



**GREAT
HEIGHTS**
ACADEMY TRUST

Achieving excellence together

Deputy Chief Finance Officer

CANDIDATE INFORMATION PACK



► Welcome

Dear Colleague

I am delighted that you are considering the position of Deputy Chief Finance Officer at Great Heights Academy Trust.

We are seeking to recruit an experienced finance leader who has the skill set, drive, and motivation to support the effective and efficient financial operation of the Trust.

The successful candidate will be supported by the Trust's long standing and experienced Chief Finance Officer and the central trust finance team; our finance team values incorporate five pillars of: Teamwork, Accuracy; Respect; Support; and Integrity.

Great Heights Academy Trust focuses on meaningful collaboration between Trust schools and designations for the benefit of all the children in the Trust. The Deputy Chief Finance Officer role will be pivotal to supporting the aims of the Trust via delivery of strategic and effective financial operational and support services to all academies within the Trust.

This is a great opportunity for an experienced and passionate finance leader to join our growing Trust to support us on the next phase of our journey. We are looking for an individual who will be prepared to be a key member of the team and one that will bring business and financial acumen, diligence, dedication, high attention to detail as well as possessing excellent interpersonal skills.

We hope that the candidate pack provided will give you all the information that you require.

We look forward to receiving your application.

Yours sincerely,

Mrs Amanda Rawson

CFO Great Heights Academy Trust

Overview of the Position of Great Heights Academy Trust

The Trust Board are seeking a highly driven and talented individual to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in financial management and who are capable of playing a key role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

The post would suit an experienced finance leader ready for the next stage in their development. We want to hear from individuals who have the leadership qualities and drive to make the most of this unique moment in time. The successful applicant should have a proven track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with the appropriate finance experience to evidence effective finance leadership and delivery in a multi-million pound organisation.

About the Trust

The Trust currently comprises of six primary schools (soon to be seven): three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School); with a further Kirklees school joining on 1st April 2024. We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. DBS checks are required for all posts.



► Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

► We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

► Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



**GREAT
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Achieving excellence together



**BOWLING
GREEN**
ACADEMY



CARLINGHOW
ACADEMY



COLNE VALLEY
HIGH SCHOOL



MARSDEN
JUNIOR SCHOOL



RAYNVILLE
ACADEMY



THE
GREETLAND
ACADEMY



THE **MIRFIELD**
FREE GRAMMAR



WEST VALE
ACADEMY

English Hubs

Teamworks English Hub
@ The Greetland Academy



Great Heights
Research School
West Yorkshire

Supported by the Education Endowment Foundation



AA Teamworks
WEST YORKSHIRE SCITT

*Achieving excellence together*

► Deputy Chief Finance Officer

Position:	Deputy Chief Finance Officer
Department:	MAT Leadership Team
Pay Range:	L10 – L14 (£58,957 - £65,010)
Hours of work:	Full time
Responsible to:	CFO and CEO
Responsible for:	MAT Finance Team

Prime Objectives of the Post

To support the CFO in the delivery of strategic and operational financial support services to all Academies within the Multi-Academy Trust. Contributing towards the broader priorities and objectives of the Trust finance team and senior leadership.

The Deputy CFO will support the CFO in the delivery and preparation of accurate ESFA and DFE financial returns and other external reporting requirements.

The Deputy CFO will lead on the production of the consolidated trust budgets and three-year forecast return to the ESFA.

To provide oversight of the financial management processes of all Academies and designations to ensure sound and appropriate financial governance arrangements are in place.

To deputise on behalf of the Chief Financial Officer, as directed.

Statutory Requirements

- It is aligned to the Local Government Terms and Conditions, set out in the statutory guidance.

Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.



Main Duties and Responsibilities

1. Strategic Management

- 1.1 To lead on the development of the academies annual financial forecasts in liaison with financial teams.
- 1.2 To support the CFO in developing and implementing strategies by identifying opportunities to ensure efficient maximisation of the Trust's finances.
- 1.3 To support the CFO in delivering financial solutions that continue to support the school improvement journey of all Academies for all stakeholders.
- 1.4 To lead on the financial operations for the Trust at academy and designation level; ensuring that financial risk implications of policy initiatives are analysed and appropriately addressed, including:
 - Maintaining a long-term financial strategy to underpin the institution's financial viability within the agreed performance framework.
 - Implementing financial management policies to underpin sustainable long-term financial health and reviewing performance against them.
 - Supporting the CFO on asset and balance sheet management.
 - Ensuring the effective use of curriculum lead financial planning tools.
 - Responsible for monitoring effective resource allocation.
- 1.5 To lead/manage the finance team in overseeing developments and the maintenance of all relevant financial systems and procedures, including appropriate IT systems.
- 1.6 To participate in the management of major Trust projects as required by the CEO.
- 1.7 To assist the CFO in providing strategic financial direction within the Trust's senior leadership team, working with colleagues to secure financial compliance across the Trust.

2. Operational

- 2.1 To support the CFO in the final planning process and the delivery of the Trust's strategic objectives, including:
 - A medium-term financial strategy to ensure sustainable finances.
 - A robust annual budget process that ensures financial balance for Academies and the Trust as a whole.
 - To oversee the monitoring process that enables this to be delivered.
 - To ensure timely and accurate provision of all Trust external reporting, which includes, but is not limited, to;
 - Annual accounts and reports
 - Academies Accounts Return
 - Budget Forecast Return
 - Other financial and grant assurance returns
- 2.2 To lead on the preparation of the annual Trust budget and the completion of the ESFA 3 year return ensuring consistency with the Trust's strategic and financial objectives.
- 2.3 Providing financial support to Principals ensuring strategic and operational decisions are made based on sound financial data. Providing requested financial information to the CEO, CFO, Principals, Auditors and Trustees as required.
- 2.4 To attend budget meetings with senior leaders and Trustees, as and when required.
- 2.5 Providing financial support and direction to academy finance staff, ensuring academy finance staff follow the Trust's financial procedures, and supporting their effective finance operation.
- 2.6 To manage and coordinate internal and external audit processes, as required, ensuring the provision of accurate information in a timely manner.



- 2.7 Manage the finance team to ensure the efficient and accurate preparation, input and maintenance of data within the financial systems. Carry out any required journals to ensure the integrity of cost centre, ledger and fund accounting.
- 2.8 To support the CFO in ensuring that effective financial structures and controls are in place to support robust financial management and to meet legal and tax requirements; compliance with the Funding Agreement and Academy Trust Handbook, including audit and risk management.
- 2.9 Support in the identification and sourcing of external funding to support operational objectives.
- 2.10 To support with academy conversion as and when required.
- 2.11 To ensure that the Trust achieves value for money across all its activities, including the delivery of services and successfully manage the Trust's procurement processes.
- 2.12 Supporting the CFO in undertaking financial due diligence checks of new schools joining the Trust. This includes long term/medium term budget planning.

3. Line Management

- 3.3 To lead, manage and develop staff within the finance team as delegated and promote a strong customer service ethos and high professional standards.
- 3.4 The postholder will ensure that the finance team works effectively in collaboration with other Trust functions.
- 3.5 To ensure that managers' roles and responsibilities for monitoring financial performance/budget management are clear.

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults.

General

- To uphold the Nolan Principles of public life.
- The postholder will provide professional advice and objective financial analysis enabling decision makers to take timely and informed business decisions. To play the lead role in advising and supporting the leadership team by aligning financial planning with the vision and strategic objectives for the Trust.
- To support Trustees and governors with appropriate financial advice at the various Trust governance meetings.
- To take part in any CPD activities appropriate to the role.
- To support the development of initiatives and policies such as data protection, equality policy, safeguarding, health and safety.
- To undertake any other professional duties as required by the CEO/Board

This job description is not intended to be comprehensive and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

**Person Specification: Deputy CFO****Key to identification:** A = Application I = Interview R = Reference

Education and Training	Essential	Desirable	A/I/R
Part Qualified Accountant or equivalent	✓		A/I/R
Qualified Accountant		✓	A/I/R
Six GCSE passes including English and Maths (Grade C or above) or equivalent level 2 qualification	✓		A/I/R
Experience	Essential	Desirable	A/I/R
A minimum of three years' experience in an accountancy/finance office	✓		A/I
Experience providing excellent customer service	✓		A/I
Experience in undertaking service and financial planning processes including detailed budget setting	✓		A/I
Experience in undertaking budget monitoring processes and preparing management accounts	✓		A/I
Experience in maintaining an accounts system and processing day-to-day transactions		✓	A/I
Experience in producing year end accounts and meeting audit and statutory deadlines	✓		A/I
General and Specialist Knowledge	Essential	Desirable	A/I/R
Experience in Educational Finance (funding requirements, budget monitoring, sector challenges)		✓	A/I
A good level of computer literacy, including being an expert with Microsoft Office software, especially Excel.	✓		A/I
Full UK Driving Licence and own vehicle	✓		A/I
Personal Qualities	Essential	Desirable	A/I/R
Proactive and forward thinking	✓		A/I
Ability to work as a team member and use own initiative	✓		A/I



Able to work with minimal supervision	✓		A/I
Rigorous and methodical with the ability to manage own workload and meet deadlines	✓		A/I
Ability to multi-task is essential as is the ability to prioritise and effectively manage large volumes of requests	✓		A/I
Structured and organised	✓		A/I
Confident in providing training, advise and support to colleagues	✓		A/I
Additional Requirements	Essential	Desirable	A/I/R
Operate with the highest standards of personal/professional conduct and integrity.	✓		A/I
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	✓		A/I
Willing to undertake training and continuous professional development in connection with the post	✓		A/I
Work in accordance with the Trust's values and behaviours	✓		A/I
Able to undertake any travel in connection with the post	✓		A/I
Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	✓		A/I
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.	✓		A/I
A commitment to safeguarding and promoting welfare for all.	✓		A/I



► Reasons to work at Great Heights Academy Trust



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.





▶ Hear from our staff



I have loved every minute of my time at Great Heights Academy Trust. I am empowered to make decisions, use my judgement, and find innovative ways to help and support our children. Every day is different. Following a career change, my teacher journey started when I undertook training with the Trust's School Centred Initial Teacher Training (SCITT). I knew very early on that this was where I wanted to be, it felt like home. If you are looking to become the very best teacher that you can, then I cannot think of a better place to be. Every member of the Trust has been open, honest and supportive, and there is a strong thirst and desire throughout the MAT to push boundaries, uncover the latest research, and apply that in a way that can only benefit our children. I changed careers because I wanted to 'make a difference'. Being here, surrounded by this amazing group of talented people, makes me believe I am doing just that.



Alan, Year 6 Teacher
The Greetland Academy



Having been recognised as a strong leader in my previous school, I was offered the opportunity to become a Specialist Leader of Education at the Great Heights Academy Trust. The coaching and training I received to fulfil this role helped develop my leadership skills, and demonstrated the level of support I would receive if I was to work within Great Heights Academy Trust.

My previous work as an SLE meant I had the skills and experience to help land the position and, after discussions with the principal, it was clear that the Trust would continue to support my leadership progression. The excellent coaching, I received from the MAT and the English Hub Leader has enabled me to become a successful Literacy Specialist and has supported me in being an effective Reading Leader in my own school.

I am truly excited to further my career development within Great Heights Academy Trust. With the support and guidance of the Trust's leaders, I am more than confident I will achieve all my career goals here.



Lianne, SLT
Carlinghow Academy



Since starting as a trainee, I have worked in Key Stages 1 and 2, focusing on Years 1 and 5. These placements afforded me the opportunity to observe my mentors in action, giving me the confidence to slowly build up my own teaching hours.

My teaching timetable allows me to attend training for one day per week, with the lectures providing the tools and the knowledge required to take my teaching to the next level. The lectures delve into the research behind how children learn, providing you with innovative and alternative methods to help shape your students. This helps make your lessons more engaging and inspiring for your pupils, and has them actively enquiring as to when your next lesson will be. Each part of the curriculum is broken down and discussed, giving you the confidence to teach subjects outside of your comfort zone, with help on hand from the staff at Teamworks as you progress through the year.

Teacher training is hugely demanding, no matter how you decide to approach it, but I am so glad I chose AA Teamworks SCITT. I would recommend it to anyone considering a career in teaching.



Simon
ITT Trainee