



Chief Financial and Operations Officer Candidate Pack

enjoy respect achieve

Welcome Letter

Dear Applicant,

Thank you for expressing your interest in the post of Chief Financial and Operations Officer.

This is a key strategic position within the Trust's senior leadership team, and you will be expected to bring a modern, business-like approach to the leadership of the finance function. This position will support commercial decision-making to ensure the Trust works effectively towards the delivery of its vision, and strategic goals.

Bohunt Education is a Multi Academy Trust (MAT) comprising of 8 secondary schools and one all through school. We are a large team of dedicated and passionate staff who everyday make a difference to over 11,000 students. We provide innovative, high-quality education for children aged four to 18.

We deliver a shared Vision across all 9 of our schools. We set the highest expectations for our staff and our students, an ethos of 'enjoy, respect, achieve', unparalleled opportunity and highly effective innovative teaching combined to develop students who are 'game changers'.

We believe in the transformative power of education and as we advance to the next stage of our Trusts growth and development, we are seeking to appoint a Chief Financial and Operations Officer to join our central team.

If you feel you have the passion, expertise, and vision to join us please do read on through the application pack and we very much look forward to receiving your application.

With warm wishes

Neil Strowger
CEO

About BET

At BET, we provide innovative, high-quality education for children aged four to 18. We are a multi-academy trust (MAT) of non-fee paying schools, working together with shared values and vision to ensure consistency and excellence for all our students. Driven, ambitious game-changers, we set the highest expectations, and nurture students' individual talents and interests to help them achieve their full potential.

OUR VISION

The highest expectations, an ethos of 'enjoy, respect, achieve', unparalleled opportunity and highly effective teaching combine to develop students who are 'game-changers'. We aim to give all students an outstanding education and develop skills in the classroom and beyond – to help our young people flourish throughout their school career, and on into later life.

BET is ambitious. We aim to transform how education is delivered in schools across the country and beyond by sharing the best practice we have pioneered in our own schools. We are keen to share this vision with other primary and secondary schools at every stage in their development.

OUR APPROACH

BET's approach to teaching and learning is innovative and immersive – a rich blend of the latest education thinking, technology and practice both in and outside the classroom. We set the highest expectations for ourselves and our students, and this is reflected in our results and Ofsted progress.

Across all our schools, we have introduced a range of game-changing teaching methods, including language immersion in Mandarin, cross-cultural projects with Sweden, China and Germany, and an integrated Science, Technology, Engineering and Maths (STEM) curriculum developed in partnership with business and industry.





JOB TITLE: Chief Financial and Operations Officer (CFOO)

LOCATION: Bohunt School, Liphook, Hampshire

RESPONSIBLE TO: CEO

LINE MANAGEMENT: Trust Management Accountant, Trust Finance Manager; Trust Operations Director; Trust IT Lead, Trust Lead for Health and Safety

LIAISES WITH: The Trust Board, Trust CEO, Trust Executive Team, Headteachers, School Senior Leadership Teams, Teachers, finance staff at BET and other schools in the Trust, external agencies and stakeholders.

SALARY: £105,000-£114,000

START DATE: October 2024 or earlier



JOB DESCRIPTION CONTINUED

JOB PURPOSE

- CFOO is expected to bring a modern, business-like approach to the leadership of the finance function, running it as a highly competent and efficient service with an emphasis on business partnership across the academies, and with devolution of the service where appropriate. They will support commercial decision-making to ensure the Trust works effectively towards the delivery of its vision, and strategic goals.

KEY RESPONSIBILITIES:

GENERAL

- Maintain a secure overview of the management of all financial issues within each of the Trust's Academy schools.
- Ensure compliance with the requirements of The Academies Handbook and staying abreast of the annual changes.
- Ensure the financial sustainability of the Trust.
- Advise the CEO and the Board on all matters relating to the financial strategy, on the impact of their decisions on the financial position of the Trust and on strategic matters, within the framework for financial control determined by the Board.
- Uphold good governance and ethical behaviour including good accounting practices in the finance function and ensure the Trust upholds good accounting, reporting and internal control systems.
- Act as the lead point of reference for commercial and financial issues, as well as participating in the management of major academy projects, which may include potential growth, as required by the CEO.
- Prepare the consolidated financial statements in the statutory format specified by the ESFA, Companies Acts and Charity Commission for auditing by the external auditors. Ensure the audited statutory accounts are filed by 31st December.

JOB DESCRIPTION CONTINUED

- Preparation of monthly management accounts and other ad hoc reporting as required.
- Evaluate information, consult with, and report to, the CEO, Head Teachers, and Trustees to prepare a realistic and balanced budget for the successful and sustainable achievement of the school's strategic and operational functions.
- Submit the proposed budget to the CEO and Trustees for approval and assist the overall financial planning process.
- Maintain a strategic financial plan including (a minimum) 3-year budget plan for the organisation.
- Notify the CEO and the Board (if the CEO is implicated) if fraudulent activities are suspected or uncovered.
- Receive, analyse and interpret financial reports, communicating findings in a simplified manner when necessary.
- Research, leading and advising the CEO and Headteachers on additional funding, revenue/income opportunities and additional business opportunities
- Prepare appropriate bids or tender documents to acquire identified additional funds or grants.
- Monitor all control accounts and reports.
- Be a catalyst for driving efficiencies across the Trust – including leading on the year-on-year reduction in spend across key categories such as utilities, consumables, insurances, external support contracts and other unfunded discretionary spends.
- Monitor all bank accounts and cash flow, establishing and managing a 'trust treasury' function to ensure that there is adequate cash flow to meet Trust requirements, taking advantage of interest bearing accounts where appropriate.





JOB DESCRIPTION CONTINUED

- Procure and administer schools Insurance, including all claims.
- Execute the generic duties of a senior leader.
- Perform other ad hoc duties and assignments as may be determined by the CEO.

LEADERSHIP AND STRATEGY

- Attend Trust Board and relevant Trustee sub-committee meetings.
- Negotiate and influence strategic decisions alongside other senior leaders to ensure financial propriety and best value principles are consistently applied.
- Plan and manage change in accordance with the school improvement plan.
- Lead and manage Finance support staff across BET.
- Lead and manage Operational support functions (H&S, Estates, IT) across BET.

COMPLIANCE

- Liaise with external regulators such as the ESFA/DfE, Charity Commission, Companies House, external auditors and internal auditors as required.
- Develop and maintain the in-house Finance Manual that sets out the Trust's operational procedures, combining best practice with the latest Accounts Direction issued by the ESFA.
- Ensure all forms and returns required by the ESFA and the Trust Board are prepared and submitted in the formats specified by the ESFA/DfE and filed by the relevant filing deadline.
- Maintain effective systems of internal audit control.
- Review of Trust policies, processes and procedures to ensure compliance with various external regulations including filing deadlines regarding VAT, PAYE,



JOB DESCRIPTION CONTINUED

ESFA, DfE, HMRC, Charity Commission and Companies House.

- Visits to each school periodically and carrying out internal audit checks
- Ensure principles of best value are adhered to.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the Trust community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the Trust's policies.
- To continue personal professional development.
- To comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate.
- To comply with the Trust's procedures concerning safeguarding and to ensure that training is accessed.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and a flexible attitude to work is essential to succeed.



BOHUNT
EDUCATION TRUST

Person Specification

Criteria	Standard	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Professional Accountancy qualification, e.g., ICAEW, CIMA, ACCA or CIPFA 	•	
	<ul style="list-style-type: none"> Either Level 7 in Academy Financial and Operational Leadership, or Certificate in the Financial Reporting of Academies (CertFRA) or Masters in Business Administration 		•
Experience	<ul style="list-style-type: none"> Must have experience gained in the education sector; ideally a MAT 	•	
	<ul style="list-style-type: none"> Senior resource management and strategic leadership experience, with accountability for complex resource base 		
	<ul style="list-style-type: none"> Proven track record of successful leadership and building effective teams 	•	
	<ul style="list-style-type: none"> Significant experience of leading and managing budgets; working with stakeholders to develop strong financial understanding across an organisation 	•	
	<ul style="list-style-type: none"> Experience of developing and managing external relationships with professional and regulatory bodies 	•	
	<ul style="list-style-type: none"> Evidence of entrepreneurialism and innovation, with an ability to identify commercial opportunities to maximise income 	•	
	<ul style="list-style-type: none"> Experience of working within an educational setting 		•
	<ul style="list-style-type: none"> Experience of working with Governors, Trustees, or similar 		•
	<ul style="list-style-type: none"> Experience leading one or more business service disciplines such as IT, Finance, HR, Estates and Administration 	•	
	<ul style="list-style-type: none"> Experience in obtaining additional funding 		•
Knowledge	<ul style="list-style-type: none"> Detailed and up-to-date knowledge of accountancy and professional codes of practice evidenced by meeting CPD requirements 	•	
	<ul style="list-style-type: none"> Advanced knowledge of statutory requirements and funding strategies 	•	
	<ul style="list-style-type: none"> Substantial knowledge and experience of managing pro-procurement and contracts 	•	
	<ul style="list-style-type: none"> Proven awareness and respect for the highly sensitive status of information and its confidentiality 	•	
	<ul style="list-style-type: none"> Understanding of employer pension responsibilities 		•
	<ul style="list-style-type: none"> Up-to-date knowledge of Data Protection and Freedom of Information Acts 		•
	<ul style="list-style-type: none"> Knowledge of HR policy, practice and legislation 		•
	<ul style="list-style-type: none"> Demonstrable commercial acumen 	•	
	<ul style="list-style-type: none"> An understanding/experience of working with external auditors and agencies 	•	



Person Specification continued

Criteria	Standard	Essential	Desirable
Skills and Qualities	<ul style="list-style-type: none"> Proficient in the use of MS Office applications and Financial Information Systems 	•	
	<ul style="list-style-type: none"> Strong judgement and the ability to look at risk analysis through a commercial as well as a financial lens 	•	
	<ul style="list-style-type: none"> Excellent analytical skills and sound judgement 	•	
	<ul style="list-style-type: none"> Ability to direct a multi-disciplinary team effectively and demonstrate excellent leadership skills 	•	
	<ul style="list-style-type: none"> Ability to interpret complex financial information, advice, and statutes and to devise policy/practice autonomously considering these 	•	
	<ul style="list-style-type: none"> Ability to manage own workload without direction, having the ability to prioritise to meet tight deadlines 	•	
	<ul style="list-style-type: none"> Highly effective communications skills and ability to influence and negotiate effectively 	•	
	<ul style="list-style-type: none"> Ability to present complex information to a varied audience 	•	
	<ul style="list-style-type: none"> High ethical standards, strong moral purpose and influencing skills with the ability to engage effectively with all staff across the Trust and Board of Trustees 	•	
	<ul style="list-style-type: none"> Ability to persuade, motivate, negotiate and influence 	•	
	<ul style="list-style-type: none"> Excellent written and presentation skills 	•	
	<ul style="list-style-type: none"> Comfortable and confident to represent both the Board of Trustees and CEO at external meetings and in the wider community, using initiative and discretion as required 	•	
	<ul style="list-style-type: none"> Ability to work autonomously and flexibly 	•	
	<ul style="list-style-type: none"> Ability to influence strategic decision making 	•	
	<ul style="list-style-type: none"> The jobholder maybe required to apply resilience when dealing with emotions/challenges from staff, suppliers, and contractors on an infrequent basis 	•	
	<ul style="list-style-type: none"> A belief that every one can benefit from, and has entitlement to high quality education opportunities 	•	
	<ul style="list-style-type: none"> A personal commitment to lifelong learning and continuous professional development 	•	
	<ul style="list-style-type: none"> Commitment to high standards, best value, and continuous improvement 	•	
	<ul style="list-style-type: none"> Ability to be reflective and self-critical 	•	
	<ul style="list-style-type: none"> Proactive and self-motivated 	•	
<ul style="list-style-type: none"> Resolution-focussed and problem solving 	•		



How to apply:

If you would like to discover more about this exciting opportunity, need any further information or wish to arrange an informal discussion with Neil Strowger (Headteacher and Trust Leader), please contact our retained consultant at **Academicis: Rebecca Beach** – rbeach@academicis.co.uk or **01223 907979/07733 628155**

Please email your application to: Rebecca Beach – rbeach@academicis.co.uk

Closing date: Tuesday 14th May 2024

Shortlisting date: Thursday 16th May 2024

Interviews: W/c 20th May 2024

Bohunt Education Trust is committed to safeguarding and promoting welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The post is subject to an enhanced DBS check and satisfactory references. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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