**DUAL ROLE of CHIEF FINANCIAL OFFICER & SCHOOL BUSINESS MANAGER**

# **CHIEF FINANCIAL OFFICER**

# **SCP 38 £40,760 (Pro-rata)Term time only plus 5 days (39 weeks) 15 hours per week**

# **SCHOOL BUSINESS MANAGER**

# **SCP 28 £31,371 (Pro-rata) Term time only plus 5 days (39 weeks) 18 hours per week (can be negotiated)**

Required for September 2020 or as soon as possible after

Steel River Multi-Academy Trust seeks to appoint a dynamic and highly motivated person to fulfil the dual role of Chief Financial Officer for the Academy Trust and School Business Manager for Bankfields School. The successful candidate must be passionate about working to secure the best possible outcomes for all our children, families and the wider community.

**CFO**

**KEY RESPONSIBILITIES:**

* To ensure the financial sustainability of the MAT
* To liaise with each academy for the procurement, provision, commissioning, monitoring, quality-assurance and cost-effectiveness of services provided by the MAT
* To ensure that all requirements of the Department for Education, the Education Skills Funding Agency and the Academies Financial Handbook are met
* To prepare monthly consolidated accounts
* To prepare annual consolidated accounts and budget forecast for the Trust
* Be the designated Data Protection Officer for the Trust
* To produce timely, accurate and appropriate reports and financial forecasts for the MAT
* To consolidate the Academy budgets and hence produce the Trust’s budget. Liaise with Academy heads so as to achieve best value
* To take responsibility for the speedy and effective introduction of financial systems and processes in academies joining the MAT
* To oversee the provision of appropriate business support (e.g. HR, finance, ICT and audit) for academies within the MAT in order to achieve best value
* To oversee the procedures to ensure that all academies are compliant with the requirements of the Academies Financial Handbook and Companies House and operate under appropriate schemes of delegation
* To liaise with external auditors
* To maintain the Trust’s risk register
* To liaise with Pay role and HR providers on all Trust matters
* Prepare and administer Monthly VAT claims
* To undertake such other duties of a similar nature as may from time to time be required

**SCOOL BUSINESS MANAGER**

**KEY RESPONSIBILITIES:**

* Lead on finance, health and safety, site management, HR and safeguarding
* Ensure effective systems and procedures in all aspects of school administration
* Provide month end finance documentation
* Plan and prepare budget forecast
* Promote our school and secure funding from various sources
* Be a positive and enthusiastic individual who demonstrates commitment, is a strategic thinker and has effective financial management skills
* You will enjoy taking the initiative; have resilience and the ability to manage people effectively

We can offer:

* A friendly, caring and supportive ethos
* Polite and well-motivated pupils
* A dedicated and enthusiastic team of staff and trustees
* Well-resourced quality learning environments
* Support from colleagues within all our schools
* Opportunities to continue your own professional development

Steel River Academy Trust is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to DBS check along with relevant employment checks.

Closing date for applications: 25th August

Interviews will be held on: 3rd September

Please contact the Headteacher at Bankfields Primary School at: headteacher@bankfieldsprimary.org.uk or 01642 453157.

All supporting documentation is available on steelriveracademytrust.co.uk.