
Trust Finance Director

Contract Type:	Permanent/All Year Around
	37 Hours per week
Salary:	Competitive
Required for:	January 2025
Closing date for applications:	Monday 28th October 2024 at 9am

The Merchant Taylors' Oxfordshire Academy Trust is a multi-academy trust currently consisting of Wallingford School and Brightwell-cum-Sotwell Primary School, with a UTC in Aylesbury due to join the trust imminently. Both of the schools are successful, popular and are rooted at the heart of their local communities.

We are privileged to carry the Merchant Taylors' name and value our relationship with the Company. Their interest, benevolence and engagement with education resonate with our ethos as a Trust.

Our schools are about academic achievement but also personal development and opportunity so that our young people leave us equipped with the skills and experiences which will enable them to thrive. This vision is understood by all members of our school communities and lies at the heart of our ethos.

Our function as a multi-academy trust is to encourage collaboration, innovation and professional development within structures which ensure that our focus is on ensuring that the young people in our educational establishments have the very best possible provision. We work across and within our schools, recognising that the best school-to-school support is deep, embedded and impactful.

Our vision and values are rooted within a belief that every young person is capable of being successful regardless of background, prior attainment or previous school experience.

We believe that schools should serve their local communities and be able to offer the breadth and depth of educational experience which young people deserve in the 21st Century. For us school is about achievement and progress but it is also about supporting our young people to become rounded, well-adjusted young adults ready to lead fulfilling and rewarding lives and to play their part in society.

The approach taken by Merchant Taylors' Oxfordshire Academy Trust (MTOAT) is to focus on delivering a high quality of education in a small number of academies. This strategy enables the MTOAT leadership team to place the maximum possible focus on each academy as it joins the MAT and is, we believe, particularly well-suited to helping struggling schools to address the issues they face.

About the role

The Finance Director is responsible for providing strategic leadership of the Trust's financial operations, ensuring strong and robust financial management and including direct control of all costs across the Trust's schools, and that all statutory and regulatory requirements are met. The Director of Finance is the Chief Financial Officer and a member of the Senior Leadership Team. Reporting into the CEO, the post-holder will play a pivotal role in securing sustainable growth for the Trust in line with the Trust's Strategic Development Plan.

About the successful candidate

You will be someone with extensive experience at a financial leadership level who feels an affinity with our values and our vision. Other skills, knowledge and experience we look for include:

- Membership/Chartered Fellowship status of a professional accounting body (CCAB: CIPFA/ACCA/ICAEW) with a proven track record of continuous professional development
- An MBA or equivalent
- Specialist and/or generalist degree qualification in Finance, preferably an MBA
- Experience, evidenced by a robust track record of success, leading high-quality financial services within an organisation of 250+ employees
- Experience of strategic leadership within the Education sector would be extremely beneficial.

Salary

A competitive salary will be offered, commensurate with previous experience and qualifications.

Line of responsibility

The Finance Director is directly accountable to the Chief Executive Officer for the Multi-Academy Trust.

Line management

The Finance Director shall provide strategic direction management and planning to the Trust, Headteachers and senior leadership teams of academies within the Merchant Taylors' Oxfordshire Academy Trust (MTOAT).

The Finance Director shall have line management responsibility for the Trust's finance team, led by the Trust Finance Manager.

Job content:

Strategic purpose

The Finance Director will be responsible for leading and developing financial strategy to optimise the financial performance and strategic position across the Trust.

Lead and manage the MTOAT's finance team through inspirational leadership and rigorous policy development, and create a culture of constant improvement and high levels of professional standards to secure the highest possible achievement for all in every aspect of the academies' finances.

Act as the Chief Finance Officer for the trust in accordance with the requirements of the Department for Education.

Core responsibilities

- Direct responsibility for the governance, reporting and analysis of financial performance and overall financial health of the Trust.
- Work with the board of directors of the multi-academy trust, local governing bodies and staff in the academies to ensure that the trust's vision, aims and objectives are embedded through inspirational and motivational leadership.
- Ensure the long-term financial viability of the Trust through robust financial strategic planning and strict financial controls.
- Advise the Trust Board on the Trust's Financial strategy to optimise the Trust's financial performance and strategic position.
- Support and advise the Trust Finance & Audit Committee, including timely production and presentation of papers for committee meetings.

- Form a close working relationship with the Trust CEO and Trust Operations Director to ensure the strategic development plan is underpinned by sound financial advice and planning in accordance with development priorities and targets to deliver well-resourced provision within the trust and its academies to facilitate constant improvement.
- Lead and manage the finance team, promoting the highest professional standards and acting as a role model.
- Work with local governing bodies and senior leadership teams to challenge, motivate and empower them to attain ambitious outcomes which maximise the educational and personal development of pupils and which meet the demands of the wider communities served.
- Ensure an effective system of financial controls and procedures is in place. Work with the Trust Company Secretary to ensure finance-related policies are reviewed in a timely manner and that they are effectively implemented and complied with.
- Ensure effective systems are in place for the preparation, management and monitoring of the trust and academies' budgets and to ensure that financial returns are made in accordance with the requirements of the Education and Skills Funding Agency and Companies House.
- Maximise financial resources, explore opportunities for increasing levels of external funding, and secure value for money in all operations. To include supporting the Trust Board, Local Governing Bodies, CEO and Headteacher's in the identification and delivery of efficiency savings and change management plans.
- Oversee banking and cash management.
- Manage financial performance and KPIs to ensure continuous self-evaluation of provision and performance and ensure its effective communication throughout the trust to facilitate improvement.
- Report to Trust Board, local governing bodies and SLTs on finances, including monthly management accounts.
- Ensure timely production of the Trust Annual Report and Financial Statements.
- Develop strong relationships with sponsors and/or educational partners and other stakeholders to enhance educational provision and widen opportunities for all pupils within the Trust.
- Oversee Trust procurement to ensure compliance with Trust policies and procedures.
- Ensure accurate and timely production and submission of all financial returns required by external funding agents and stakeholder.
- Ensure compliance with relevant tax legislation.
- Ensure the Trust meets its obligations in respect of the Teachers' Pension Scheme and Local Government Pension Scheme.
- Support the Trust Finance & Audit Committee in ensuring effective external and internal audit arrangements are in place and ensuing implementation of any agreed action plans.
- Maintain Trust Risk Register & manage Trust insurances.

Trust Finance Director: Person Specification

Essential Criteria	How identified	Desirable Criteria	How identified
<p>SKILLS</p> <p>Excellent numeracy / literacy / ICT skills.</p> <p>Excellent financial management and financial planning skills.</p> <p>Ability to communicate effectively with Directors, Headteacher, senior staff and Governors.</p> <p>Ability to work effectively under pressure, managing conflicting priorities and to meet challenging deadlines.</p> <p>Ability to analyse financial issues and to interpret complex information and to offer sound, reliable professional advice.</p> <p>Commercial awareness and ability to achieve value for money.</p> <p>Ability to plan own and team workloads, and be aware of other colleagues' priorities.</p> <p>Ability to employ discretion and sensitivity and have an understanding of the importance of confidentiality.</p> <p>Ability to relate well to children and adults.</p> <p>Ability to persuade, motivate, negotiate and influence.</p>	<p>Application Form & Selection Process</p>	<p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p>	<p>Application Form & Selection process</p>
<p>LEADERSHIP</p> <p>Support and demonstrate commitment to the vision for the establishment of Merchant Taylors' Oxfordshire Academy Trust.</p> <p>Both lead and work effectively as part of a team, with the</p>	<p>Application Form & Selection Process</p>		<p>Application Form & Selection Process</p>

<p>ability to communicate well with and support the professional development of the Trust Finance Team.</p> <p>Provide professional direction to the work of others.</p> <p>Make informed use of inspection and research findings</p> <p>Seek advice and support when necessary.</p> <p>Commitment to equal opportunities.</p>			
<p>KNOWLEDGE & UNDERSTANDING</p> <p>Full working knowledge of relevant polices / codes of practice / legislation.</p> <p>Considerable, proven, experience post qualification at a senior accountant level.</p>	<p>Application Form & Selection Process</p>	<p>Experience of financial management within a charity</p> <p>Experience of working in a school environment, ideally within an academy trust.</p>	
<p>QUALIFICATIONS / TRAINING</p> <p>Qualified accountant – ICAEW, ACCA, CIMA or equivalent qualification.</p>	<p>Application Form & Selection Process</p>		<p>Application Form Qualification Certificates</p>
<p>DISPOSITION AND ATTITUDE</p> <p>Open – minded and receptive to new ideas, approaches and challenges.</p>	<p>Application Form & Selection Process</p>		
<p>OTHER CONDITIONS</p> <p>Willingness to attend meetings and work outside normal Trust hours when required.</p>			

GENERAL POINTS

- You will be able to contribute to the Local Government Superannuation Scheme.
- The Merchant Taylors' Oxfordshire Academy Trust is an equal opportunities employer.
- Applicants should be aware that we operate a non-smoking policy on site.

The Merchant Taylors' Oxfordshire Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to child protection vetting process along with all other relevant employment checks.

Pension Details

Please visit www.lgps.org.uk and www.oxfordshire.gov.uk/pensions for details of our Local Government Pension scheme.

Terms & Conditions

The Merchant Taylors' Oxfordshire Academy Trust employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26 week probationary period for new employees. This can be found through <http://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book> . <http://schools.oxfordshire.gov.uk/cms/content/contracts-staff>

Closing date for receipt of completed application forms is **Monday 28th October 2024 at 9am**

We look forward to receiving your application.