



St Ralph Sherwin

Catholic Multi Academy Trust



Chief Finance Officer (CFO) Candidate Pack



Welcome Letter

Dear Candidate,

Thank you for your interest in the position of Chief Finance Officer at the St Ralph Sherwin Catholic Multi Academy Trust.

Our Trust comprises 20 primary schools and 5 secondary schools serving diverse communities across Nottinghamshire, Derbyshire, Derby City, Staffordshire, and Stockport. United in our Catholic mission, we are committed to delivering excellence in education, rooted in faith, compassion, and service.

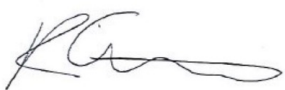
As Chief Finance Officer, you will play a pivotal role in shaping the financial and operational strategy of the Trust, ensuring long-term sustainability and the effective stewardship of resources. You will provide strategic leadership across finance, risk, estates, and compliance functions, working closely with the CEO, Executive Team, and Trust Board to support our schools in delivering the very best outcomes for every child.

This is a high-impact role, and we are seeking a values-driven and collaborative leader who brings both financial expertise and a deep commitment to our mission. While experience in the education or charitable sector is welcome, it is your ability to lead with integrity, build strong partnerships, and make sound strategic decisions that will be key to your success.

If you are inspired by the opportunity to help shape the future of Catholic education across a broad and diverse Trust, we warmly invite you to apply. Further details about the role, our Trust, and the application process can be found in this recruitment pack.

Thank you again for your interest. We look forward to receiving your application.

Yours sincerely,



Kevin Gritton
Chief Executive Officer
St Ralph Sherwin Catholic Multi Academy Trust

The Trust is comprised of the following Academies



**St Ralph
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Catholic Multi Academy Trust

SECONDARY

Blessed Robert Sutton Catholic Voluntary Academy, Burton
Saint Benedict Catholic Voluntary Academy, Derby
Saint John Houghton Catholic Voluntary Academy, Ilkeston
St Philip Howard Catholic Voluntary Academy, Glossop
St Thomas More Catholic Voluntary Academy, Buxton

"Growing school-to-school support where the forming of relations leads to the sharing of resources freely... because they are acts of kindness which serve and promote the common good."



PRIMARY

All Saints' Catholic Voluntary Academy, Glossop
Christ the King Catholic Voluntary Academy, Alfreton
English Martyrs' Catholic Voluntary Academy, Long Eaton
Holy Rosary Catholic Voluntary Academy Burton
St Alban's Catholic Voluntary Academy, Derby
St Anne's Catholic Voluntary Academy, Buxton
St Charles' Catholic Voluntary Academy, Hadfield
St Edward's Catholic Academy, Swadlincote
St Elizabeth's Catholic Voluntary Academy, Belper
St George's Catholic Voluntary Academy, Derby

St John Fisher Catholic Voluntary Academy, Derby
St Joseph's Catholic Voluntary Academy, Derby
St Joseph's Catholic Voluntary Academy, Matlock
St Margaret's Catholic Voluntary Academy, Gamesley
St Mary's Catholic Voluntary Academy, Derby
St Mary's Catholic Voluntary Academy, Glossop
St Mary's Catholic Voluntary Academy, Marple Bridge
St Thomas' Catholic Voluntary Academy, Ilkeston
The Priory Catholic Voluntary Academy, Eastwood
St Mary's Catholic Voluntary Academy, New Mills



Our Mission

**'Growing in faith,
serving with love,
transforming our world;
together in Christ.'**

Our Virtues

Trust

Togetherness

Kindness

St Ralph Sherwin Catholic Multi Academy Trust - Building Together. Why work for us?

Being part of the St Ralph Sherwin family means being part of a Trust that can provide you with opportunities for professional growth, wide ranging CPD and much more.

Our staff say we are supportive, caring and that there is a genuine sense of community within our academies.

"I am a valued member of the team who can share my professional opinion with complete confidence. The leadership has a strong Catholic identity, they put family first and are striving to help children and staff be the best that they can be."

Our offer to you



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CPD - we are committed to investing in our staff and their development and as part of this you will have access to regular CPD. This is aimed at ensuring that all staff have access to a high-quality programme of support and development that ensures they can be the best that they can be.



Genuine opportunities for career progression - with 25 academies in our family, and 84 academies across the Diocese, opportunities for career progression are a reality.



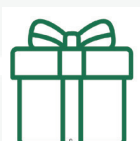
Professional assistance - you will have access to an Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. If clinically advisable, it also offers face-to-face counselling sessions.



Cycle to work scheme - A Government backed initiative that enables you to obtain a bike and/or cycling accessories to use for riding to work whilst making tax and National Insurance savings from your Gross pay.



Pension - As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.



Employee Benefit Scheme - operated by Vivup, you can benefit from lifestyle savings from a large range of retailers and health and wellbeing support.



Terms and Conditions - we have committed to following nationally agreed terms and conditions for pay for both teachers and support staff.



Collaboration - we work collaboratively with our family of schools, the Diocese and wider community.

"It is good to feel part of a wider team as this means that you have somewhere to turn when you need advice, support or just a listening ear..."

CFO Job Description



**St Ralph
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Catholic Multi Academy Trust

Reporting to:	The Chief Executive Officer
Responsible for:	Strategic Management of Finance across the Trust
Liaising with:	The Trust Board, sub-committees of the Trust Board, the CEO, HR Director, Head Teachers, members of the Executive team, other colleagues, NRCDES, Governors, contractors and suppliers
Grade/Salary:	Circa £95,000 (pay award pending September 2025)
Hours of work:	37 hours per week (additional hours may be required to meet the requirements of the role)

Core Purpose:

- To support the CEO and the Board of Directors of St Ralph Sherwin Catholic Multi Academy Trust (hereafter referred to as the 'Trust') in the development and effective delivery of financial processes and systems across the Trust.
- Responsibility to ensure that the Trust and the individual academies within the Trust, operate good financial governance and are compliant with the requirements of the Academy Trust Handbook, the Trust's own financial regulations, policy and procedures and/or other statutory and regulatory requirements.
- To have overall responsibility for the Trust's annual budget, taking the lead role in coordinating the annual budget setting processes for all Trust academies.
- To prepare the year end statutory accounts and year end audit of the Trust according to DfE and HMRC guidelines.
- To monitor the financial performance of each academy within the Trust.
- To present quarterly and annual financial reports to the Board of Directors and CEO.
- To manage all funding agreements with new and existing academies to ensure compliance with Education and Skills Funding Agency requirements.

Specific areas of responsibility and key tasks:

Financial Management

- To lead the development and implementation of robust financial policies and procedures across the
- Trust and ensure compliance with relevant legislation and good governance guidelines.
- To provide strategic advice, leadership and support to the Trust on all aspects of finance and business management.
- To ensure that good financial governance operates in line with the requirements of the Academy Trust Handbook, the Trust's own financial regulations, policy and procedures and/or other statutory and regulatory requirements.
- To have overall responsibility for accounting policies, financial regulations and ensure financial systems operate with sound financial controls, which minimise the risk of fraudulent activity.
- To conduct comprehensive financial due diligence on any school considering joining the Trust and report to the Board of Directors any associated risks.
- To take responsibility for the speedy and effective introduction of relevant financial systems and processes in academies joining the Trust.
- To develop long-term financial plans for the Trust to ensure financial viability.
- To maximise income generation opportunities within the Trust.
- To research and complete funding bids to external bodies including government departments to maximise the Trust's resources.
- To ensure that any funds received from successful bids are spent appropriately and within timescales.
- To ensure that tax obligations are discharged correctly and effectively.



Leadership

- To build and develop a high performing finance team, ensuring succession planning is in place at all levels.
- Line management of other Executive team members as appropriate.
- To ensure that staff within the academies are supported, developed and equipped with the resources required to deliver effective finance across the Trust, in line with Trust policies.

Audit and Compliance

- To be responsible for liaising on finance matters with the auditors and the provider of financial and commercial advice to the Board.
- To prepare individual academies and the Trust as a whole for any internal or external audits.
- To liaise with auditors and facilitate all audit arrangements.
- To implement any audit requirements.
- To keep abreast of all developments and legislation surrounding payroll, pensions and benefits and ensure all necessary changes are implemented and adhered to with the Trust.
- To monitor closely the spending of plans of individual academies by holding individual managers to account and making any subsequent recommendations to the Board.
- Ensure that financial standards are complied with, through monitoring and compliance assessment, in line with current legislation and the requirements of the Education and Skills Funding Agency guidelines and the Academy Trust Handbook.

Procurement

- To manage the effective purchasing and procurement of services for the Trust and negotiate, manage and monitor contracts, tenders and agreements for the provision of support services, including payroll, facilities management, ICT and insurance, all to be in line with DfE guidance.

- To ensure the Trust receives the best possible products at the best possible price in the required time frame.

Capital and Asset Management

- To identify all available sources of capital grants.
- To oversee the preparation of capital grants and bids.
- To ensure the correct valuation of assets, including buildings and land.
- To prepare an annual capital plan and strategy for capital replacement including consideration of whole-life costs and scheduled replacement.
- In accordance with the Academy Trust Handbook, to ensure that appropriate risk management processes are in place and monitoring is reported back to the Trust.

Payroll Operations

- To obtain monthly payroll reports from the payroll service provider and distribute them to the relevant personnel.
- To ensure that all salary payments are correct in accordance with budgets.
- To ensure the annual end of year certificate for the teachers' pension scheme is completed and certified by the auditors in an accurate and timely manner.

Additional Duties

- To attend meetings as required.
- To take action to improve outcomes for young people and to support all academies in the Trust to be outstanding.



CFO Person Specification



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AREA	ESSENTIAL	DESIRABLE	HOW ASSESSED
A. Training and Qualifications			
Professional qualification in finance or accounting	✓		A
Current membership of a relevant professional body (e.g. CIMA, ACCA)	✓		A
Educated to A Level or above, including a minimum of GCSE (or equivalent) grade C in Mathematics and English	✓		A
Educated to degree level 2:1 or above in a relevant subject or equivalent professional qualification	✓		A
Commitment to ongoing professional development	✓		A/I
B. Experience			
A minimum of five years' post-qualification experience within a finance function	✓		A
Experience of working in a school/educational setting in a financial management role or equivalent	✓		A
Experience of managing large and complex budgets	✓		A/I
Solid understanding of regulatory frameworks	✓		I
Experience of producing and presenting complex management accounts	✓		A/I
Experience in management of fixed assets and capital accounting	✓		A/I
Experience of developing and operating financial systems and procedures, including audit compliance controls	✓		A/I
Experience of working in a Multi Academy Trust financial role	✓		A
Experience of managing a finance team	✓		A
C. Professional Knowledge and Skills			
Evidence of continuing professional development	✓		A/I
Evidence of providing training and development opportunities to other staff		✓	I
Ability to manage a varied and complex workload as well as delivering to timescale(s)	✓		I
Ability to produce complex financial information in a logical, user-friendly way	✓		I
Strong ICT skills	✓		A/I
Excellent verbal and written communication skills	✓		A/I
Excellent planning and organisation skills	✓		A/I
Knowledge of current legislation affecting taxation, payroll, pensions and VAT		✓	A/I
Understanding of the funding and financial management arrangements and reporting requirements for academies		✓	A/I



AREA	ESSENTIAL	DESIRABLE	HOW ASSESSED
D. Personal Attributes			
Willingness to support Catholic life in schools	✓		I
Able to command credibility and respect from all members of school communities	✓		I
Emotional resilience	✓		I
The ability to self-evaluate and reflect	✓		I
The ability to adapt to changing circumstances and new ideas	✓		I
Attention to detail	✓		A/I
Excellent numerical skills	✓		I
Integrity and commitment to good governance	✓		I
Ability to be respectful and promote equality of opportunity and diversity	✓		I
E. Safeguarding			
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	✓		A/I

Key:
A – Application form
I – Interview / assessment

St Ralph Sherwin Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.



How to Apply

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Neil Massie at Academicis, our recruitment partner, on **nmassie@academicis.co.uk** or by phone on **07818 875514 / 01223 907979**.

CLOSING DATE:

Thursday 18th September 2025

SHORTLISTING:

Monday 22nd September 2025

INTERVIEWS:

Tuesday 30th September 2025



**St Ralph
Sherwin**
Catholic Multi Academy Trust

Third Floor
St Katherine's House,
Mansfield Road,
Derby, DE1 3TQ