnership working

Our promise to our family of schools

- High quality support from Chancery's Central Leadership Team that work alongside schools in pursuit of excellence
- High quality school improvement support

- A collaborative approach towards policy and systems development
- High quality continued professional development and career progression opportunities
- Investment in staff wellbeing
- Opportunities to share best practice and celebrate successes

We are looking to appoint an inspiring individual who is committed to our values and ethos, can inspire collaboration and put our pupils at the heart of every decision taken. We look forward to welcoming an interim CFO into the next phase of growth for Chancery.

Mrs Louise Gohr
Chief Executive Officer

Summary of Role and Job Specification

The role: As a member of the Central Leadership Team, the CFO will have responsibility for all aspects of Trust finance. This is an integral role within the Central Team who fulfil the business elements thus giving more time for the CEO and Senior Leaders to concentrate on the education standards in their individual schools. Delivering operational rigor and strategic direction, the CFO will pro-actively work with the Board and Central Team in supporting the growth and development of Chancery MAT and ensure it continues to be financially sustainable. The CFO will drive internal excellence by providing strong financial leadership, guidance and stewardship as the Trust develops and expands.

The person will be:

- Significantly experienced in senior financial management and strategic leadership in the academy sector.
- Educated to degree level or equivalent with relevant professional accountancy qualification(s).
- A strategic thinker alongside exceptional technical ability with experience of building and sustaining high performing teams that engage with colleagues across the Trust.
- Able to lead with a personable style of strategic leadership and resource management and the ability to converse with internal and external stakeholders with integrity.

About Us

Our Schools:

Name	Location	Date of joining	Details	Ofsted rating
Elworth Hall Primary School	Sandbach	2022	One-form entry primary school.	Requires Improvement (Oct 2021)
Excalibur Primary School	Alsager	2018 (founding school)	One-form entry primary school with a newly founded nursery.	Good (Oct 2023)
Pikemere Primary School	Alsager	2018 (founding school)	One-form entry primary school with an established nursery.	Good (Sept 2022)
The Berkeley Academy	Wistaston, Crewe	2019	Two-form entry primary school with an established nursery.	Good (Oct 2019)
Willaston Academy	Willaston, Nantwich	2021	One-form entry primary school with an established nursery.	Good (July 2023)

Finances at a glance:

For the Financial Year 2023/2024

Number of schools	5 primary schools
Number of pupils	1245 + 134 nursery
Number of Employees	211
% of SEND pupils	15.8%
% of FSM pupils	11.9%
Total GAG/DFE Income	£7,393,408
Total other income	£935,850
Total salaries	£6,113,997
Total Trust Reserves	£763,293

Application Procedure

For a confidential discussion or more information about the role, please contact info@chancerytrust.co.uk

If you would like to organise a visit to one of our Trust schools, please contact jrichardson@chancerytrust.co.uk

Please apply online at:

<https://ats-cheshireschooljobs.jpg.co.uk/vacancies/272727?type=search>

Closing date: 12pm on Thursday 21st March 2024

Interview date: Thursday 28th March 2024

Shortlisted candidates will be contacted with details of the interview process.

The trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.

Chancery Trust is an equal opportunities employer.

Role Description

Chief Finance Officer Salary range: £51,972 - £59,346 FTE

This is an interim post in the first instance, for an initial period of six months starting Easter 2024. This is due to a period of growth for the trust.

It is a part-time role worked over 52 weeks, in accordance with the NJC terms and conditions.

Hours: 24hrs per week to be worked over 3 days (negotiable)

Purpose of the role

To lead and manage all of Chancery's financial affairs in accordance with the Trust's vision and values.

Accountability

The post holder will be report directly to the CEO of the Trust and be accountable to the Board of Trustees.

Key outcomes

- Financial security and resilience.
- A well informed and confident Board of Trustees
- A well-informed and confident Central Leadership Team
- An efficient financial system used consistently and confidently across the Trust
- Effective and integrated school finance teams working in collaboration with the central team
- A transparency of the Trust's use of finances giving clarity to all schools in the Trust.
- Confidence of the DFE and ESFA that the Trust is achieving value for money

Key responsibilities

- To ensure that the Trustees comply with their obligations and responsibilities as set out by the ESFA in the latest version of the Academies Financial Handbook
- 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 Academy 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 partners including the ESFA,

HMRC, DFE, external auditors, local authority, legal advisors, bank and pension fund providers

- To be responsible for the preparation of the annual financial accounts to prescribed standards, taking responsibility for the completion and submission of statutory/regulatory reporting in line with deadlines
- Provide financial management reports to the Board of Trustees, Finance & Resources Committee, DFE and ESFA as required
- Provide guidance and support to the Board on finance, audit and risk strategy to optimise the financial performance and strategic position of the Trust
- Work with the CEO to ensure a high standard of education is offered to all children within the Trust
- Work with the Central Team to ensure that infrastructure services are of high quality and cost effective, and enable schools to focus on the quality of education
- 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
- Work collaboratively with the schools to set their annual budgets
- Provide confidence to the schools that they will be provided with support to strengthen the sense of collaboration
- Support the conversion of new schools to the Trust and oversee due diligence for all financial aspects
- Oversee Payroll and manage the Apprenticeship Levy
- To ensure compliance with relevant Health and Safety, safeguarding and data protection legislation;
- Contribute to the overall ethos, work and values of the Trust

This job role is not exhaustive; the role holder may be required to undertake such other duties, commensurate with the post and salary grade, as may from time to time be assigned by the CEO or the Trustees. This document will be reviewed at appropriate intervals and may be subject to modification or amendment at any time following consultation with the role holder. The role holder will be required to travel to any of the Trust schools within Chancery and attend occasional meetings out of usual working hours with external stakeholders as required.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • A recognised professional accountancy qualification 	
Professional Development	<ul style="list-style-type: none"> • Evidence of continuing professional development • Willingness to continuously update skills and knowledge 	
Experience	<ul style="list-style-type: none"> • Understanding and experience of the academy sector • Management of significant budgets, financial reporting, financial systems and cash flow • Strategic budget preparation • Successful management of teams • Experience of strategic planning and evaluation to bring about improved services • Management and negotiation of procurement and contracts 	<ul style="list-style-type: none"> • Experience of the management of staff and their development and deployment • Experience of income generation
Knowledge	<ul style="list-style-type: none"> • Ability to use a range of ICT packages • Familiarity of academy trust accounting, budgeting and payroll systems 	<ul style="list-style-type: none"> • Proficiency in PS Financials • Proficiency in Orovia BPS • Proficiency in Orovia Edupay
Skills and Abilities	<ul style="list-style-type: none"> • Able to lead and function well as part of a team • Ability to promote high standards and to motivate and lead others • Ability to innovate and introduce change and establish new systems of working • Ability to work under pressure and to meet deadlines • Ability to self-manage and work independently • Excellent communication and interpersonal skills • Ability to communicate complex financial information to a lay audience 	
Personal Attributes	<ul style="list-style-type: none"> • Committed to the best educational outcomes for our pupils • Receptive to new ideas as well as to be able to generate them • Ability to attend evening meetings as required • Emotional resilience and a flexible approach accommodating changing priorities 	
Safeguarding	<ul style="list-style-type: none"> • Responsibility for promoting and safeguarding the welfare of children and for raising any concerns 	