



Deputy Chief Finance & Operations Officer

Recruitment Pack



STAMFORD PARK TRUST



ASTLEY SPORTS VILLAGE
HEALTH . FITNESS . SPORT

CEO Welcome



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It gives me great pleasure to welcome you to Stamford Park Trust, a Multi-Academy Trust based in and for young people in Tameside.

Thank you for your interest in this new role of Deputy CFOO at Stamford Park Trust. This role is designed to support the CFOO as the Trust continues to expand, reflecting our commitment to succession planning and encouraging the career aspirations of our staff. By introducing this role, we aim to ensure a seamless transition and sustained growth for the Trust, while providing opportunities for professional development and advance of our staff.

Stamford Park Trust was established in February 2019 by Ashton Sixth Form College with the aim of improving the life chances of young people in Tameside. Ashton Sixth Form College was joined by Longdendale and Rayner Stephens High Schools in January 2021 and Fairfield High School for Girls in 2024.

The vision for the Trust is simple; excellence and ambition for all. We aim to support young people in our Trust to become the very best they can be through a relentless focus on the quality of teaching and learning, outstanding pastoral support and a rich and varied enrichment curriculum which provides the space and opportunity to develop key skills for the future.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment is subject to satisfactory enhanced status checks from the Disclosure and Barring Service. The Trust promotes equal opportunities.

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Anton McGrath | CEO

Our Trust

OUR VISION

Our vision is 'Excellence and Ambition for all', which is the shared vision of all Stamford Park Trust academies.

OUR PURPOSE

Stamford Park Trust exists to improve the life chances of all students in the Trust. It aims to add social value through working effectively with educational establishments in the Trust with an unflinching focus on quality improvement. We aim to improve the quality of leadership and management across the Trust through support and challenge, and to provide a broad and balanced curriculum to support positive progression, the realising of ambition and strong wellbeing. In other words, we aim to develop engaged and engaging young people with a stake in their futures and their communities.

OUR AMBITION

Our ambition is best demonstrated through the following:

- Reaching more students: to reach 5500 students by 2026/27
- Stronger outcomes: by 2025/26 we want to see students making better progress with higher attainment more consistently
- Greater co-operation and collaboration: by 2026/27 we want to share the best of the Trust across all our academies to make sure that all students and staff have access to the very best education and opportunities
- Making the Trust a great place to work: with a culture of trust, collaboration, innovation and investment.

OUR CULTURE AND ETHOS

Stamford Park Trust has a supportive yet challenging culture, centred on the development of trust and the encouragement of innovation for all who work for or study in its Academies. We strive to be the very best we can be in all aspects of our work and encourage a collaborative approach to our aims across the Trust.

Our Trust

We are unashamedly aspirational and ambitious for each of our students and endeavour to support their successful progression to the next stage of their life, education or employment.

We use our values to demonstrate our commitment to our vision each and every day.

Our academies



Rayner Stephens
HIGH SCHOOL



ASHTON
SIXTH FORM COLLEGE



Fairfield
High School for Girls

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Longdendale
HIGH SCHOOL

Job Description

Post: Deputy Chief Finance & Operations Officer

Salary/Grade: L11-L13 - £73,556 - £77,132

Responsible to: Chief Finance & Operating Officer

Working time: Full Time



**STAMFORD
PARK TRUST**

Main purpose of the post:

This post is a new role in the development of Stamford Park Trust. We are seeking to appoint a highly motivated and skilled professional to strategically lead and manage the finance and marketing function. This role will ensure the effective and efficient delivery of a professional finance and marketing function. Support the Chief Finance & Operating Officer (CFOO) in providing accurate timely information and reporting. Deputise for the CFOO when required. Prepare relevant statutory compliance documentation and submissions in line with the requirements of regulatory bodies and agencies.

Principle Responsibilities:

- Day to day management of the Trust's finance systems and associated processes, including leading and reviewing the production of monthly reconciliations.
- Produce timely, accurate and appropriate reports, ad-hoc reports, monthly management accounts pack including cashflows, benchmarking data and three-year financial forecasts for the Trust, the CEO, the Executive Principal of Secondary Education, the Academy Headteachers and the Trustees.
- Provision of financial information and advice to managers, senior leaders, and committees.
- Line manages the finance function and the Head of Marketing & Communications.
- Support with updating the risk register in accordance with legislation and the CFOO and CEO and Trust Board approach to risk management, and ensuring regular reporting to the CFOO, CEO and Trust Board.
- Oversee production of the Academy budgets and produce the Trust's budget. Liaise with Academy headteachers so as to achieve best value.
- Liaise with each Academy for the procurement, provision, commissioning, monitoring, quality-assurance, and cost-effectiveness of services provided by the Trust.
- Oversee the procedures to ensure that all the Trust's Academies are compliant with the requirements of the Academy Trust Handbook and Companies House and operate under appropriate schemes of delegation. Ensure that all requirements of the handbook, and other legal and Governmental requirements are met.

- Management of the centralised payment facilities of the Trust, including preparation of payment runs and operating as a payment signatory.
- Ensure preparation and completion of monthly payroll information, including a monthly review of payroll and pension reports for approval purposes, and annual reconciliation for associated statutory returns. Liaising with the Head of HR, Trust HR & Payroll Officer and the Trust Finance Manager
- Prepare monthly payroll reconciliation reports to budgeted costs to each Headteacher and Centre Principal for review and comments. Follow up information to the CEO and CFOO for discussion and retain for future audit purpose.
- To support the promotion of the MAT to different audiences and initiate collaboration with other schools. Liaising with the Head of Marketing & Communication on pupil numbers and pupil growth to support the preparation of budgets and forecasting.
- To deputise for the CFOO on all financial and operational matters where appropriate.
- Provide training and support to all staff in relation to finance systems and procedures.
- To interact regularly with School Operation Managers and school finance staff to ensure compliance with process and effective management of budgets.
- Development of strategic finance and operational plans in conjunction with the CFOO
- Lead annual budget planning and monthly monitoring and projections. Chair and manage the monthly Financial Monitoring Meetings process
- Oversee the preparations of a budget timetable and a annual draft budget plan for each Academy for consideration by the CEO and CFOO for submission and ratification by the Trust and before the start of each relevant financial year.
- Monitor expenditure and reporting to the CEO and CFOO regarding income and cash flow against the approved budget and submitting clear and unambiguous reports on each Academy's financial position to each meeting of the appropriate Trust committees.
- Prepare in the statutory format specified by the DFE , Companies Acts and Charity Commission, the consolidated year end accounts for the Trust and to co-ordinate academy information to write the Annual Report.
- Liaise with internal and external auditors during visits.
- Play a leading role by example in supporting compliance with Trust policies and procedures.
- Advise the CEO, CFOO and the Trust immediately if fraudulent activities are suspected or uncovered
- Take overall responsibility for the finance function at all Trust sites, ensuring security and confidentiality of all systems used and data stored (including GDPR and data protection requirements).
- Ensure compliance with external regulations including filling deadlines and other time-related issues regarding VAT, PAYE, HMRC, The Charity Commissions, TPA, LGPS and the Companies Acts.

- Research, lead and advise the Trust, the CEO, CFOO, College Centre Principal and the Executive Principal of (Secondary) Education on additional funding, revenue/income opportunities and additional business opportunities.
- Ensure the financial sustainability and good financial health of the Trust and the Academies within it, meeting Trust targets annually.
- Support the Chief Finance & Operating Officer with due diligence processes for potential Trust academies.

Other

- Represent and promote the ethos and values of the Stamford Park Trust.
- Take and be accountable for all decisions made within the parameters of the job description Participate effectively in performance management and training and activities that contribute to personal and professional development.
- Actively promote and act at all times in accordance with the policies of the MAT e.g., Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT

Person Specification

Qualifications	Essential/ Desirable
A member of an accountancy body recognised by IFAC (e.g. ACA, ACCA, CIMA or CIPFA) qualified through examination, and subject to oversight by a professional body that upholds professional standards	E
Experience	
Experience of working as part of a commercially driven team	E
Significant, relevant, senior experience in the areas listed in the job description and in-depth professional knowledge acquired through experience.	E
Experience managing significant financial resources with a good appreciation of regulatory frameworks	E
Experience of effective staff/team management	E
Experience of financial accounting systems for managing budgets; financial reporting; procurement and fixed assets	E
High level of IT competence, literacy and numeracy skills	E
Experience of using and supporting others in the use of financial software packages	E
Experience of working in the Education sector or similar (school, colleges, MAT's local authorities)	D
In depth knowledge of statutory requirements, reporting procedures and regulatory requirement relating to Academies	D

Experience	Essential/ Desirable
Understanding of payroll issues and processes within an organisation	D
Experience of interpreting government policy and legislation	D
Knowledge and Interpersonal Skills	
Sound financial abilities, including management of budgets, assessment of financial risk and forward planning	E
Ability to communicate effectively with a variety of audiences and be an effective ambassador of the Trust	E
Strong persuasive, influencing with the ability to communicate clearly and confidently with different stakeholders. To ensure communication is catered to different stakeholders	E
Clear analytical skills to allow the exploration, evaluation and interpretation of information and utilisation of management information system	E
Strong decision-making skills with the ability to make decisions and recommendations based on the analysis of options	E
Ability to build a collaborative organisational culture, encourage reflection, delegate responsibility, strive for continuous improvement and inspire staff to achieve their full potential within a highly collaborative working environment	E
Manage time effectively, has a capacity to work under pressure to meet deadlines and manage organisational priorities.	E
Display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults	E
Knowledge of academy and FE financial reporting and audit requirements	D
Knowledge of company law, health and safety practice and legislation	D

Other	Essential/ Desirable
Willingness and ability to travel efficiently between the local sites of the Trust	E
A commitment to all aspects of safeguarding	E
Commitment to equal opportunities	E
Commitment to the ethos and values of the Trust	E

“One of the best things about working at SPT is the encouragement from the top to be innovative and not to be afraid to try new ideas.”

**John Haigh, Head of IT,
SPT**

“I have been fortunate enough to receive career progression during my time at ASFC & I was able to start up a brand-new course, A level geology, of which I was able to take complete control. Working here gives me a real sense of belonging to a friendly staff community and I am excited about what my future here might look like.”

Sydney, Teacher of Geology, ASFC



Staff Benefits

Excellence and Ambition is our vision for both staff and students. We are passionate about supporting our employees and have created a competitive benefits package to do so.



Free gym membership at Astley Sports Villiage



Free eye tests



Competitive local government pension



Cycle to work scheme



Supportive occupational health offer and enhanced sick pay



Free parking, tea and coffee



Employee Assistance Programme



Highstreet discounts



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**STAMFORD
PARK TRUST**

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