

Keystone Knowledge

Job Profile: Consulting Chief Financial Officer



Job Profile

Role title	Chief Finance Officer (Consultant)
Department	Finance
Salary	£60,000 - £70,000 per annum
FTE	37 hours per week Full-time/ Flexible working discussion welcomed
Location	Hybrid working between client school offices and work from home. (The ability to travel to client schools is essential)
Reporting to	Executive Leadership Team
Responsible for	Finance Account Managers and wider team overview.

Core Purpose

To ensure that the role is carried out in a way that reflects the vision and values of Keystone Knowledge. Observing company policy, practice, and procedures.

This role works across several schools and academy trusts with each individual client having different requirements and we are looking for someone that can adapt their style to suit, whilst maintaining a professional and friendly approach, and bring a solution based, proactive focus to ensure that the client receives amazing service and feels well supported.

To contribute to a culture of a personal approach and vision to creating outstanding education operations.

The role may require working across one or more clients, with off-payroll CFO designations for short interim periods. The post holder will be committed to providing measurable financial solutions using highly skilled problem-solving and communication for a strong financial service, and be able to implement rapid turnarounds for those trusts they work with

Role-specific responsibilities: Chief Finance Officer

- To hold the CFO designation when required for short interim periods. Ensuring the client's needs are met according to the agreed scope.
- Provide clients with leadership and management of the client trust's finance functions, enabling the clients to work effectively towards their aims.
- Managing good relationships with existing clients and adapting advice and strategies to meet unexpected changes in financial circumstances.
- Lead the clients to the development of sustainable, effective budgets across their schools, which support a focus on school improvement and outcomes for children.
- To advise the client's structures on the financial implications of operations.
- To oversee and manage the daily financial record-keeping for the client stakeholders.

- Produce management accounts and other management information as required.
- Prepare reports for Governors / Trustees as per client stakeholders' needs.
- Prepare draft budgets in consultation with school leaders.
- Support and prepare statutory returns as appropriate.
- Analyse the efficiency of school operations and make recommendations ensuring they are appropriately sighted on risk and mitigating actions are taken.
- Ensuring the client's business continuity plan is suitable for the dynamic needs of their organisation.
- Working with and on other trust operational areas depending on the needs of the client

Consulting Responsibilities:

- Traveling to and from client bases as per agreed contract.
- Learning and maintaining knowledge across several different software platforms.
- Maintaining clear professional communication with one or more clients at a time.
- Ensuring the finance account managers and officers are effectively deployed against client projects teams to maximise client experience outputs
- Supporting generalised finance for clients where the needs of the contract are required.
- Remain adaptive to the client's needs and situation, working in larger and smaller trusts with varying levels of team support.
- Participating in onboarding new finance interim contracts and project work with clients.
- Mentor and support the Keystone finance team to develop their skill set and knowledge of the Keystone values and practices of finance account management.
- Provide regular reporting and update the internal client project management system to support the client account manager with client relationships.

General responsibilities:

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Work in accordance with our policies and champion our vision and values, maintaining the company's reputation.
- Observe the health and safety policies and procedures.
- Invest time in your own development; attend training, undertake personal research and identify opportunities for your continued personal development.
- Recognise that Keystone is a growing business and undertake all reasonable requests in line with your position.
- Work to the highest standards of corporate and social responsibility.
- Be committed to our ethics and values in relation to equality, diversity and inclusion.

Person specification

Role Title	Chief Financial Officer (Consultant)
Department	Finance

Assessed by
application (A) or
at interview (I)

Attainment and Qualifications

Essential

Relevant accounting or finance qualifications or experience A/I

Desirable

Chartered accountant qualification A/I

Professional Development undertaken for leadership A/I

Experience

Essential

Experience providing in-depth professional finance advice A/I

Experience in a range of finance software systems A/I

Experience in working with C-suit and other key stakeholders internally and externally A/I

Experience in managing significant financial resources with a good appreciation of relevant regulatory frameworks. A/I

Experience of producing and presenting complex management accounts A/I

Desirable

Experience in managing MAT/ SAT and maintaining schools' financial records A/I

Experience in wider MAT/SAT operations and leadership roles such as COO A/I

Skills and Knowledge

Essential

To demonstrate a sound knowledge of the Academy Trust Handbook A/I

Ability to set and work to agreed targets, including audit and management account deadline

Good organisation and personnel management skills A/I

To demonstrate problem-solving and analysis skills A/I

Ability to foster and cultivate relationships beyond your immediate context. A/I

Problem-solving and processing across multiple projects/clients

Personal Disposition

Adaptable multitasker

Highly organised and solution-focused

Conscientious approach to working.

Ability to work well under pressure including effectively manage your workload and that of others as required

Ability to work at both strategic and operational levels

Other

Ability to obtain a successful DBS check (carried out by Keystone)
Full UK driving license and access to own vehicle

I
A

How to Apply

We currently advertise our open positions on LinkedIn™ and via our website: www.keystoneknowledge.com. We welcome enquiries related to the job. To apply, please submit a cover letter no longer than two pages of A4 along with your complete CV to HR@keystoneknowledge.com. Your cover letter should explain why you are interested in this position and what skills you can bring to Keystone Knowledge.

While we strive to provide feedback to all applicants, depending on the number of applications received, there may be other options. If you are still waiting to hear from us within four weeks after the application deadline, please assume your application has not succeeded. Please note that we reserve the right to close the position earlier than the deadline if we receive sufficient suitable applications.