

SAFFRON ACADEMY TRUST



CHIEF FINANCE OFFICER

Candidate Information Pack

EVERY CHILD DESERVES TO GO TO A GREAT SCHOOL



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LETTER FROM THE CHAIR OF TRUSTEES

Dear Applicant,

Thank you for your interest in our Chief Finance Officer (CFO) vacancy, which has arisen due to the forthcoming retirement of our current CFO. I hope you find the information we have provided helpful. The appointment of a new CFO is one of the most important tasks any Trust Board will undertake, and it is vital that we find the right person for the role - someone who recognises our Trust's many strengths and is committed to maintaining its ethos and stability, whilst also possessing the skill set to be an innovative and visionary leader who is able to support our Trust as it grows.



This is a strong and very successful Trust. As I write I can confirm that all our schools are now 'Good' or better as far as Ofsted is concerned. This has been the result of, in no small measure, the careful intervention of the Trust where necessary. We are a family of schools, each with its own community and character but aligned to the overall ethos and values of the Trust. Collectively we aspire to provide a state education of exceptional quality and we believe, quite simply, that every child deserves to go to a great school.

We welcome informal visits to the Trust's Central Services offices, which are based at Saffron Walden County High School, giving you a chance to find out more about Saffron Academy Trust and how our Central Services team operates. We can also arrange for you to visit one or more of our schools if you wish. There will be opportunities on the first interview day of our two-day selection process for shortlisted candidates to ask further questions and you will find additional information on the Trust's website, including links to our individual schools' websites.

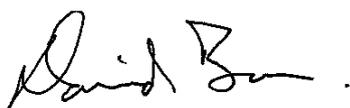
All shortlisted candidates will be advised of the timetable and programme of activities for the assessment and interview days. This process is expected to take place during the week beginning Monday 16th March 2026.

I fully appreciate the time and effort required to complete an application for a post of this nature and I therefore thank you in advance.

Please do not hesitate to contact the Trust if you require any further information or would like to arrange a visit. Information can be found at the end of this document.

I look forward to receiving your application.

Kind regards,



David Barrs
Chair, Saffron Academy Trust

MESSAGE FROM THE CEO

Thank you for your interest in the position of Chief Finance Officer at Saffron Academy Trust. We are excited to start our search to find the right person to take this role forward as our Trust, which currently comprises nine schools but is also supporting a tenth stand-alone academy, continues to grow and develop.

We are seeking an individual who can be a principled and effective leader of our Finance function, whilst also line-managing our experienced ICT and Estates teams. You will work collaboratively as a leading member of our Trust Central Team, whilst building strong working relationships with all of our Trust Headteachers and their school senior leaders. You will work closely with me in my role as CEO to plan strategically for the Trust's development and growth over the coming years.



We are looking for someone with strong analytical skills, excellent attention to detail, and with the ability to scan the horizon to identify opportunities to improve provision for all of our children and staff.

If you have not worked in the education sector before - or indeed if you have - we shall be looking for an individual who is committed to learning and improving opportunities for our young people and colleagues, deploying our resources most effectively to support a great education for all of the Trust's children from ages 4-19.

The post will be based at Saffron Walden County High School in Saffron Walden, and there will be some opportunities to work flexibly, alongside regular visits to Trust schools.

This is a rare opportunity within a highly regarded and successful Trust and I hope you choose to apply for this position if you have the necessary skills and personal attributes that we are looking for in our new CFO. I can assure you of a warm welcome and a future role which will be both challenging and rewarding.

I should be very happy for you to visit our Trust in advance of submitting an application. Please contact my PA, Kathleen Hutchinson (khutchinson@saffron.academy) to arrange a visit or a call with me to discuss the position.

A handwritten signature in blue ink, appearing to read "M. Guest". The signature is stylized and includes a large, circular flourish at the end.

Mark Guest
CEO, Saffron Academy Trust

THE VACANCY

Chief Finance Officer

Salary: £113,646-£131,578

Start date: 1st September 2026 (an earlier start date is possible, subject to negotiation)

Every child deserves to go to a great school

Due to the forthcoming retirement of our Chief Finance Officer (CFO) after 13 years, Saffron Academy Trust seeks a committed and passionate individual to embrace our Vision, Values and Ethos and build on our strong foundations already in place. Our new CFO will provide inspirational, strategic and professional leadership which will ensure the continuing development and success of the Trust and its academies as places of transformational learning with a reputation for high standards across all aspects of its work.

Responsible for an income of £54m and the effective use of resources across the academies, the CFO will seek to further develop and deliver the vision and the aims of the Trust to create a platform for high standards of learning for all.

We are a growing trust. We are currently a family of three secondary schools, one all-through school and five primary schools, serving more than 6,500 students and employing 1,000 staff.

The CFO will help to shape the evolution of the Trust as it seeks to build on its successes in bringing schools together to address disadvantages and to achieve outstanding outcomes for all pupils. The CFO will support local growth opportunities in both the primary and secondary sectors.

The successful candidate will possess:

- A strong financial management background
- Excellent interpersonal skills
- The ability to think strategically and creatively
- A commitment to supporting high quality education for all children

The role provides a very real opportunity to contribute to the leadership of the strategic direction of our Trust. The new CFO will be supported by a strong, committed Central Team, the Board of Trustees and Members, whilst at school level we have a strong governance structure and highly skilled Headteachers.

Closing date for applications: **Wednesday 4th March 2026 @ 10am**

Interviews: **Week beginning Monday 16th March 2026**

If you are interested in finding out more about this role prior to application, please contact Kathleen Hutchinson (PA to the CEO) at khutchinson@saffron.academy or on 01799 512184.

Please see page 27 in the Candidate Information Pack for details regarding how to make an application.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to a Disclosure & Barring Service (DBS) Check. Saffron Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

AN OVERVIEW OF SAT

Our Values & Beliefs

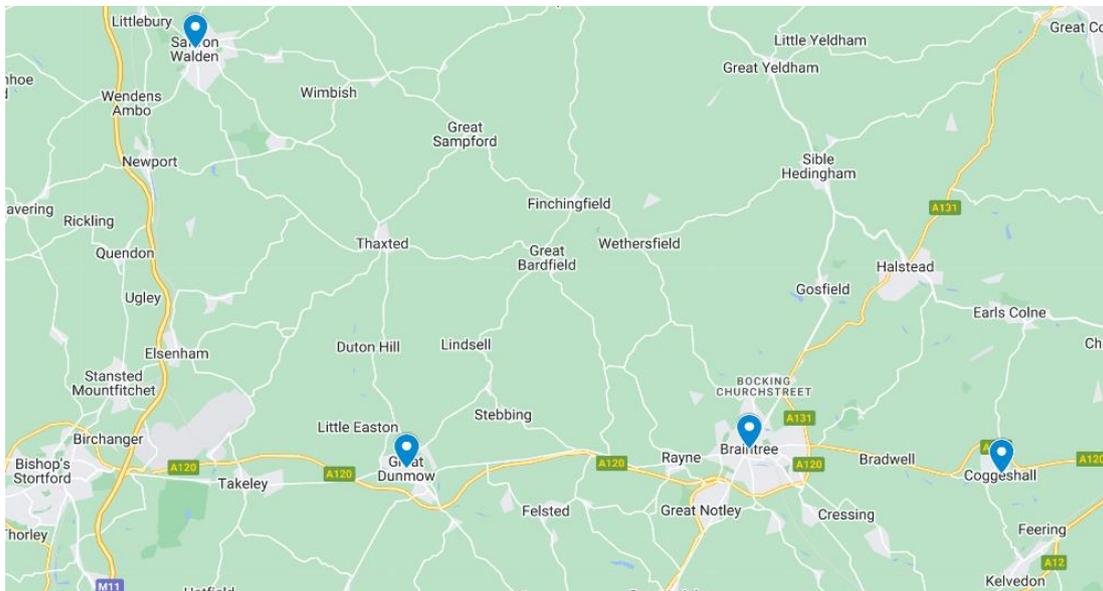
- Every child deserves to go to a great school.
- We are preparing young people for life in a 21st century world.
- Learning in our schools must inspire and lead to achievement and progress for every child.
- Learning opportunities must be broad and of the highest quality.
- We respect the unique character and context of the schools in our partnership, while maintaining high expectations of performance.
- We are all learners and we embrace evidence-based research and value teamwork.

Our Schools

Alec Hunter Academy (AHA), Braintree
Beckers Green Primary School (BG), Braintree
Helena Romanes School (HRS), Great Dunmow
Honywood School (HWD), Coggeshall
Katherine Semar Infant & Junior Schools (KS),
Saffron Walden
R A Butler Infant & Junior Schools (RAB), Saffron
Walden
Saffron Walden County High School (SWCHS)

Our Community

4 Secondary schools,
including 1 all-through
school
5 Primary schools
6,500+ children
1000 staff



THE AIMS OF THE TRUST

The educational aims of SAT are to support and promote:

- an education which enables pupils and young people, aged 3-19, of all abilities to fulfil their academic potential and achieve their personal best
- a broad curriculum across all key stages which promotes excellence
- teaching and learning which is highly engaging and geared to students making excellent progress through the key stages
- transition between key stages which delivers outstanding continuity of learning
- a focus on developing all professionals to deliver the highest quality of teaching and support to all our learners
- schooling which is outward looking and allows students to interact with ideas and people from around the world
- educational research into factors underpinning successful schools and highly effective learning
- involvement with the local area in a way which promotes community cohesion and cultural excellence



We are a family of schools which aspire to provide state education of exceptional quality for their communities because we believe, quite simply, that every child deserves to go to a great school.

ABOUT SAFFRON ACADEMY TRUST

We are seeking a dynamic and principled individual with the skills and flair to support our schools to deliver an exceptional education for the pupils in our Trust. Our new CFO will build on the strong relationships within our Trust and harness the potential of our talented school leaders and staff in order to realise the outstanding promise of our schools. The CFO must be committed to our central ethos, that ***‘Every child deserves to go to a great school’***.

Saffron Academy Trust (SAT) was formed in 2011 when its founder school, Saffron Walden County High School, converted to academy status. Since then, SAT has grown and now comprises 9 schools: Saffron Walden County High School, Katherine Semar Junior and Infant schools and R A Butler Junior and Infant schools in Saffron Walden, Alec Hunter Academy and Beckers Green Primary School in Braintree, Honywood School in Coggeshall, and Helena Romanes School in Great Dunmow, which is an all-through school.

The Trust also encompasses the Saffron Teaching School Hub, one of the first Teaching School Hubs to be designated nationally. Through the Hub and an extensive range of collaborative partnerships, the Trust provides support to over 260 primary, secondary and special schools. One key aspect of the support we provide is to deliver high quality CPD focused both on classroom practice and leadership development.

SAT enjoys an excellent reputation for school improvement. In order to work to achieve this SAT enhances each school’s own strategic plan with a bespoke support package developed in partnership with the Headteacher. A SAT Director of School Improvement oversees the implementation of this plan and reviews it on an annual basis.

All the Trust’s schools are rated Good or Outstanding by Ofsted, underpinning the impact of the collaborative approach we take to support our family of schools.



An exciting development, following several years of hard work and negotiation with the Department of Education, is that plans have been finalised to re-build Helena Romanes School on a new site in Great Dunmow. Work has already started and the new Primary school building is due to open in 2027, followed by the Secondary school building the following year. This key project is being overseen by our CEO along with our Central Services team and the Executive Headteacher of the school.

School re-builds are also due to commence shortly at Katherine Semar Infant and Junior Schools and at Honywood School.

SAT's Central Services team supports our schools by providing financial services, IT management, premises management and higher-level HR support so that school leaders and their Local Governing Bodies can focus their attention on standards of education.

The CFO we are seeking will be a source of inspiration who is creative and focused on enhancing our pupils' education, academic achievement and well-being. They will be a source of strength but also a considerate and wise manager of people with the capacity to motivate colleagues and sustain a high level of staff morale and performance.

If you think that you have the skills, expertise and personal attributes to help to steer our Trust forward through its next phase of development, we would be delighted to hear from you.

Further information can be found on the Trust's website at www.saffron.academy



OUR GROWTH STRATEGY

Our vision is to be a local family of primary and secondary schools. We aspire to provide state education of exceptional quality and our emphasis is on school improvement rather than growth for growth's sake. As we grow, we will add other schools carefully and judiciously to the family if they share our values and wish to join us.

Since 2016 we have grown surely but steadily from 4 to 9 schools and, in addition, we have formed a Teaching School Hub. Remaining human in scale is important to us because our approach to school improvement is bespoke and done 'with' and not 'to' our schools. The Director of our Teaching School Hub, in conjunction with our Primary and Secondary Directors of School Improvement, develops SAT improvement plans in partnership with each Headteacher and we are careful to ensure that these add value to each school's own improvement plan.

Our Headteachers work closely together as part of a SAT Executive group and strategic decisions are consulted on through this forum. The CEO visits the Trust's schools regularly and works closely with every school leader. We regularly conduct reviews of aspects of school provision, including annual Fresh Eyes Reviews and external Safeguarding Audits in each school.

As we have grown, we have developed provision hubs in the Braintree and Uttlesford areas. Our financial services and IT networks are managed in this way.

As a medium-sized Trust, we are open to new ideas and prepared to question our own practice. We also work collaboratively with other Trusts in our region for our mutual benefit.



OUR SCHOOL IMPROVEMENT STRATEGY

It is the aim of SAT to provide places for children in nothing less than ‘Good’ schools. Through our Scheme of Delegated Authority, many areas of decision making are delegated to our individual Academies. However, the Trust reserves the right to change the level of authority delegated to schools in order to support their continued improvement. Secondary Headteachers in SAT are line-managed by the CEO and Primary Headteachers are line-managed by our Deputy CEOs through regular supportive and challenging meetings.

Each school is thoroughly risk assessed annually by the CEO and Director of School Improvement, in consultation with the Headteacher, to determine what level of support the school will receive from the Trust in that academic year. The SAT Director of School Improvement and Teaching School Hub works closely with the school to ensure that actions are completed and targets met. Specialist Leaders of Education (SLEs) from within the Trust are deployed in schools to support improvement strategies, along with the support of a wider team of Expert Practitioners drawn from schools across the Saffron Teaching School Hub area. The SAT Improvement Plan for the school dovetails with the school’s own improvement plan, which is a more comprehensive document.



The Trustees rigorously review the performance of each school through termly Board meetings.

THE SAFFRON TEACHING SCHOOL HUB

SAT runs the Saffron Teaching School Hub, which is one of 87 Teaching School Hubs across England. It is the designated Teaching School Hub for the area covering the local authority districts of Braintree, Chelmsford, Epping Forest, Harlow and Uttlesford. We work with strategic school and Trust partners, Essex County Council and Curriculum Hubs who are all dedicated to supporting the profession.



The remit of the Saffron Teaching School Hub is to deliver on the 'Golden Thread' set out in the DfE's Teacher Recruitment and Retention Strategy by transforming the training and support teachers and school leaders receive at every stage of their career. This 'Golden Thread' runs from Initial Teacher Training (ITT) through to school leadership.

Saffron Teaching School Hub plays a significant role in delivering:

- School-based [Initial Teacher Training](#)
- The [Early Career Programme](#)
- [National Professional Qualifications](#) (NPQs)
- [Appropriate Body](#) services

We also promote and deliver other high-quality evidence-based [professional development](#).

For more information, please visit the Hub's website at www.saffronteachingschoolhub.net



Doug Brechin
Director, Saffron Teaching School Hub

BENEFITS OF WORKING FOR SAT

Cycle to work scheme	Opportunities to work flexibly	Wellbeing We care deeply about our staff and are committed to their wellbeing. We have a Staff Charter and a supportive leave policy	Employee Assistance Programme
Occupational Health			
Pensions			
All support staff have access to the Local Government Pension Scheme and benefit from generous employer contributions			
Onsite benefits & facilities at Saffron Walden County High School: Free parking for staff Free staff access to Fitness Suite Early Years Nursery available Dog Day Care available			



WHAT MAKES SAT A GREAT PLACE TO WORK?

Saffron Academy Trust is a family of schools who have chosen to work together, pooling our resources and sharing our ideas so that we can provide an exceptional standard of education to children in our community. We want all staff in Saffron Academy Trust to be able to do an exceptional job so that they can help to give our children and young people a great education. We understand that if staff enjoy going to work, feel valued, know they are listened to and have their talents nurtured they will perform at their best. Staff at SAT want to put in discretionary effort because they love their job.

In order to have excellent, motivated staff we are mindful about their health and welfare, their workload and the simple need for a job to be fun and rewarding. Our experience is that because we look after our staff they often stay and develop their careers within the Trust.

We aim to attract the very best people and to keep their talents we work hard to build loyalty via four strands:

1. Through leading the culture and climate
2. Through talent development
3. Through effective pupil behaviour management
4. Through creating manageable workloads and well-being approaches



At the heart of what we do is an investment in growing and developing our staff. We have a Staff Charter and leadership pathways, we give staff appraisal the time and attention it deserves, we create time for line-management and mentoring and offer coaching.

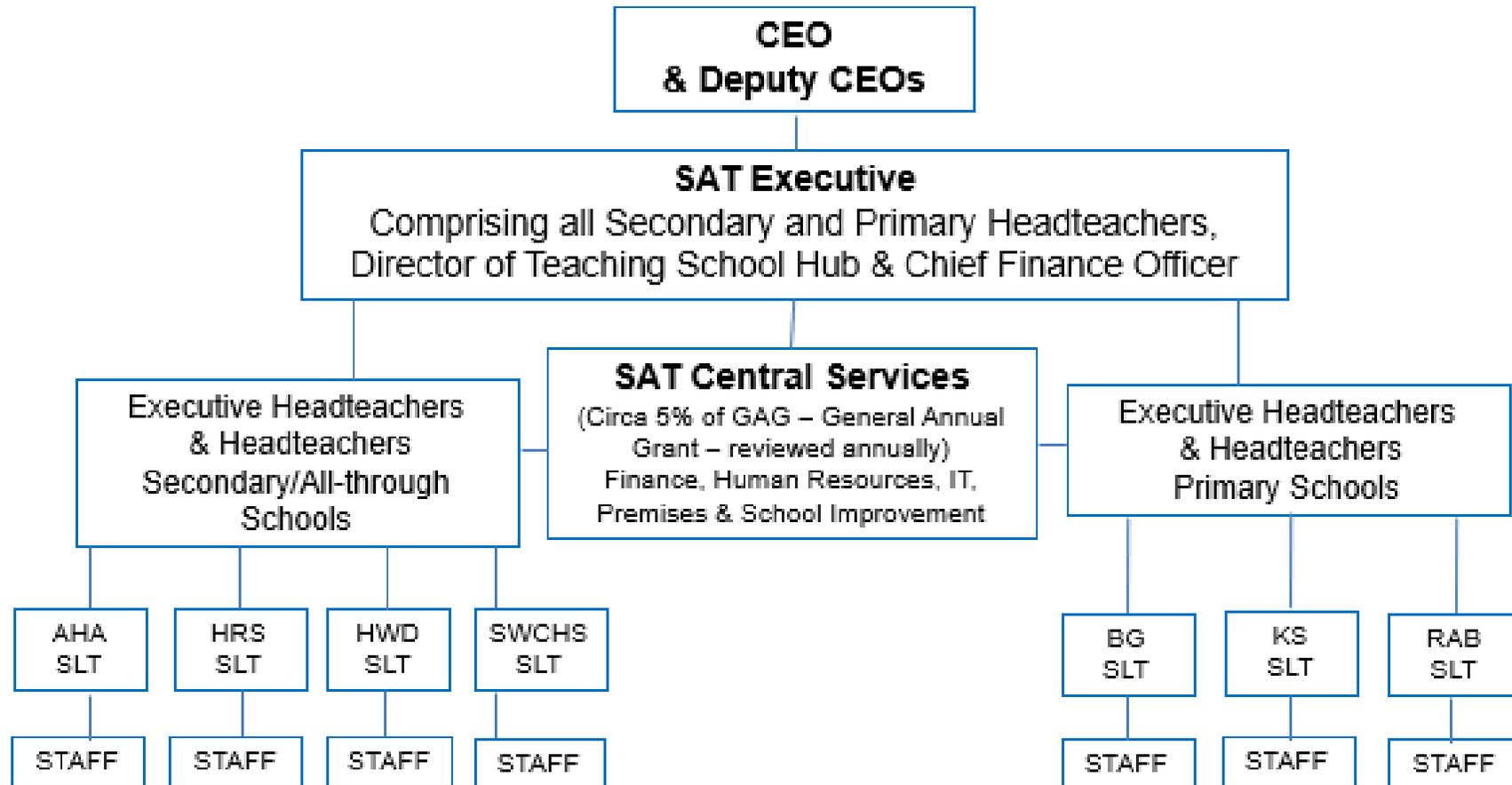
Our staff, consequently, tell us that they enjoy working in our Trust and feel valued as you can see from some of the comments made by our staff in response to our 2025 Staff Charter questionnaire:

- “This is an excellent Trust to work for because it listens to the thoughts of its staff.”
- “Lovely school and my line manager is excellent.”
- “I love working at this school. My line managers are supportive, kind and keen to improve standards of education for our pupils. It is a privilege to work with leaders and staff who all care so deeply about safeguarding and education to give all pupils the best life chances.”
- “I love working at my school. The school has a wonderful supportive environment.”
- “I have never felt so valued in a workplace or any school I have ever worked at. I thoroughly enjoy coming to work every day!”
- “I adore working here - it is a wonderful school, and I am proud of what we achieve.”
- “My line manager is super, everyone in the school is so supportive, I cannot think of another school that would be so caring, and my work is a joy.”





LEADERSHIP STRUCTURE



Key:AHA: Alec Hunter Academy

HWD: Honeywood School

RAB: R A Butler Infant & Junior Schools

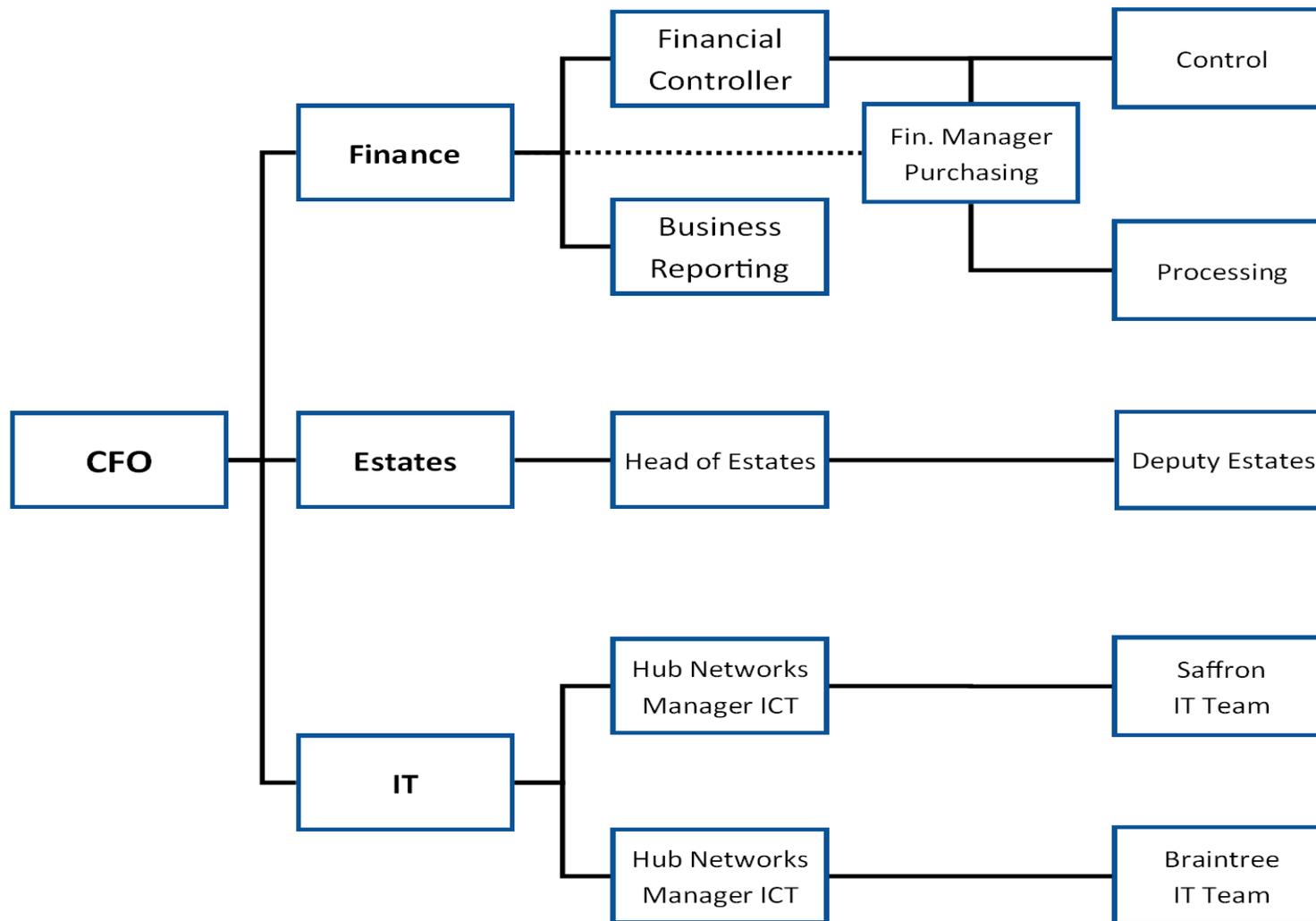
BG: Beckers Green Primary School

KS: Katherine Semar Infant & Junior Schools

SWCHS: Saffron Walden County High School

HRS: Helena Romanes School

CENTRAL SERVICES STRUCTURE





JOB DESCRIPTION

1. Job purpose

To provide an outstanding financial management service across the Trust, to ensure financial resources are measured, managed and maximised for the benefit of all learners across the Trust's schools. This includes management of financial records; budgetary control, including Integrated Curriculum-Led Financial Planning (ICFP). Provision of timely and effective financial reporting for all the Trust's stakeholders encompassing DfE, Local Authority (Essex), Auditors, Trustees, Governors and Senior Trust leaders. Management of the Trust's resources both physical and monetary, together with contractual arrangements with external organisations.

In addition, to support the Chief Executive Officer in the strategic development, growth and operation of the Trust, upholding, promoting and modelling the values of the Trust. To uphold high standards of probity in the management of public funds, particularly regularity, propriety and value for money. To adhere to the 7 principles of public life (also known as the Nolan Principles).

The CFO is responsible for setting an example of rigorous accountability, providing strategic direction for their specific service area, promoting a high level of professional leadership and management of non-classroom-based support staff. To create and implement development plans with clear and measurable objectives, centred around improving pupil outcomes.

2. Ethics and Professional Conduct

As senior leaders of educational charities, CFOs of School Trusts are expected to demonstrate consistently high standards of principled and professional conduct. School Trust CFOs should always uphold and demonstrate The Principles of Public Life (The Nolan Principles):

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

School Trust CFOs are responsible for upholding public trust in Trust, civic and system leadership, and should maintain high standards of ethics and behaviour. CFOs should serve in the best interests of the Trust's pupils, conducting themselves in a manner compatible with their influential position in society.

3. CFO Key Responsibilities

Academy Trusts are education charities that run schools to give children a better future. Every Trust has a single legal and moral purpose: to advance education for the public benefit. Saffron Academy Trust's motto is that 'Every child deserves to go to a great school'.



Strategic Leadership

- Together with the CEO and other Executive Leaders, support the management of change across the Trust.
- Contribute in a leadership capacity to the development, monitoring and evaluation of the Trust's strategic plans, particularly focused on finance; ensuring resources are aligned with the identified improvement priorities.
- Provide strategic advice to the CEO, Trustees and Headteachers on all issues relating to financial matters, including statutory guidance.
- Deputise for the CEO in the role of Accounting Officer, ensuring the educational and financial performance of the Trust is effectively managed and that it meets all its statutory and regulatory obligations.
- In consultation with the CEO and Headteachers, prepare the individual schools' and Trust's annual financial budgets, to include school improvement priorities and plans.
- Develop and implement strategies for maximising the Trust's finances - School Resource Management (optimisation).
- Research, lead and advise the CEO and Headteachers on additional funding, revenue/income opportunities and additional business opportunities.
- Support the Trust Board by providing financial input into the strategic development of wider business and operations activity at Trust and individual schools' level, including Estates, HR, ICT, Marketing and Central Services.
- Serve as Company Secretary, ensuring the Trust complies with standard financial legal practice and maintains standards of corporate governance for three legal entities.
- Attend relevant meetings, including Board and committee meetings, as required.

Operational Leadership

- Provision of day-to-day leadership and management support to the Financial Controller and wider finance team, ICT Network Managers, Trust Estates Manager.
- Review Trust policies, processes and procedures to ensure compliance with various external regulations including filing deadlines regarding VAT, PAYE, DfE, HMRC, Charity Commission and Companies Acts.
- Ensure staff are aware of and work to comply with financial policies and procedures in addition to those relating to safeguarding, health & safety, use of ICT etc.
- Maintain high-quality working relationships with staff, students and other school/Trust stakeholders that contribute to creating a productive and happy working environment.



Financial Analysis

- Use analysis and complex financial information in relation to the Trust, to develop/adapt plans and strategies to meet emergent priorities - resource optimisation.
- Use Integrated Curriculum-Led Financial Planning tools to create and deliver an affordable, financially sustainable curriculum, suited to the needs of the children in each school.
- Develop and share appropriate key performance indicators and metrics, to enable school leaders, Trustees and Governors to benchmark financial performance both internally and against other schools and Trusts.
- Monitor the income and expenditure budgets across individual schools, identify and give early warning of difficulties.
- Provide accurate and timely information to enable effective budgetary control, decision making and sound strategic planning. Consider, review and optimise information flows to improve the provision of same.

Financial Management

- Provide financial leadership to the strategic planning process, including annual budgets, periodic forecasts and funding requirements.
- Develop and maintain robust effective financial systems including Business Continuity Plans and procedures.
- Prepare the annual consolidated 3 Year Budget Forecast Return (3YR BFR), working closely with the CEO, Trust Board, Headteachers and Local Governing Bodies to ensure consistency with individual schools' strategic and financial objectives.
- Manage and lead on the reporting requirements associated with DfE capital funding.
- Ensure that effective financial structures and controls are in place to support robust financial management across the Trust and at individual schools.
- Maintain the Trust's accounts in accordance with the Master and Supplementary Funding Agreements, the Academies Accounts Direction and Academies Trust Handbook issued by the DfE and in accordance with the financial regulations and procedures of the Trust.
- Responsible for the preparation of the Trust's annual accounts in accordance with prescribed standards and take responsibility for the completion and submission of regulatory reports.
- Ensure that the annual accounts are properly audited, presented and adequately supported by the underlying records of each academy; including the maintenance of effective systems of internal control.
- Ensure that the Trust maintains an accurate and up-to-date Fixed Asset Register in accordance with accounting requirements.



- Work with the Trust's Audit Committee, the external firm responsible for internal scrutiny and external auditors to enable them to operate effectively.
- Proactively manage the cash position of the Trust and its operating treasury activities - report regularly on this aspect of financial management to the Board of Trustees.
- Prepare and submit all financial returns to the Department for Education in accordance with prescribed deadlines and specified formats.
- Maintain/update the financial and operational considerations of the Trust's Business & Pecuniary Interests and Risk Registers.
- Oversee the Trust's payroll, ensuring payroll information is correctly submitted for all employees and complies with relevant legislation; that payroll returns are correctly completed in accordance with the required deadlines; and that payroll is reconciled monthly.
- Seek to enhance income generation opportunities through provision of services to external organisations; lettings and events; bid writing; and application to other grant funding streams.

Development & Growth

- Develop and manage the Trust's procurement policies and procedures.
- Maintain the Trust's contracts register and provide support on higher-value procurement exercises, ensuring that the Trust achieves and demonstrates value for money principles.
- Contribute to the development of the Trust's Pay policy and procedures liaising with the Trust Board, Local Governing Bodies, Headteachers, Trust HR Officers and the Trust's payroll provider.
- Support the Trust's Head of Estates in allocating SCA (School Condition Allowance) - establish priorities for developing the Trust's schools' premises, whilst ensuring value for money, strategic management of the maintenance, refurbishment and development of these premises and grounds.
- Oversee and work through the Trust's due diligence processes and assist new schools through the conversion process, working with stakeholders to ensure a smooth transition.

Central Contracts and Services

- Undertake strategic planning for the most cost-effective and high-quality use of centralised services.
- Manage and develop the bought-in services and contracts across the schools in the Trust.
- Ensure the quality and cost-effectiveness of services to maximise the positive impact on teaching and learning.



- Provide guidance to school senior leaders on the most effective deployment of resources and services.
- Identify and mitigate operational risks and share this with the CEO to ensure the relevant sections of the Trust's Risk Register are kept updated.

Premises & Estates Management

- Lead on and support the Trust's Head of Estates in the co-ordination of the maintenance and development of school sites, and act as Trust lead for all contractual arrangements associated with buildings work.
- Advise the Headteachers and CEO on the strategic development of the sites to meet the development aims of the schools.
- Ensure effective tendering of contracts and support the Trust's Head of Estates in the management of contracts for work undertaken by external contractors.
- Ensure that high standards of security are maintained and that appropriate insurance and safeguards are in place for all school sites and their contents.
- Ensure that arrangements are in place for the maintenance, servicing, testing and inspection of site equipment, fixtures and all trust vehicles.
- Work with School Leaders and the Trust's Head of Estates to ensure that Business Continuity Plans are in place to ensure each of the Trust schools can maintain 'critical activities' during/after a disruptive event.
- Work with the Executive Team and Board of Trustees on the expansion of the Trust and support the CEO in due diligence with regard to the condition of any premises of potential new partner schools.
- Create a strategy and support the Trust's Head of Estates to develop and roll out systems for compliance with the legal requirements on all Health & Safety matters.
- Secure appropriate advice for the Trust's Head of Estates, Headteachers and CEO on Health & Safety at Work regulations.
- Secure effective arrangements for the monitoring/audit of Health & Safety matters and other matters of compliance.
- Work with the Trust's Head of Estates to ensure the work of all school staff and contractors meets Health & Safety requirements and other regulations - determining, sourcing and rolling out appropriate training programmes, as necessary.
- Ensure the appropriate and successful management of SCA funding and other government capital funding sources such as RAAC/SRP etc.
- Support Senior Leaders and Trust staff in the creation of and implementation of the Trust's strategy for Environmental Sustainability.



ICT, Marketing and Communications for the Trust

- Support the Trust's ICT Network Managers in development of the Trust's vision for a high-level ICT infrastructure across all schools.
- Manage the performance of ICT service contracts in relation to agreed KPIs and other performance criteria.
- Ensure value for money and efficiencies with ICT and technical services across all the schools.
- Lead on key improvement projects arising from the agreed strategic action plan, for example upgrading ICT provision across the Trust.
- Work with the Trust ICT Network Managers to ensure the Trust's schools' websites are maintained and compliant with official Department for Education (DFE) requirements.

4. General

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. The post-holder may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the Trust.

The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace, to include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.



PERSON SPECIFICATION

Attributes	Essential	Desirable	How Identified
Education and Training			
<ul style="list-style-type: none"> Educated to degree level or equivalent Possession of - or working towards - relevant professional accountancy qualification(s) such as ACA, ACCA, CIMA, CIPFA or equivalent Qualification in Education Leadership, e.g. DSBM, Masters degree (MA, MSc, MBA) School Resource Management Advisor Accreditation 	•	•	Application Form
Experience			
<ul style="list-style-type: none"> Senior financial management and strategic leadership role either in public or private sector Experience of working in a Multi Academy Trust or stand-alone academy as a Leader 	•	•	Application Form & References
Knowledge/Skills			
<ul style="list-style-type: none"> Strategic thinker with the ability to exercise strong leadership skills Ability to plan and deliver change effectively, including stakeholder engagement Highly-developed analytical skills to provide perspective and insight Strong technical ability, with experience of Integrated Curriculum Financial Planning, resource optimisation; and people management Excellent ICT skills with extensive knowledge and application of finance packages (e.g. IMP, HCSS, PS Financials, Sage, etc) 	• • • • •		Application Form & Interview



<ul style="list-style-type: none"> • Knowledge and experience of managing external relationships with professional and regulatory bodies • Management experience with a proven track record in empowering colleagues and teams • Understanding of and a passion for education, with a strong moral purpose • Excellent communication and interpersonal skills, with the ability to present financial information to diverse stakeholders. 	<ul style="list-style-type: none"> • • • • 		
Personal Attributes			
<ul style="list-style-type: none"> • Outstanding professional profile with an excellent track record in strong leadership and good interpersonal skills • Analytical problem-solving capability with well-developed emotional intelligence, judgement and political awareness • Resilience and ability to drive change, both through their own practice, through their team, and across the Trust schools • Highly effective communication skills, with ability to influence and negotiate effectively • Diplomacy, openness and approachability • Personable, but principled style of strategic leadership and contextual, pragmatic understanding of resource management • Personal integrity, self-awareness and a commitment to personal development and self-reflection • Strong values that align to those of the Trust • A commitment to safeguarding our children 	<ul style="list-style-type: none"> • • • • • • • • • 		<p>Application Form References & Interview</p>



Role Specific Requirements			
<ul style="list-style-type: none"> • Driving licence, vehicle access and willingness to travel to Trust schools and those who work with us • Willingness to work flexibly to join as required, Board and/or local governors' meetings 	<ul style="list-style-type: none"> • • 		Interview



APPLICATIONS

If you would like to apply for this vacancy, please download and complete the application form which can be found on our website:

<https://www.saffron.academy/page/?title=Vacancies&pid=1040>

Application forms should be completed electronically or sent as a scanned document to Mrs Jackie King at: hr@saffron.academy Should you experience any technical problems, please do not hesitate to contact Mrs King via the above email address or at Saffron Walden County High School: 01799 513030.

If you would like to arrange an informal conversation with a Trustee and/or the outgoing CFO prior to application, or to arrange a visit to our Central Services offices or to one of our schools, please contact Kathleen Hutchinson (PA to the CEO) at khutchinson@saffron.academy or on 01799 512184.

- Please be advised that we **do not accept CVs** as a form of application.
- Our Trustees are committed to safeguarding and promoting the welfare of all children and young people and expect all staff and volunteers to share this commitment.
- Members of the Trust's Board of Trustees will be involved in the interview process.
- Employment is subject to satisfactory medical checks, enhanced DBS clearance and suitable references.

We look forward to hearing from you.

