



Job Description

Job Title: Chief Finance and Operations Officer (CFOO)

Phase: Shared Services

Accountable To: CEO and Board of Trustees

Grade/Scale: £78,926 - £89,033

Date: December 2024

Job Purpose

The Chief Finance and Operations Officer (CFOO) provides strategic leadership and operational management across finance, HR, IT, governance, and estates within the Trust. As CFOO, you will act as a key member of the Executive Leadership Team, ensuring the delivery of efficient and effective operational support services that align with the Trust's strategic objectives. The role involves fulfilling the responsibilities of both Chief Financial Officer and Chief Operating Officer, ensuring compliance with the Academy Trust Handbook, financial regulations, and statutory requirements while fostering a culture that supports the Trust's vision and values.

Key Responsibilities

Strategic Leadership

- Lead and develop shared operational services, ensuring consistency, quality, and cost-efficiency across all areas of finance, HR, IT, procurement, Health and Safety and estates.
- Advise the CEO and Trustees on strategic financial and operational matters, providing clear analysis and recommendations to support decision-making.
- Implement and monitor long-term strategic plans, ensuring alignment with the Trust's vision and objectives.
- Lead on risk management, ensuring that the Trust identifies, mitigates, and manages potential financial and operational risks effectively.
- Manage key projects, including academy conversions, capital investments, and infrastructure developments.

Finance, Audit, and Compliance

- Fulfil the statutory role of Chief Financial Officer as defined in the Academy Trust Handbook, ensuring sound financial management and governance.
- Prepare and manage the Trust's budgets, ensuring financial sustainability and alignment with educational priorities.

- Oversee the preparation of statutory accounts and external audits, ensuring full compliance with ESFA guidelines.
- Develop robust internal control systems, ensuring the integrity of financial processes and reporting.
- Lead on procurement, ensuring value for money and compliance with relevant regulations.

Operational Leadership

- Provide strategic leadership for HR, IT, estates management, and compliance functions.
- Oversee the development of Trust-wide policies for areas such as health and safety, GDPR, and staff wellbeing.
- Ensure the effective management of capital projects, including planning, budgeting, and contractor oversight.
- Manage the Trust's IT strategy, ensuring digital infrastructure meets the needs of staff and students.
- Lead HR policy development and oversee key processes such as recruitment, onboarding, and payroll.

Vision, Values, and Culture

- Promote and model the Trust's values, fostering a positive, inclusive, and collaborative culture.
- Act as an ambassador for the Trust, building strong relationships with stakeholders, including staff, parents, and external partners.
- Ensure operational services align with the Trust's mission to deliver outstanding educational outcomes for all pupils.

Governance

- Support the CEO and Trustees in ensuring compliance with legal and regulatory requirements, including charity and company law.
- Attend Board and Committee meetings, presenting reports and updates on financial and operational performance.
- Collaborate with the Governance Lead to ensure effective governance practices across the Trust.

Person Specification

Category	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Significant experience in senior leadership roles, combining finance and operational management • Proven ability to lead and deliver strategic and operational improvements in a complex organisation. • Demonstrable track record in financial planning, risk management, and ensuring regulatory compliance. - Experience of leading multidisciplinary teams, including finance, HR, IT, or estates management. 	<ul style="list-style-type: none"> • Experience within the education or academies sector. - Knowledge of ESFA regulations, funding mechanisms, and the Academy Trust Handbook. • Familiarity with charity accounting, including SORP, and other financial reporting requirements. - Understanding of public sector financial management and procurement practices. • Professional accounting qualification (e.g., ACA, ACCA, CIMA) or comparable experience.
Skills and Attributes	<ul style="list-style-type: none"> • Strong strategic thinking and ability to develop and implement long-term plans. • Advanced problem-solving skills, able to manage complex situations with creativity and efficiency. - Ability to build positive and productive relationships with internal and external stakeholders. • Exceptional communication, influencing, and negotiation skills to engage diverse audiences. Proven leadership and management skills with the ability to inspire and motivate teams to achieve organisational objectives. 	<ul style="list-style-type: none"> • Able to design and implement systems to support organisational growth and improvement. - Familiarity with financial management systems and reporting tools.
Personal Qualities	<ul style="list-style-type: none"> • Collaborative, approachable, and solutions-focused, with a commitment to excellence. Resilient and adaptable under pressure, with a positive approach to challenges. • Commitment to the Everychild Partnership Trust's vision and values, with a strong focus on delivering outcomes for students. - High levels of integrity, accountability, and professionalism. 	<ul style="list-style-type: none"> • Ability to coach and mentor colleagues to support professional growth.
Safeguarding	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children in line with Trust policies and procedures. • Understanding of the legal and regulatory framework for safeguarding in education settings. 	<ul style="list-style-type: none"> • Experience of implementing or overseeing safeguarding processes in a leadership role.

