



# Chief Financial Officer

## Recruitment Pack



Create Your Future

[www.gosforthgroup.org.uk](http://www.gosforthgroup.org.uk)

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# Introduction From Our CEO

Thank you for considering our Trust for your next career move. This is an exciting time to join us as we look forward to building on our successes and expanding our multi academy trust.

As the Chief Executive Officer, I have the privilege of leading a dedicated team committed to our mission of educating, supporting, and nurturing all students, regardless of their abilities or backgrounds.

The Chief Financial Officer will play a crucial role in ensuring the financial health and sustainability of our academies. We are seeking an individual who possesses not only exceptional financial acumen but also a passion for fostering a positive and innovative environment where both students and staff can thrive.

Our Trust is committed to maintaining the highest educational standards and ensuring efficient operations across all our academies. This role will be integral to overseeing our strategic financial development, ensuring that robust financial practices align with our vision. The Chief Financial Officer will work closely with our executive team and school leaders to ensure that our financial resources effectively support our educational goals.

We are looking for a leader who can communicate complex financial concepts to a diverse audience and who shares our commitment to transparency and accountability. Above all, we seek someone who believes in the transformative power of education and is eager to make a measurable impact on our communities.

If you are ready to lead our financial strategic development and embark on this rewarding journey, I encourage you to consider this opportunity. Together, we can continue to create an environment where every student can achieve their ambitious aspirations.

Warm regards,  
**Dr Alexandra Thorp | CEO**



## Vacancy details at a glance

<b>Job Title:</b>	Chief Financial Officer
<b>Reporting to:</b>	Chief Executive Officer
<b>Location:</b>	MAT head office within North Gosforth Academy: NE13 6EJ
<b>Salary &amp; Grade:</b>	£73,219 - £77,553
<b>Hours:</b>	37 hours per week
<b>Start Date:</b>	ASAP
<b>Application Deadline:</b>	5th February, 2025
<b>Interviews:</b>	W/c 17th February, 2025

**Create Your Future**

# Our Vision And Values

‘Create your future’ encapsulates our vision as a Multi Academy Trust: **to educate, support and nurture all of our students so they can achieve their potential and fulfil their ambitious aspirations.**

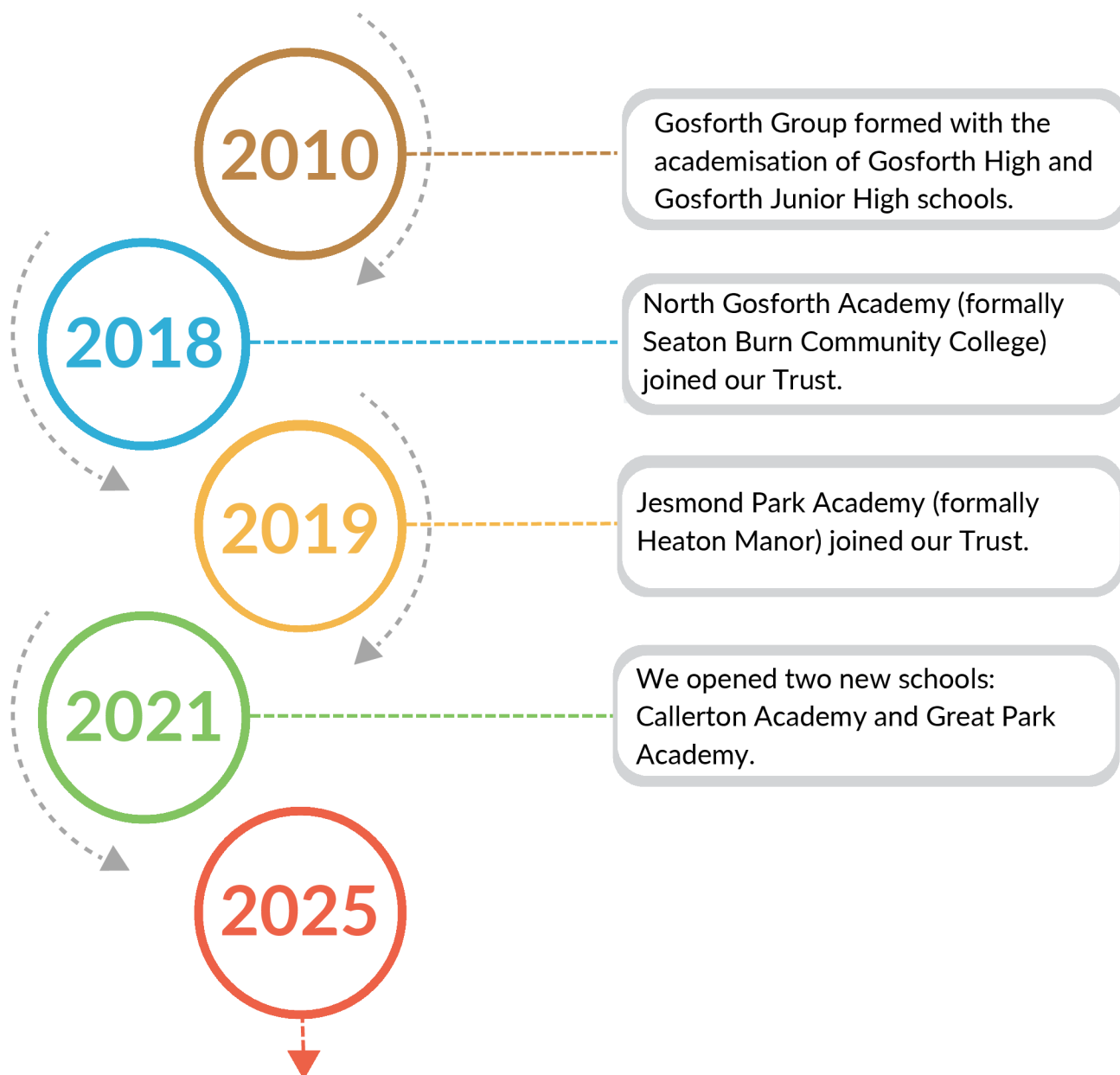


We believe that a safe, calm, friendly, disciplined atmosphere, in which hard work and co-operation are respected, is the best way to promote these values.



**Create Your Future**

# Our Journey To Date



Our ambition is to continue our growth journey and welcome more schools into our Trust. Currently, our Trust consists of...

Academies  
**SIX**

Students  
**6,172**

Employees  
**700**



**Create Your Future**

# Our Trust Offer

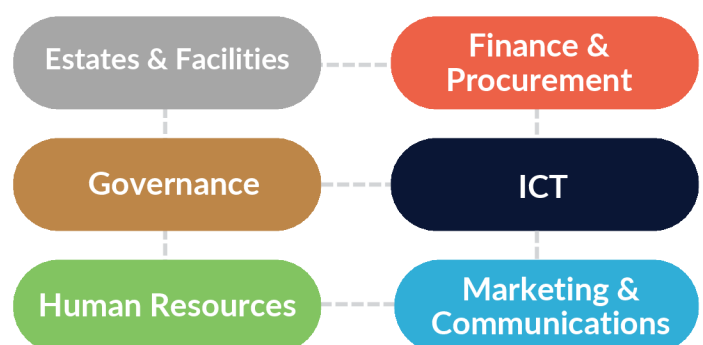
We take pride in the many accomplishments we have achieved as a Trust since our formation in 2010. The schools we have welcomed into our Trust continue to thrive and improve, thanks largely to our dedicated and talented employees who are our greatest asset. Together, they have built a solid foundation that supports the continued growth of our Trust. Our people are at the heart of everything we do, making the Gosforth Group a great place to work and a successful multi academy trust for our students. By collaborating as one team and sharing best practices and expertise, we strive to excel for the benefit of our students.

Our leadership and corporate services team are based together at our Trust head office within North Gosforth Academy. Our Executive Directors, led by our Chief Executive Officer, are committed to fulfilling our Trust's mission to educate, support, and nurture all of our students, regardless of their abilities or backgrounds. By implementing our vision and strategy, they work closely with school leaders and Trustees to ensure that every academy maintains the highest educational standards while operating effectively. The Executive team oversees curriculum development, implements best practices in teaching and learning, and ensures financial stability. They are dedicated to fostering a positive school culture that supports staff development and promotes innovation across all academies. Through strong leadership and support, they create an environment where students can achieve their potential and fulfil their ambitious aspirations.

The Corporate Services Team serves as the backbone supporting our academies and their diverse needs. This dynamic group of professionals coordinates everything from financial oversight and compliance to human resources and ICT support. They empower school leaders by providing vital data and insights, ensuring that each school can focus on what truly matters—the education and well-being of their students.

When a new initiative is launched, the Corporate Services team springs into action, collaborating closely with school staff to streamline processes and ensure successful implementation. Whether it involves organising training sessions, managing procurement strategies, or developing sustainable policies, their proactive approach fosters a culture of innovation and efficiency across all our academies. They are not just support staff; they are partners in progress, dedicated to creating a thriving educational environment where every school can flourish.

## Our corporate services areas of specialism:



**By collaborating as one team and sharing best practices and expertise, we strive to excel for the benefit of our students.**

# Create Your Future

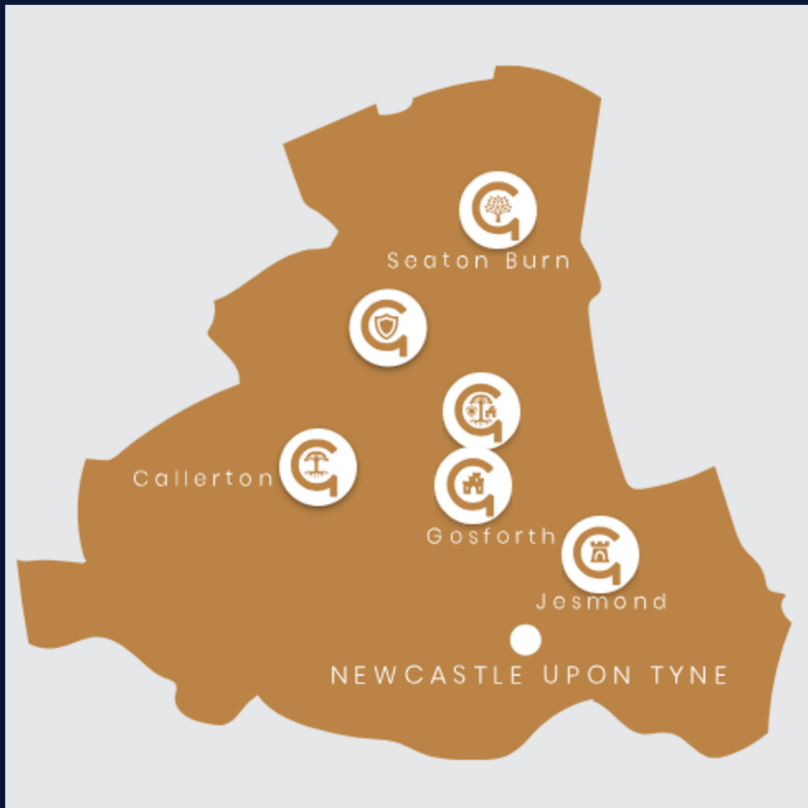
# Our Academies

Academy	Local Authority	Principal	Year Joined	NOR	Phase
 <b>Callerton Academy</b>	Newcastle Council	Katie Innes	2021	480	Secondary
 <b>Great Park Academy</b>	Newcastle Council	Katherine Billingsley	2021	330	Middle deemed secondary
 <b>Gosforth Academy</b>	Newcastle Council	Preit Chahal	2010	2,000	Secondary plus Sixth Form
 <b>Jesmond Park Academy</b>	Newcastle Council	Steve Campbell	2019	2,083	Secondary plus Sixth Form
 <b>Junior High Academy</b>	Newcastle Council	Ciara Swain	2010	714	Middle deemed secondary
 <b>North Gosforth Academy</b>	North Tyneside Council	Pete Fox	2018	565	Secondary



Create Your Future

Below is a map of our academy locations and links to information about the local area.



### The local area:

For more information on the local area, from the hustle and bustle of our busy city centre to the scenic coast at North Tyneside or the beautiful countryside of Northumberland, visit the following tourism websites:

- [www.newcastlegateshead.com](http://www.newcastlegateshead.com)
- [www.visitnorthtyneside.com](http://www.visitnorthtyneside.com)
- [www.visitnorthumberland.com](http://www.visitnorthumberland.com)



# Employee Benefits

We are continually reviewing the staff benefits we offer our employees. Your contribution to our Trust is valued, and we hope these benefits help you make your hard-earned money go further. Our broad range of excellent benefits offers something for everyone, on employment you will be made aware of the full offer, for now, here are just a few examples.

## Cycle to work scheme

Our Cycle to Work Scheme gives you the opportunity to buy a new bicycle, electric bike or cycling equipment at reduced prices of up to 42% off and the option to spread the cost over an agreed term.

## Discounted public transport

Enjoy discounted public transport travel in the North East. You can sign up for an interest-free public transport travel scheme, where the cost of an annual pass for bus, metro, or network travel is spread throughout the year.

## Mobile contract discounts

We are part of Vodafone's Employee Advantage Scheme which extends its offers to colleagues, friends and families.

You can also save up to 25% on your O2 qualifying contracts.

## Free Gym Membership

Employees can benefit from free gym access at our fitness suites at Gosforth Academy, Jesmond Park Academy, and North Gosforth Academy.

## Headspace

Headspace offers free access to primary and secondary teachers and supporting staff in the UK. If you're looking to connect with your students or create a calmer classroom, Headspace can help you achieve better focus and reduce stress in just a few minutes.

## Retail discounts

Through Discounts For Teachers, Teacher Perks and The Blue Light Card, you can save money at many retailers. These include holiday providers, car insurance, mobile phones, fashion, food, and entertainment.



<b>Post Title:</b>	Chief Financial Officer (CFO)
<b>Reporting To:</b>	Chief Executive Officer (CEO)
<b>Location/Based:</b>	North Gosforth Academy
<b>Core Purpose:</b>	<p>To ensure the Financial development and sustainability of the Trust.</p> <p>To provide leadership and management of the Trust's finance function, enabling the Trust to work effectively towards its aims.</p> <p>To support the CEO in their role as the Trust's accounting officer.</p>

## Main duties and responsibilities:

### Strategic leadership and Trust development

Accountable for supporting the Trust's strategic development and aims through effective financial planning and management, in line with regulations.

1. Advise the CEO, Trustees and other Trust leaders on all matters relating to financial strategy and operations.
2. Ensure robust financial stewardship and full compliance with all relevant financial regulations.
3. Contribute to the development and implementation of the Trust's strategy, providing financial analysis and guidance on all activities, setting financial objectives and monitoring performance.
4. Conduct financial due diligence on schools applying to join the Trust, and report to the Trustees and other Trust leaders with recommendations.
5. Contribute to the Trust's risk management, including identifying strategic and operational financial risks, taking steps to mitigate these risks, and maintaining the Trust's risk register.
6. Working with the lead for procurement, take responsibility for the financial development and sustainability of the Trust, and for the financial probity of the organisation.

## Financial management and control

Accountable for maintaining robust financial management of the Trust and its academies.

1. Manage the budget process, from planning through to approval, working with other Trust leaders.
2. Work with the Executive team and Principals within the Trust to prepare and monitor individual academy budgets in line with school development plans and the Trust's strategic objectives.
3. Provide accurate and timely information to the Trustees and other Trust leaders to enable effective budgetary control.
4. Develop, implement, and monitor the Trust's financial policies and procedures on procurement, virements, asset management and disposal, etc. in accordance with the Academies Financial Handbook, enabling robust financial management.
5. Take appropriate action to address financial risks, problems and irregularities.
6. Develop and maintain an effective internal audit procedure for the Trust and its academies, including producing audit reports and making recommendations for improvement.
7. Manage the external audit procedures for the Trust and its academies ensuring deadlines are met and follow up on any recommendations resulting from audits.
8. Monitor procurement procedures to ensure they are effective and achieve financial efficiencies, including overseeing the tendering process.
9. Oversee the Trust's commercial contracts, ensuring they represent value for money.
10. Arrange and manage necessary insurance arrangements for the Trust.
11. Manage the Trust's tax and National Insurance arrangements, including ensuring claims for VAT and business rates are submitted and refunds are received and appropriately accounted for.
12. Manage the Trust's cash position at all times, including overseeing bank deposits.
13. Support the income generation and investment strategy for the Trust and its academies.

## **Reporting and compliance**

Accountable for ensuring that the Trust complies with its legal obligations, adheres to financial regulations, and submits accurate financial reports in a timely manner.

1. Complete and submit financial returns as required by the Department for Education, the Education and Skills Funding Agency, the Charities Commission and Companies House.
2. Prepare and submit the Trust's financial returns and reports, including annual accounts and monthly management accounts.
3. Maintain the Trust's accounts in line with the funding agreement and the Academies Financial Handbook.
4. Monitor developments to legislation around payroll, pensions and benefits, implementing changes and adapting processes as required.
5. Provide appropriate and timely reports to the Trustees, CEO and other Trust leaders to support effective leadership and governance.

## **Leadership and management**

Accountable for supporting the effective management of the Trust and its academies, and for providing motivational leadership at all levels.

The CFO will:

1. Take responsibility for the Trust's financial management system, which includes managing user access, providing training, considering future system developments, and generating reports.
2. Manage the central finance and procurement team, taking responsibility for their professional development and ensuring best practice is observed at all times.
3. Develop the Trust's central finance services, ensuring these are fit for purpose and provide a high quality service to individual schools, helping the Trust achieve continuous improvement.
4. Work with the CEO and HR Director to support the effective delivery of payroll services for the Trust and its academies.
5. Develop effective relationships with the Trust's stakeholders and partners in order to support its development and operation.
6. Represent the CEO and the Trust in interactions with regulatory authorities and external stakeholders, ensuring positive and productive relationships.

## General responsibilities:

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Contribute to and uphold the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development, recognising own strengths and areas of expertise and use these to inspire, advise and support others.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

## Other:

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

	Essential	Desirable
<b>Education and qualifications</b>		
Professional finance or finance related qualification at graduate level (i.e. ACA, ACCA, CIMA, CIPFA)	✓	
Qualified accountant professional with minimum of 5 years of relevant post-qualifying accounting and financial management experience with experience within the education sector		✓
Evidence of maintained continued commitment to personal professional development for yourself and others	✓	
<b>Skills, knowledge and aptitudes</b>		
Business acumen and commercial awareness	✓	
High level of IT competence, literacy and numeracy skills	✓	
High level and effective communication skills (written and verbal)	✓	
Recent experience of leading a multi-professional team	✓	
Experience of working with other agencies and partners to develop new approaches and accelerating improvement	✓	
Ability to listen actively and engage others well	✓	
Analytical thinker, data confident, able to interpret and explain data insights and trends	✓	
Contract negotiation, management and performance monitoring	✓	
Knowledge of statutory and regulatory accountability frameworks, relevant to the role, including the Academy Trust Handbook, Charity Commission Guidance, etc.	✓	
Experience of working in an Academy setting with knowledge and understanding of multi-academy structures and the wider education sector		✓

	Essential	Desirable
<b>Experience</b>		
A proven track record of successful leadership and management experience, at a senior level	✓	
Experience of leading an organisation through a period of growth and expansion	✓	
Experience managing significant financial resources with a good appreciation of relevant regulatory frameworks	✓	
Experience of leading strategic and sustainable financial planning and budget management, reporting to Board, Audit Committee, Governors/Advisory Groups and Trustees or equivalent	✓	
In depth knowledge of statutory requirements, procedures and regulatory requirements relating to academies/academy trusts	✓	
Extensive experience of partnership working with external stakeholders including statutory agencies e.g. DfE, ESFA and Local Authorities	✓	
Experience of using and supporting others in the use of financial software packages– working knowledge of Access Finance & Budgets	✓	
<b>Personal qualities</b>		
Visible and approachable, empathetic	✓	
Commitment to the vision, values and strategic direction for the Trust	✓	
High level of personal integrity	✓	
Delivery focused, can do attitude	✓	
Champion for equality, diversity and inclusion	✓	
Reliable, calm and works well under pressure	✓	
A commitment to child protection and safeguarding	✓	

	Essential	Desirable
<b>Special requirements</b>		
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check	✓	
Medical clearance	✓	
Minimum of 2 references which are satisfactory to the Trust	✓	
Evidence of qualification certificates	✓	
Evidence of Right to work in the UK	✓	

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.

# How To Apply

To apply for this role, please visit our recruitment website [www.gosforthgroup.facebook.co.uk/Vacancies](http://www.gosforthgroup.facebook.co.uk/Vacancies). There, you can find the complete job specification, details about the application process, and the application form, as well as instructions on how to upload your cover letter.

The application deadline is 5th February 2025, and interviews will take place during the week starting 17th February 2025.

If you would like to have an informal chat about this opportunity, please contact Dr Alexandra Thorp, Chief Executive Officer, [alexandra.thorp@gosforthgroup.org.uk](mailto:alexandra.thorp@gosforthgroup.org.uk).

## What our staff say about working for us...

I love being part of a team with a clear vision and passion for improving the education of young people.

Nigel,  
Jesmond Park Academy

Being part of the Gosforth Group feels like being in a supportive family. The collaborative environment helps us all achieve our best.

Debbie,  
Corporate Services

The leadership at the Gosforth Group is exceptional. They genuinely care about our professional growth and well-being, making it a fantastic place to work.

Katherine,  
Great Park Academy

Every day at the Gosforth Group brings new challenges and opportunities. I appreciate the encouragement to innovate and push boundaries in my role.

Vincent,  
Corporate Services

