



The TRUE Learning
Partnership

Chief Financial Officer

Recruitment Pack



Dear applicant



Thank you for your interest in the post of Chief Financial Officer for The TRUE Learning Partnership. This is an exciting time to join our Trust, as the successful applicant will play a key role in shaping our future. We are seeking a highly skilled, inspirational leader who embodies integrity, imagination and enthusiasm for this challenging role.

The TRUE Learning Partnership is a cross phase Multi Academy Trust established in December 2018 that is currently made up of five academies. Originally founded by both Poynton High School and Lostock Hall Primary School in December 2018, we now encompass Disley Primary School, Glossopdale School and Hague Bar Primary School each at various stages of development within our Trust.

The successful candidate for this post will have a proven track record of complex financial management and a clear vision for leading and sustaining school improvement. We hope you are excited by the prospect of this role, working with committed colleagues across the Trust, to lead genuine transformation. If this is you, we would love to hear from you.

Your application should be made via the TTLP application form which is available on the Trust website, www.truelearning.org.uk and should be emailed to recruitment@truelearning.org.uk. The supporting information should set out what skills, experience, knowledge and personal qualities you believe you would bring to the post. The deadline for applications is 10am on Friday 5th February 2021. Shortlisted candidates will be notified by Friday 12th February 2021 and interviews will take place during week beginning 22nd February 2021.

We very much look forward to receiving your application to join our team.

Richard Middlebrook

Richard Middlebrook
Trust Leader
The TRUE Learning Partnership

Chief Financial Officer (CFO)

Location: Cheshire/Derbyshire (role is currently based at Poynton High School)

Salary: £60,000 - £70,000 depending on experience – *this has the potential to be reviewed for an exceptional candidate*

Hours: Full Time, Full Year / 30 holidays

The TRUE Learning Partnership is a cross phase Multi Academy Trust established in December 2018 that is currently made up of five academies. The vision for the Trust is a community based, values focussed, learning organisation that meets the needs of all its members so that all will achieve.

The Role

As a member of the Trust's Senior Leadership Team, the CFO will be directly responsible to the Trust Leader, in their role as Accounting Officer, and will have strategic responsibility for all aspects of Trust Finance.

The CFO will provide advice on strategic financial issues and drive a culture of transparency, integrity and securing value for money. They will be responsible for financial management and for the leadership and management of the central team.

The CFO 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 Trust and with devolution of the service where appropriate. The appointee will develop and deliver a proactive, customer-focused service.

The Person

The CFO of The TRUE Learning Partnership will need significant senior financial management and strategic leadership experience either within the public or private sector with accountability for a complex resource base.

The CFO will play a significant role in providing clear and risk based expert advice to the Trust Board.

Alongside exceptional technical ability you will be a strategic thinker with experience of building and empowering strong and agile teams enabling a positive and collaborative culture, developing high performing teams which engage with all staff across the Trust.

You will need excellent communication skills, diplomacy, approachability and a personable style of leadership, as well as the ability to work effectively with internal and external stakeholders.

Job Description – Chief Financial Officer



Job Title:	Chief Financial Officer (CFO)
Responsible for:	Financial oversight of the Trust
Accountable to:	The Trust Leader and Trust Board of The TRUE Learning Partnership

Overall purpose of the Job

The Chief Financial Officer will be directly responsible to the Trust Leader who is the statutory 'Accounting Officer' for the academy trust and is ultimately responsible for the proper financial conduct of the institution.

The Chief Financial Officer will provide advice on strategic financial issues and drive a culture of transparency, integrity and securing value for money. They will be responsible for financial management and for the leadership and management of the central team, as well as playing a significant role in providing clear and risk based expert advice to the Trust Board.

The Chief Financial Officer 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 Trust and with devolution of the service where appropriate. The appointee will develop and deliver a proactive, customer-focused service.

In addition to responsibility for financial management across the Trust, the Chief Financial Officer will contribute to strategy and policy development to support the Trust's aims and objectives, will ensure the provision of management information for the Trust's planning and monitoring systems, and will ensure the completion of statistical returns to external agencies.

Key relationships

The CFO will be part of the central trust team, working closely with the Trust Leader, Trustees, Executive Headteachers, and Headteachers. In addition, the postholder will work closely as the line manager of the financial controller and maintain effective working relationships with all operations staff throughout the Trust.

Main accountabilities

- Providing strategic advice to the Trust Leader, Trust Board and senior managers on all issues relating to financial matters.
- Managing the finance function and overseeing the development and maintenance of financial systems and procedures, including appropriate IT systems.
- Preparing the Trust's annual financial forecasts and budgets and plans in consultation with the Trust Leader and senior colleagues, and developing and implementing strategies for maximising the Trust's current finances.
- Driving a culture of transparency, integrity and securing value for money
- Being accountable to the Trust Leader for the proper financial operations of the Trust.
- Ensuring full compliance with all statutory financial returns as requested by the Education Funding Skills Agency (ESFA).
- Preparing the Trusts monthly management reports and sharing these in line with the processes set out in the Academies Financial Handbook.
- Building close and effective working relationships with key partners.
- Participating in the management of major Trust projects as required by the Trust Leader.
- Overseeing capital build applications across the Trust.
- Act as the Trust Data Protection Officer ensuring full compliance with all data protection guidelines across the Trust.
- Lead on all finance related areas of academy conversion and ensure that they are supported and processes embedded.

Operational Actions

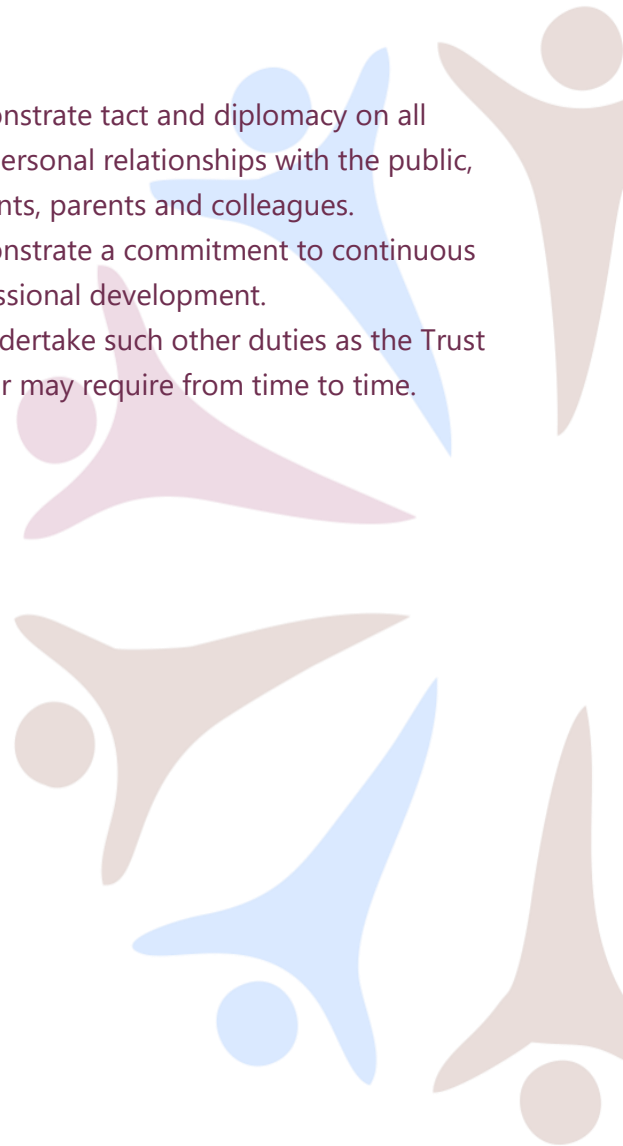
- To maintain the Trust's accounts in accordance with the Funding Agreement with the DfE and Academies Financial Handbook issued by the ESFA, the Charities SORP and in accordance with the financial regulations and procedures of the Trust.
- To ensure that the Trust follows best practice in terms of financial governance, and to ensure the probity, and legislative compliance, of all financial transactions, including payroll and cash handling, and the integrity and suitability of all control mechanisms (audit and risk management).
- To be responsible for the statutory accounts, financial returns and reports to Trustees, ESFA/DfE and other statutory bodies in accordance with guidance and externally determined deadlines.
- To ensure that effective financial structures and controls are in place to support robust financial management.
- To provide the financial lead to the strategic planning process, including: annual budgets, periodic forecasts and funding requirements.
- To prepare the annual Trust budget, working closely with finance leads in each school, senior managers and budget holders to ensure consistency with the Trust's strategic and financial objectives.
- To be responsible for writing and updating policies which fall under the finance remit.
- To be responsible for the preparation of financial papers for local governing bodies and the Trust Board as required.
- To provide accurate and timely information to enable effective budgetary control, decision making and sound strategic planning.
- To proactively lead on the use of Integrated Curriculum Financial Planning (ICFP) and appropriate benchmarking systems to ensure the Trust makes the most effective use of its resources.
- To monitor the income and expenditure budgets across the Trust and give early warning of difficulties.
- To liaise with both internal and external auditors to enable them to operate effectively.
- To liaise, on behalf of the Trust Leader, with the ESFA and local authority on financial matters.
- To proactively manage the Trust's relationship with its bankers, to ensure that appropriate and efficient systems are in place for the Trust's accounting procedures.
- To proactively manage the cash position of the Trust and its operating activities, and reporting regularly on this aspect of financial management to the Trust Board.
- To plan and coordinate all tax and treasury management practice and policy, with particular reference to charitable status, cash management and pension responsibilities.
- To develop and maintain financial systems to ensure: – pension records and returns are up to date – effective management of the payroll and that all tax and National Insurance records and returns are up to date.
- To manage the Trust's procurement processes, helping to ensure that the Trust achieves value for money across all its activities, including the delivery of services.
- To maintain the Trust's financial risk register and lead the executive response to the Trust Finance, Audit and Risk Committee.
- To lead, manage and develop staff within the central team and promote a strong customer service ethos and high professional standards. The Chief Financial Officer will ensure that the central team works in collaboration with other Trust functions.
- To ensure that the finance team seeks continuing improvement in its management and financial systems.

General Responsibilities

- To attend meetings within the Trust and external events as required.
- To prepare policy and review papers as required and requested.
- To maintain a presence in regional and national professional networks and through these and other means ensure a current overview of sector policies and developments.
- The CFO should adhere to the seven principles of public life.
- To manage the central team's staff development programme, including conducting staff development reviews and participating, as required, in training, induction and staff development events.

Trust expectations for all employees

- To comply with and uphold, in all respects, the Trust's code of practice on equality and diversity.
- To take appropriate responsibility and action for safeguarding.
- Act in accordance with the code of conduct and key policies including the Trust's Health and Safety Policy and Data Protection Policy.
- Demonstrate tact and diplomacy on all interpersonal relationships with the public, students, parents and colleagues.
- Demonstrate a commitment to continuous professional development.
- To undertake such other duties as the Trust Leader may require from time to time.



Role requirements



	Essential	Desirable
Qualifications		
To be educated to degree level or equivalent	✓	
To have completed a professional accountancy qualification e.g. ICAEW, ACCA, CIMA or CIPFA	✓	
To have completed a School Business Manager qualification		✓
Experience		
Senior financial management and strategic leadership either in the public, private or VCSE sectors	✓	
A proven track record of successful financial leadership and building effective teams	✓	
Evidence of leading and managing budgets, and working with stakeholders to develop strong financial understanding and empathy across the organisation.	✓	
Experience of developing and managing external relationships with professional and regulatory bodies	✓	
Experience in the preparation and presentation of management accounts	✓	
Evidence of entrepreneurialism and innovation, with an ability to identify commercial opportunities to maximise income.	✓	
Experience of working in an educational setting		✓
Experience of working with Governors or Trustees		✓
Knowledge and Statutory Requirements		
Up to date and detailed knowledge of accountancy and professional codes of practice	✓	
Knowledge of statutory requirements and funding strategies	✓	
Substantial knowledge and experience of managing procurement and contracts	✓	
Proven awareness and respect for the highly sensitive status of information and confidentiality	✓	
Up to date knowledge of Data Protection and the Freedom of Information Acts. The ability to act as the Data Protection Officer for the Trust.	✓	
Experience of working with external auditors and agencies		✓
Planning and Organisational Skills		
Demonstrate sound judgement and the ability to look at risk analysis through a commercial as well as financial lens	✓	
Excellent analytical skills and sound judgement	✓	
The ability to direct and retain a multi-disciplinary team effectively through excellent leadership skills	✓	
Ability to manage own workload, prioritising in order to meet tight deadlines	✓	

	Essential	Desirable
Communication Skills		
To have highly effective communication skills	✓	
Demonstrate the ability to present complex information to large and small audiences	✓	
Have high ethical standards and influencing skills with the ability to engage with all staff across the Trust and the Board	✓	
Ability to persuade, motivate, negotiate and influence	✓	
Excellent written and presentation skills enabling clear, concise and appropriate communication of financial information.	✓	
Physical Skills		
To have excellent ICT skills	✓	
To be proficient in the use of MS Office and Financial Management systems	✓	
Initiative		
The jobholder will be required to represent the board of Trustees and the Trust Leader at external meetings and in the wider community.	✓	
Ability to work autonomously and flexibly across multiple locations	✓	
Ability to influence strategic decision making	✓	
Personal Qualities		
The job holder will be required to apply resilience when dealing with challenges from multiple stakeholders	✓	
Be willing to be flexible and adapt as priorities change throughout the year	✓	
Demonstrate commitment to the highest standards of child protection.	✓	
Recognise the importance of personal responsibility for health and safety.	✓	
Believe in equality and celebrate diversity. To be committed to inclusion and the right for all to fulfil their potential.	✓	
Show a commitment to upholding the Academy and Trust's vision and values.	✓	
Demonstrate professional and personal integrity.	✓	
Demonstrate commitment to on-going personal development and willingness to undertake appropriate training	✓	

About the Trust



This is an exciting time to be joining our Trust. Originally founded by both Poynton High School and Lostock Hall Primary School in December 2018, we now encompass Disley Primary School, Glossopdale School and Hague Bar Primary School each at various stages of development within our Trust

Karen Tomlinson, Chair of the board of Trustees, explains "Our vision is a community based, values focussed, learning organisation that meets the needs of all its members so that all will achieve. We will serve our communities with an unswerving commitment to ensure every student achieves their goals, whatever their circumstances.

In keeping our vision, values and principles at the forefront of all that we do, by working in partnership we increase the opportunities for staff, students and the wider community across our schools through training and sharing good practice; sharing systems and joining resources; sharing success and celebrating school achievements; and ultimately improving our schools and communities. "

The role of all our leaders is to Support, Protect, Anticipate, Challenge and Empower (SPACE) all of our schools so that we better the life chances of our young people.

ONE PHASE of learning

ONE PHASE of care

ONE PHASE of support



Why work for the Trust?



The TRUE Learning Partnership is a community based, values focussed, cross phased multi academy trust based across Cheshire and Derbyshire. All five academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. Our vision is a community based, values focussed, learning organisation that meets the needs of all its members so that all will achieve. By working within our community clusters, we will ensure that every child that is presented to us at the age of 3 is the best they possibly can be by the time they leave us at 18.

All our schools have excellent road links from the M56, M60, M67, A6, A34 and A57 and nearby railway stations of Poynton, Hadfield, Disley, and New Mills Central. For those travelling from further afield, both Stockport railway station on the West Coast mainline and Manchester Airport are both nearby.

We are exceptionally proud of our staff and the dedication they display every day to support our students to reach their potential. Whether a member of our Leadership Team, Teaching Staff or Support Team – all have a vital role to play in providing an environment where we can provide world class education where all can achieve.

We offer highly competitive salaries, pension scheme membership, free on-site parking and regular social events. All staff are able to access discounted gym memberships and other negotiated benefits across the Trust.

The Trust provides an Employee Assistance Programme through Health Assured which offers a wide range of services including legal and wellbeing support for employees and their families.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. The CPD@TTLP programme enables all of our staff to access development opportunities across the Trust. Future goals and aspirations are supported through this programme to ensure that all staff are able to develop and achieve their own personal goals.

Staff wellbeing and providing a positive and healthy working environment is a key priority for us, as supporting all of our staff enables them to support all of our students. Our Director of Health and Wellbeing leads this key area working with senior staff across the multi academy trust. We are very pleased that our commitment to staff wellbeing has been recognised by the Valued Worker scheme which offers accreditation to workplaces where staff feel valued.

We are also committed to supporting mental health in the workplace by training a number of teaching and support staff across our Trust to be Mental Health First Aiders and through our work with the Time to Change programme which aims to end mental health discrimination in the workplace.



Information about our academy schools



Poynton High School

We are a very special school where the whole school team passionately believe in creating a school that truly meets the needs of all in our learning community. This is embodied in our mission statement which serves to guide us in the long-term planning for our school.

“We will inspire and empower all in our learning community to fulfil their individual potential and ambitions so that all are able to be active and successful citizens in our global society”

This can be summed up in three words, INSPIRE ACHIEVE CELEBRATE and is applied to every aspect of our work. We aim to inspire our young people in all of our work so that they may achieve their full potential and at the heart of this lies a truly celebratory culture; we aim to inspire our team, so that you can achieve, and we celebrate every achievement for everyone - staff and student. (Matthew Dean, Head Teacher)



Lostock Hall Primary School

We are a smaller than average (155) Primary School, serving children from the age of 3 to 11. We are a safe, stimulating and friendly school which provides an inclusive, calm, caring and productive learning environment. Our aim is to challenge and support each other and every child to help them realise their potential and to make a positive difference to their lives. Children leave Lostock Hall Primary school very well prepared for their future learning at secondary school and beyond.

Through our guiding principles of Be Ready, Be Respectful and Be Safe we deliver a carefully designed curriculum which progressively meets the needs of our children through fun learning and leads to excellent outcomes. (Graham Hamilton, Head Teacher)



Disley Primary School

Our school is a very special place to be. We pride ourselves on being a happy, caring school where each child is valued as an individual. We aim to provide a stimulating learning environment which allows every individual to fulfil his/her potential.

We constantly seek exciting ways of delivering both the Foundation Stage and National Curriculum requirements, along with opportunities for social and moral development. Our children are at the heart of everything we do.

(Heather Taylor & Louise Carberry, Co-Heads)



Glossopdale School

Thank you for your interest in working at Glossopdale School. Our School is a warm and caring community for all of our 1,200 students, from when they join us in Year 7 to when they leave us in Year 13. We are a school that has the highest expectations of students and ourselves, where every student is expected to work hard, behave well and contribute positively to the school community.

Our core purpose is to support students of all abilities and backgrounds to develop high aspirations and achieve their potential. We do this by nurturing and building ambition for our students, we open opportunities, broaden horizons and introduce challenges ensuring everyone can thrive, both academically and personally, to be the best that they can be.

We are in the very fortunate position to work within a new purpose built school which opened in September 2018. This has benefitted staff and students in so many ways. Our students learn in a modern, open and inclusive environment which has been designed to reflect and compliment the local landscape. (Debbie McGloin, Executive Head Teacher)



Hague Bar Primary School

Here at Hague Bar Primary School, we have worked hard to develop a school which provides an excellent education by helping each child to achieve her or his full potential. Our skilled staff foster a happy and caring atmosphere, where children can succeed through our personalised learning process, ensuring no child is left behind.

The origins of Hague Bar Primary School stretch all the way back to 1854, with a school which was in existence at the Strines Print Works. Hague Bar Primary School is just inside the Derbyshire border. It lies between the town of New Mills in Derbyshire and Strines in Cheshire. The school is situated on the edge of the countryside and enjoys stunning views of fields and distant hills.

We are proud of, and celebrate, the achievements of our children, both in and out of the classroom, and we are here to help your child make the most of their potential. (Rachel Parry, Head Teacher)

THE TRUE LEARNING PARTNERSHIP: SCHOOL LOCATIONS



Our partnership of primary and secondary schools are located to the south-east of Manchester, close to the natural beauty of the Peak District National Park.

All our schools have excellent road links from the M56, M60, M67, A6, A34 and A57 and nearby railway stations of Poynton, Hadfield, Disley, and New Mills Central.

For those travelling from further afield, both Stockport railway station on the West Coast mainline and Manchester Airport are both nearby.

Trust Safeguarding Statement



The TRUE Learning Partnership (TTLP) recognises the important role that our schools and their staff have in the wider safeguarding system for children. ALL staff have a responsibility to provide a safe environment in which children can learn. TTLP fully adopts statutory guidance "Keeping Children Safe in Education" (September 2020).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/828587/Keeping_children_safe_in_education_part_one.pdf

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school. Full details of key contacts for safeguarding in each of our schools is listed below.

TTLP's Designated Safeguarding Officer is Catherine Holyland, Safeguarding Lead and Deputy Head Teacher at Poynton High School. If you wish to contact her directly please e mail cholyland@truelearning.org.uk

TTLP's Trust Board safeguarding representative is Julie Sutton. If you wish to contact her, please email info@truelearning.org.uk stating that the email relates to a safeguarding issue.

Our schools' Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Head Teachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.





Next steps

Further details

For further details about this role, to arrange an informal conversation with Mrs Jill Ingram, Chief Financial Officer, please contact Alison Ferneyhough on aferneyhough@truelearning.org.uk and she will arrange a convenient time.

To apply

Your application should be made via the TTLP application form which is available on the Trust website, www.truelearning.org.uk and should be emailed to recruitment@truelearning.org.uk. The supporting information should set out what skills, experience, knowledge and personal qualities you believe you would bring to the post.

Closing Date

The closing date for applications is 10am on Friday 5th February 2021.

Shortlisted candidates will be notified by Friday 12th February 2021.

Interviews will take place during week beginning 22nd February 2021

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.

