

## INFORMATION PACK

### Director of Business and Commercial Finance

#### Bright Futures Educational Trust

Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011 and is a growing Trust, more schools will be joining us soon. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best *for* everyone, the best *from* everyone. We are an organisation that is underpinned by values of: community, integrity and passion. In everything we do, we remember that we are accountable to the children, families and communities that we serve.



Altrincham Grammar  
School for Girls  
BRIGHT FUTURES EDUCATIONAL TRUST



Cedar Mount Academy  
BRIGHT FUTURES EDUCATIONAL TRUST



Rushbrook Primary Academy  
BRIGHT FUTURES EDUCATIONAL TRUST



Marton Primary  
Academy and Nursery  
BRIGHT FUTURES EDUCATIONAL TRUST



Melland High School  
BRIGHT FUTURES EDUCATIONAL TRUST



Stanley Grove  
Primary Academy  
BRIGHT FUTURES EDUCATIONAL TRUST



South Shore Academy  
BRIGHT FUTURES EDUCATIONAL TRUST



Alliance  
for Learning  
BRIGHT FUTURES EDUCATIONAL TRUST

Our schools have their own identities and form one organisation and one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: <http://bfet.co.uk/about-us/>

The Alliance for Learning is our Teaching School and is another component of our organisation. It partners with many schools across the North West, including our own. The Teaching School includes a maths hub, a SCITT, a broad range of professional learning and wider network opportunities. Please see the website for more details <http://allianceforlearning.co.uk/about-us/welcome-director-of-teaching-school-and-partnerships/>

The central team, comprises the Executive Team: John Stephens, CEO; Edward Vitalis, Chief Operating Officer; Gary Handforth, Director of Education; Lisa Fathers, Director of Teaching School and Partnerships and Lynette Beckett, Director of HR & Strategy. The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge and support. In addition to the executive team, we have a central finance operation, an educational psychology team, a network manager, a receptionist and a trainee HR Assistant. Please see our website brochure which explains how our central services operate: [Working together for a Bright Future](#)

Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](#).

By providing financial sustainability solutions this role enables schools to focus on teaching and learning and make the most of the resources available. The role holder will work with an experienced finance team and there will be opportunities for development as a result.

## Why work for us?



We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, treated fairly and with dignity and respect.

## Terms and Conditions

- Salary:** Commencing £68,862 rising to £75,956, subject to annual performance reviews
- Holidays:** 25 days, plus 8 public holidays. This increases to 30 days plus 8 public holidays after 5 years' service
- Pension:** Local government pension scheme. Please take a look at the website: <https://www.gmpf.org.uk/>
- Hours:** 36.25 hours per week over 5 days. Flexible working will be considered, please discuss at interview if you wish this to be considered.
- Other:** We offer salary sacrifice schemes for purchasing cycles and technology, through monthly interest free salary deductions.

## How to Apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education, require us to check various details of job applicants and an identical application format for each candidate enables us to do this.

Our website contains our application form and disclosure of criminal background form. **Both** completed forms should be emailed to [vacancies@bfet.uk](mailto:vacancies@bfet.uk) by 5pm on Monday 8 March 2021.

The selection process will be conducted virtually, so candidates will need access to a device with a camera and a microphone to participate. The selection will take place on Thursday 18 and/or Friday 19 March.

## Keeping Children Safe in Education

**Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.**

## Data Privacy

You can the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: <http://bfet.co.uk/wp-content/uploads/2018/07/BFET-Applicant-privacy-notice-002.pdf>

## JOB DESCRIPTION

### Director of Business and Commercial Finance

#### Reports to the Chief Operating Officer

##### Overall Job Purpose

The role of the Director of Business and Commercial Finance is to lead the business and commercial services of the Trust, its schools and central services, providing operational leadership in planning, securing and maintaining the long term financial sustainability of the organisation through directing, planning and overseeing the implementation of the business and commercial activities of the Trust.

This is the lead financial analyst role within the Trust and is crucial to the achievement of our strategic ambitions ensuring a proportionate business, commercial and responsive approach to achieving our short, medium and long term financial plans by guarding against the risk of fluctuations in financial performance due to the inherent nature of the political and financial climate within which the organisation and individual schools operates, exploring and creating opportunities to grow and maximise financial performance that improves opportunity and educational outcomes.

The post will work closely with the Finance Team (drawing on resources as and when necessary) and Principals as a key conduit to the Executive.

The role will have a base at one of our sites in the north west, with the central finance team but will be required to travel to and work from the other designated schools. We have a flexible approach to working arrangements and would discuss this with successful candidates.

The post holder will deputise for the COO during periods of absence and also as and when required and instructed by the COO. This will include preparing papers for and attending key meetings and forums including the Trust Board and Audit and Risk Committee. It will also include having clear oversight and providing direction and leadership to the full finance function and other aspects of operations as directed, however the post holder can direct and lead in collaboration with the Financial Controller for works determined to be a priority.

This post holder will be a Qualified Accountant - CIMA, ACCA, ACA or CIPFA.

##### Key focus areas

#### Strategic Financial Sustainability

- To lead on the Trust commercial/business planning assumptions, proposals and implementation to ensure that the long term financial plan is based on sound planning principals and is achieved, generating surpluses that contribute to sustained investments in buildings, estates, digital technologies and school improvement.
- To develop long term planning models with options for appraisal that respond to the financial challenges presented realigning the organisations cost base to its income, planning for and delivering the efficiencies necessary to maintain financial sustainability.
- Develop financial modelling reports and presentations that clearly articulate the Trust and its individual schools' financial challenges and solutions.
- Develop and maintain a financial dashboard including KPI and Benchmarking analytics that aid understanding and decision making about the Trust and its schools' financial position. Further develop the presentation of the Trusts suit of management accounts.
- Continually benchmark the Trust and its activities to the sector to bring recommendations to the Executive the implementation of which leads to efficiency, value for money and investment in resources in the right areas that support improvement in educational outcomes and the wellbeing of all children within the Trust.

- Provide advice and guidance to the COO, Executive and Trustees when appropriate.

### **Financial Planning and Budgeting**

- Collaboratively work with finance team colleagues to ensure that budgets are aligned to the long-term sustainability plans produced and agreed.
- Prepare analytical reports, financial models and viability plans for specific funding for example EHCP, SEND, Pupil Premium spend, lettings and after schools' clubs.
- Using demographic and other intelligent data lead on the organisations pupil number forecasting developing sound models for reliable projections, explore, present and implement risk mitigating strategies where numbers are falling.

### **Commercial Finance**

- To lead on the commercial business development of the organisation exploring opportunities to improve financial sustainability through business opportunities, growth and effective use of resources delivering efficiencies where appropriate.
- To lead on the financial aspects of organisational and individual school restructures when deemed necessary and appropriate aligning resources to income to maintain financial viability.
- Prepare business proposals to present options and opportunities to expand the Trusts operations for example; SEN expansion, nursery provision expansion etc.
- Explore and present creative solutions and business cases that seek to bring about financial sustainability to schools facing financial pressures and in deficit or facing deficits.
- To lead on operational and financial due diligence when opportunities present ensuring that key risks are identified and mitigations explored and presented, presenting options and proposals to secure new business.
- Explore and successfully bring opportunities to the Trust for additional grant and charitable funding.

### **Business Partnering**

- To be the lead finance and operations business partner for the schools within the Trust, liaising with Principals and Heads, particularly those facing financial concerns to provide operational, financial management support advice and guidance to ensure that each school remains financially viable or recovers to a sustainable financial position in a timely manner.
- To manage a portfolio of schools as the lead liaison with Principals and Heads, presenting to LGB's, the COO and Executives when deemed appropriate.

### **Integrated Curriculum and Financial Planning**

- To lead as the Bright Futures business analyst, preparing and presented Integrated Curriculum and Financial Planning to contribute to and assist in the appropriate alignment of staffing resources within each of our schools.
- To produce regular key performance indicator reports that contribute to the understanding of management accounts and aid decision making.
- Using ICFP and KPI's to produce proposals to improve resourcing within Bright Futures.

### **Contract management and Procurement**

- To lead and manage the Trusts Contracts and Procurement function

- To develop and deliver the strategic procurement plan across the Trust to achieve maximum efficiencies and value for money and ensure that all processes meet the high ethical standards expressed in the Trust's values.
- Review, critique and then make recommendations for new purchases/service contracts in line with the procurement policy
- To deliver an effective contract management service across the organisation to ensure that external contracts are effectively fulfilled to high standards of compliance.
- To maintain and manage the Trusts contracts and procurements register ensuring that procurement takes place in a timely manner as and when appropriate, to EU standards and that value for money is achieved for the Trust.
- To communicate the procurement policy to schools and ensure through sampling, that schools are compliant.
- Investigate and make recommendations in line with the procurement policy

### **Financial and Project Management**

- To lead on the financial management of estates development projects including the management of the Trusts School Condition Allocation ensuring that projects are identified, prioritised and that funds are expended per the terms of the grant agreement.
- To lead on the financial management of digital technology development projects including the management of the Trusts School Condition Allocation ensuring that projects are identified, prioritised and that funds are expended per the terms of the grant agreement.

### **Compliance**

- Act as the organisational lead on the governance of compliance matters ensuring high standards of adherence and that recommendations are implemented where appropriate, including Academies Financial Handbook, Estates, Health & Safety and Data protection.
- Be the organisations Data Protection Officer
- To lead on the coordination and timely implementation of Internal Audit recommendations and prepare progress reports for the COO for presentation to the Audit Committee.

### **Project management**

- To project manage Trust wide finance projects as and when necessary to support the transition of an integrated finance function across the Trust
- To ensure that the Finance tasks associated with a new school joining the Trust are completed for Day 1 e.g. training staff in the systems and procedures, liaison with third parties to close down the old and transition to the new.

### **Management**

- Line manage the Sales and Funding, Contract Management and Procurement and to be ultimately responsible for the management of the Trust Business and Commercial Services.
- Be responsible for stakeholder management of Financial local bodies such as the Education and Skills Funding Agency and Local Authorities for funding opportunities.
- To set high standards as a manager modelling, at all times, the highest possible standards of professionalism, ethical leadership, and personal behaviour.
- Create and foster an environment of reflective practice and CPD, leading by example in all aspects of personal and professional development.

- To keep abreast of opportunities to obtain additional funding and act upon them
- To be responsible for any statutory or directed requests in respect of e.g. audits, reviews, information requests etc., as directed by the Chief Operating Officer

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications, Educational, Training</b>	<ul style="list-style-type: none"> <li>• Qualified Accountant - CIMA, ACCA, ACA or CIPFA</li> <li>• Evidence of continuing professional development or further professional study.</li> </ul>	Project management qualification	Application form
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Commercial business development</li> <li>• Successful financial leadership within a substantial senior finance role or roles.</li> <li>• Has undertaken a post with ultimate responsibility for producing the Report and Accounts</li> <li>• Strategic procurement in the public sector</li> <li>• Management of large scale contracts</li> <li>• Proven experience of preparing and presenting financial and management accounts, reports and data.</li> <li>• Experience of liaising with auditors</li> <li>• Has worked in a senior Finance role in education</li> </ul>	Project management experience  Leading on compliance/governance matters	Application form  Interview and selection tasks
<b>Knowledge, Skills, Abilities</b>	<ul style="list-style-type: none"> <li>• Up to date knowledge of accounting best practice and regulation</li> <li>• Financial analysis and interrogation</li> <li>• Knowledge of management systems for all accounting functions including purchase ledger, sales ledger, payroll, cash and banking, nominal ledger and stock.</li> <li>• Excellent communication; both oral and written and excellent interpersonal skills.</li> <li>• Proven report writing skills.</li> <li>• Excellent IT skills (Word, Excel, Outlook).</li> <li>• Proven ability to liaise with statutory agencies e.g. Her Majesty's Revenue and Customs.</li> <li>• Ability to prioritise responsibilities under pressure and be self-motivating.</li> <li>• Personal Integrity and Confidentiality.</li> <li>• Excellent time management skills.</li> </ul>		Application form  Interview and selection tasks

<p><b>Leadership &amp; Management</b></p>	<ul style="list-style-type: none"> <li>• Team Leader with experience of managing a finance/corporate team.</li> <li>• Evidence of holding staff to account for their professional conduct and practice, through fair and transparent processes and support and challenge</li> <li>• Ability to work well under pressure and meet deadlines.</li> <li>• Ability to formulate, monitor, evaluate and review plans and policies.</li> <li>• Ability to confront and resolve problems.</li> <li>• Ability to innovate and manage change.</li> <li>• Ability to take on new challenges and to be a leader</li> <li>• Positive, solution-focused and good humoured</li> </ul>		<p>Application form</p> <p>Interview and selection tasks</p>
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