



## Job Description

### Chief Finance Officer

**Activity code: TBC Cost centre: 2SLT**

<b>Job title</b>	Chief Finance Officer	<b>Based at</b>	Central
<b>Line Manager</b>	CEO		
<b>Direct Line Management responsibility</b>	TOO, FPO, Finance Team	<b>Indirect Line Management responsibility</b>	None
<b>Frequent working relationships</b>	Trust Staff, suppliers, DfE, Headteachers, HR		

<b>Main purpose of the role</b>	<p>The Chief Officer of Finance/Chief Finance Officer (CFO) will have a key strategic role in the management of ADMAT, working as part of the leadership team to:</p> <ul style="list-style-type: none"><li>▪ Ensure that all aspects of financial management are efficient and effective throughout the Trust</li><li>▪ Provide professional leadership, guidance and challenge to senior post-holders</li><li>▪ The overall performance of the finance function, including line management as identified</li><li>▪ Ensure Trust compliance with legal requirements and statutory guidance</li><li>▪ Promote the highest standards of business ethos and efficiency across the Trust, ensuring the most effective use of resources in support of the Trust's objectives</li><li>▪ The strategic leadership and direction of the finance service, ensuring a customer led approach, support for academy-based teams and the training of new academies joining ADMAT</li><li>▪ The CFO will work in close co-operation with the Chief Executive to ensure that an appropriate financial policy framework and long-term strategy is in place to guide the Trust's financial decision making.</li></ul>
---------------------------------	--

## Duties & responsibilities

### For all roles

- Understand and implement all Safeguarding policies and procedures in relation to working with children and young people
- Adhere to all Trust policies and procedures
- Be responsible for own continuing professional development
- Attend meetings as requested
- Maintain confidentiality at all times
- Undertake other duties as appropriate to the level of the role as required

### Duties & responsibilities

1. Financial Strategy, Planning and Management Reporting - Principal strategic focus
  - a. Contribute to the development and implementation of a 3 or 5-year strategy, setting financial objectives and monitoring performance.
  - b. Coordinate the preparation of annual budgets at local and consolidated levels
  - c. Develop and review financial reporting framework and accounting systems
  - d. Review and delivery of local and consolidated management accounts monthly (internal) and annual (external), forecasts and reports, alongside the Trust Management Accountant and the Trust Finance and Procurement Officer, informing CEO of financial position of the Trust
  - e. Provide timely and accurate financial reports to the ADMAT Board to facilitate effective decision making
  - f. Provide leadership to the Board on finance and accounting strategy to optimise the Trust's financial performance and strategic position
  - g. Management of the budget process from planning through consolidation to final approval by the Board
2. Play a key role in due diligence assessments of possible additions to the MAT's schools in respect of financial management, development, improvement and maintenance
3. Oversee all other financial issues as instructed by the ADMAT Board to ensure robust financial management of the academies and the Trust
4. Contribute fully to the developments to the Trust's strategy across all areas of the business, assumptions and decision making as appropriate and providing financial analysis and guidance on all activities, plans and targets
5. Cash/Treasury management- strategic deposits -including movement/deposit of funds to ensure maximum returns for the trust

6. Financial Control and Statutory Reporting - Oversight - through effective line management of the Trust Management Accountant, Trust Finance and Procurement Officer and the Trust Operations Officer
7. Oversee the Trust's financial procedures in accordance with the requirements of the Academy Trust Handbook
8. Monitor and control processes to ensure adherence to Trust policies and procedures and safeguard Trust assets. Including maintenance of group procurement policies and procedures
9. Develop and oversee the quality of management information, budgeting and forecasting processes
10. Develop a risk framework strategy to effectively identify and manage risk across the Trust
11. Advise on external and internal audit requirements of financial regulations and funding bodies
12. Oversee auditors and facilitate all audit arrangements
13. Oversee arrangements for insurance cover for the Academies and its Governors
14. Ensure that tax obligations are discharged correctly and effectively (VAT, Corporation Tax, PAYE/ NI)
15. Complete and submit financial returns as required by Department for Education and Charities Commission in accordance with reporting deadlines
16. Administration and Trust Services - Oversight through effective line management of Trust Management Accountant, Trust Finance and Procurement Officer and the Trust Operations Officer
17. Oversee the Trust's finance system; managing user access, training, security permissions, nominal code management and centrally managed processes
18. Oversee the effective delivery of payroll in all Academies
19. Work with senior leadership and finance teams to maximise income generation, financial growth and profile services. Including leading on the development and submission of bids for grants and other income streams
20. Oversee ensuring the Trust and SALT have regular and accurate information to manage delegated budget. Provide professional advice and assistance as required
21. Oversee effective operation of information systems to enable the board to make measured strategic and operational decisions
22. Establish a high level of credibility and manage strong working relationships with external parties including the HMRC, the DfE and external auditors
23. Leadership, mentoring and provision of managed/continuous development of Finance staff across the group

24. Change management - developing/leading development of Finance organisation through significant period of growth driven by change - adapting shape/structure/team abilities to meet evolving organisational requirements

Any other duties commensurate with the post as deemed by the Chief Executive

#### **Special Features**

- The post holder shall be required to travel to any of the schools/academies within the ADMAT family of schools as directed by the Chief Executive.

This job description is not exhaustive and does not form part of your contract of employment. This document will be reviewed annually as appropriate.

#### **Mandatory training**

#### **Prior to starting employment**

- Child Protection/Safeguarding
- Online safety
- Prevent
- Cyber security
- GDPR
- Equality & inclusion
- Health & Safety awareness (in induction pack)
- Fire awareness (in induction pack)
- Health & Safety induction

Prepared by: An Daras Trust

Date: January 2026

## Person Specification

### Chief Finance Officer

Qualifications		Essential	Desirable	How identified		For shortlisting only Criteria met (application form)
Criteria				Application form	Interview	
1.	Relevant qualification in accountancy/finance (CIMA, ACCA, ICAEW, CIPFA) or equivalent experience	✓		✓		
2.	In depth understanding of academy finance		✓	✓		

Experience		Essential	Desirable	How identified		For shortlisting only Criteria met (application form)
Criteria				Application form	Interview	
1.	Experience of building and managing large complex budgets	✓		✓		
2.	Experience of Multi Academy Trust (MAT) finance		✓	✓		
3.	Experience of negotiating contractual agreements	✓		✓	✓	
4.	Experience of academy software		✓	✓		

Knowledge		Essential	Desirable	How identified		For shortlisting only Criteria met (application form)
Criteria				Application form	Interview	
1.	Knowledge of legislation affecting payment of salaries, pensions and provision of benefits	✓		✓	✓	
2.	Up to date knowledge of charity finance (SORP)		✓	✓	✓	

Skills		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Adept at producing and presenting complex management accounts	✓		✓	✓	
2.	Proficient in consolidated accounts preparation	✓		✓	✓	
3.	Proven track record of working at Senior Finance level within Education	✓		✓	✓	
4.	Excellent financial management and financial planning skills	✓		✓	✓	
5.	High level analytical, strategic planning and organisational skills	✓		✓	✓	
6.	Ability to demonstrate a business focus and commercially minded approach to managing a public-sector finance function	✓		✓	✓	
7.	A proven ability to successfully manage all the resources effectively	✓		✓	✓	
8.	Outstanding communication skills - orally and in writing	✓		✓	✓	
9.	High level of computer literacy including advanced Excel	✓		✓	✓	
10.	Ability to direct and co-ordinate the work of others	✓		✓	✓	
11.	Think creatively to solve problems and identify	✓		✓	✓	

	opportunities					
12.	An innovative leader with a clear understanding of how Finance can support the desired outcomes of the organisation	✓		✓	✓	

Criteria	Other	Essential	Desirable	How identified		For shortlisting only
				Application form	Interview	Criteria met (application form)
1.	The requirement is for a commercially astute, articulate, technically strong, dynamic, insightful and influential leader with the ability to operate at both strategic and operational levels	✓		✓	✓	
2.	A team player with excellent communication skills and a robust focused approach to the delivery of key strategic imperatives	✓		✓	✓	
3.	High integrity and openness combined with a commitment to good governance	✓		✓	✓	
4.	Prioritise and manage own time effectively	✓		✓	✓	
5.	Work under pressure and to deadlines	✓		✓	✓	
6.	Achieve challenging professional goals	✓		✓	✓	
7.	Energy, vigor and perseverance	✓		✓	✓	
8.	Displays an awareness, understanding & commitment to the protection & safeguarding of	✓		✓	✓	

	children & young people					
9.	The ability to drive forward change in challenging circumstances	✓		✓	✓	
10.	An enthusiastic and motivational leader with strong morale building skills	✓		✓	✓	
11.	Someone who is resilient and determined but can also provide support, demonstrate empathy and deal with staff and situations in a sensitive and considerate manner	✓		✓	✓	