



Appointment of **Director of Finance**

Better Futures Multi-Academy Trust

Candidate Pack

Introduction from Uly Lyons (CEO BFMAT)

On behalf of our trustees, our staff and our students, thank you for your interest in the position of Director of Finance for BFMAT.

Better Futures Multi Academy Trust is new and different. People focussed and aiming to be 'deliberately developmental' in all we do, we are at the start of our journey to transform the way colleges can work together and how they can work with universities to provide excellent experiences and outcomes for our students and staff.

We are now entering the next phase of our journey. Consolidating and sharing what we do well and improving on what we don't do so well. As part of this journey, we have created a Director of Finance role to oversee the Trust's finances and estates.

The Director will make sure we use our financial and physical resources in the most effective way possible, rooted in the belief that it is our staff and our students who make Better Futures what it is.

Reporting to me as Chief Executive and working alongside our Director of Professional Services, our Director of Student Leadership and three college Principals, the role is an opportunity for you to make a difference to the lives of thousands of young people. The Trust's ambition is to increase student numbers at the three colleges and add new schools and colleges to the Trust in the next few years.

The Director of Finance role has two main elements – each crucial to the goals of the Trust. The first is to provide strategic leadership and expertise in the use of financial and physical resources to achieve the goals of the Trust. This will sit alongside the skills and knowledge in other key areas brought by the Director of Professional Services and the three Principals.

The second is to make sure the Trust excels in meeting all the regulatory requirements in relation to finance, estates and health and safety. This will underpin the operations of the Trust, providing a sound and sustainable base from which the Trust and its people can create, innovate and grow.

This is a role for a finance professional who sees the bigger picture and understands performance is about more than profit and loss. We are looking for someone who is motivated by contributing to an organisation's goals and gets their satisfaction from facilitating the work of front-line professionals. It is a role for someone driven by their values and beliefs.

You may already be working in post-16 education, or in a primary, secondary or higher education setting and are looking for a new challenge. You might also be working in another sector – public, private or charitable – and be looking for a new and different phase in your career. What matters to us is your commitment to our values and our goals.

Uly Lyons - CEO BFMAT

Better Futures Multi Academy Trust

A bit about Coventry University.

Coventry University Group (CU) is nationally and increasingly internationally recognised as an innovator in the higher education world. The group is made up of a range of educational and innovation services companies. Headquartered in Coventry but with sites throughout the UK and the world. Teaching excellence is second to none in the UK, increasingly the University has a growing reputation for research in niche, interdisciplinary domains such as peace, trust and social relations, water and agro-ecology and transport.

The University has achieved TEF Gold and in the Guardian University Guide is ranked as 15th amongst UK HEIs, securing its place as the highest ranked modern university in the UK for the seventh year running. The Group is number one in the UK for working with small and medium sized enterprises. Through Coventry University College Ltd. The group is heavily engaged in the Degree Apprenticeship movement, In recent years the group has expanded its range of provision with campuses based in Coventry, East London and Scarborough. These sites offer high quality alternative and flexible provision at a competitive price, increasing access to HE.

A bit about Better Futures MAT.

The formation of Better Futures MAT (BFMAT) has been notable in two key aspects; firstly, it is the only MAT to have as its focus Sixth Form Colleges and Sixth Form Education and how this sector can gain mutual benefit from a structural relationship with a leading HE provider; secondly' and more importantly, the collaborative, collegiate approach that has been taken in its formation and development. CU has not positioned itself as the expert on post 16 education or as needing to retain all the levers of power within the MAT, rather it has engaged in meaningful learning conversations about how best to utilise the relationship to improve the educational experience of the students. As a result, members of the MAT find themselves retaining high levels of autonomy while still having access to the financial benefits of a MAT and the opportunity to be a leading player in some exciting 'systems leadership developments in the sector.

King Edward VI College (Nuneaton) formally joined as a founding member on 1st January 2019, with Bilborough SFC joining as the second founding member on 1st November 2019. Gateway Sixth Form College joined on 1st April 2020. With the three founding members in place we will be focussing on co-creating 'The BFMAT way', not only what we want to do to achieve our vision and fulfil our mission, but just as importantly, how we intend to do this. Setting out our agreed ways of working , our collective expectations of each other and how we will measure our progress toward reaching our vision. The Director of Finance will play a key role in helping shape this.

For more information please visit:
<https://www.Coventry.ac.uk/business/our-services/Coventry-university-group/better-futures-multi-academy-trust/>

Our Mission, Vision and Values

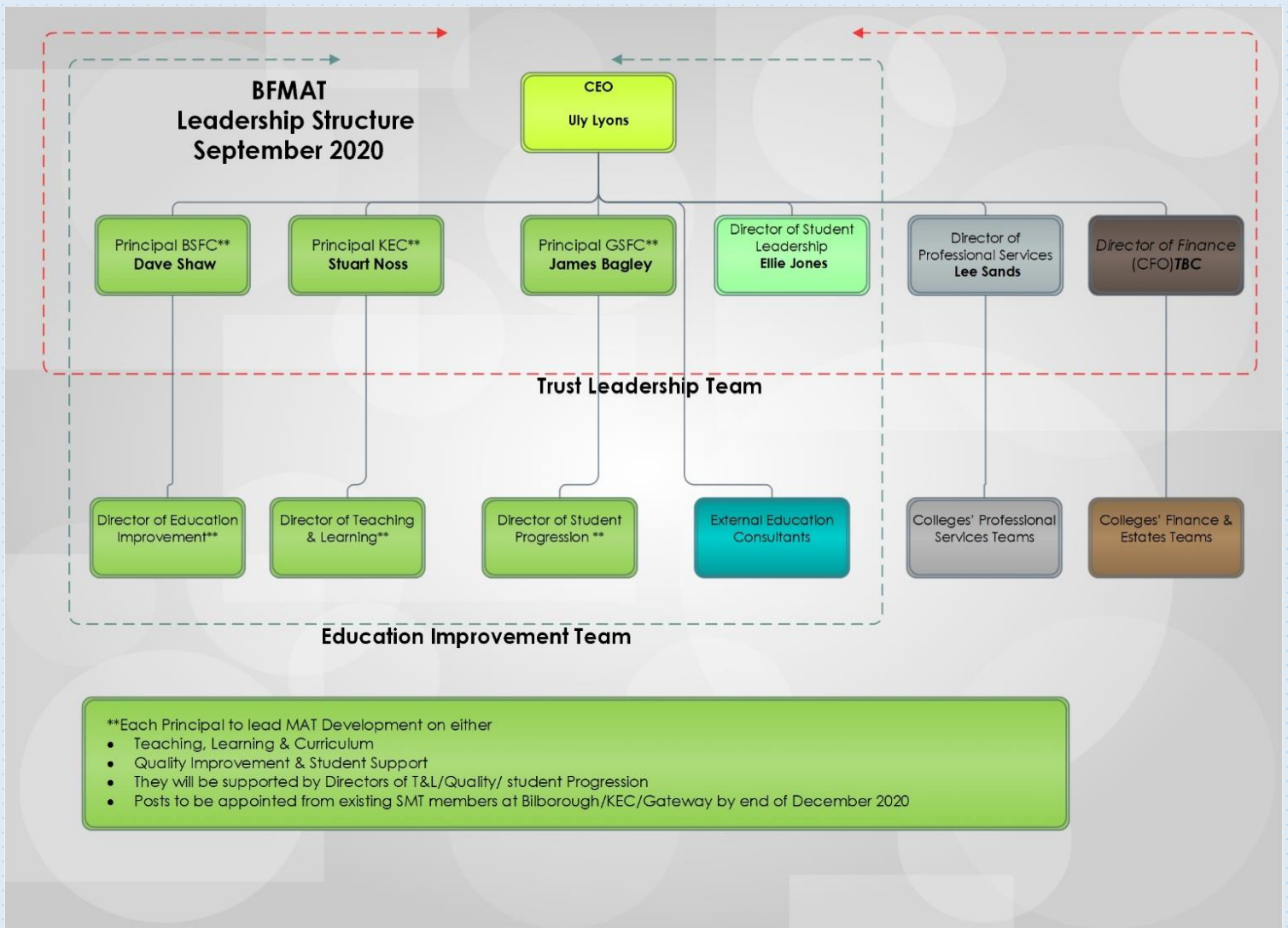
Mission (Why do we exist): To transform the futures of young people through excellence, innovation and opportunity.

Vision (Where are we heading?): To become a national hub for excellence in 16-19 education

Values

- Involved:** We are inclusive, open and are all actively engaged to make a difference to the communities we serve. We value and celebrate our communities' diversity of thought, expertise, experience and background.
- Ambitious:** We are committed to creating exceptional learning experiences for our students, staff and communities. We seek creative solutions to our challenges and are always striving to connect new ideas with concrete realities.
- Genuine.:** We always tell the truth, own up when we have made mistakes and deal with the consequences of our actions. Our actions reflect the things we say and the values we believe in.
- Supportive:** We support each other's work and we support each other as individuals, both professionally and personally. We help each other to make decisions that improve our work and benefit our students, staff and community.
- Curious:** We have a love of learning and a strong desire to know more. We constantly ask questions of ourselves and others, embrace new approaches and are not afraid to make mistakes.
- Optimistic:** We view everything with a positive eye and an open mind. We strive to foster an environment of optimism, even in the toughest of situation.

Team Structure



Director of Finance (CFO)

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Details

Post:	Director of Finance - 1FTE
Grade:	Salary circa £50,000-£60,000 per annum
Annual Leave:	35 days
Location:	Coventry University but ability to travel between college sites. Flexible working arrangements considered
Responsible to:	Chief Executive Officer for Better Futures Multi-Academy Trust
Direct Reports/ Responsible for:	Finance and Estates Teams across Trust Colleges

Overall/Key Purpose

- Better Futures Multi-Academy Trust (BFMAT) is an exciting new development, established by Coventry University Group as the Trust sponsors, with three member colleges and plans for growth in the coming years
- The Director of Finance will support the Chief Executive Officer in the strategic development and operation of the Trust, with responsibility for the finance, estates and health and safety functions of the Trust, its Academies and their alignment with Coventry University systems and services
- The post-holder is expected to uphold the values of the Trust and act as an ambassador for the Trust and Coventry University Group more widely

Specific Responsibilities

1. To act as the Trust's nominated Chief Financial Officer and make sure the Trust and its Academies meet the requirements in the Academies Financial Handbook and other key statutory regulations
2. Provide strategic leadership and planning in relation to:
 - a) Budget setting and monitoring for the Trust and its Academies
 - b) Financial systems, policies and procedures
 - c) Health and safety
 - d) Internal and external audit
 - e) Procurement
 - f) Risk management
3. Manage finance, estates and health and safety staff based in the Trust and its Academies
4. Deliver regular and accurate financial reports to Trustees, the Chief Executive, and senior leaders in the Trust and its Academies
5. Provide expert advice and support for the Chief Executive, Director of Professional Services and Principals in relation to finance and estates issues
6. Developing relationships and networks beyond the Trust to benefit its students, its people and its resources, focusing on learning from others and developing the functions you manage to perform to the highest possible standard.

Other duties

- Occasional evening and weekend work could be required
- Ability and willingness to travel regularly between colleges and the Trust's offices
- The post-holder will undertake such other duties as the CEO or Trust may, from time to time, determine in consultation with the post-holder to ensure the continued existence, viability and progress of the Trust and its colleges.

Person Specification - Criteria

Attributes, Values & Behaviours

As a values driven organisation, the person specification reflects the importance we place on these. Outlined below is our leadership framework based on our values and our Director of Finance will need to demonstrate these as well as the ability to develop these in others;

Ambitious

- Setting a **clear and compelling vision**, always looking to **inspire people** to do things they never thought they could.
- Avoiding over complication and change for changes sake - seeking **clarity of purpose** and simplicity in all we do.
- Being **obsessive about improving** the experience we offer students and staff, acting as a **role model** for the standards of behaviour we should all **expect of each other**.
- Focussing on **collective improvement** through the development of highly performing teams and **shared accountability** rather than individual glory/blame.

Curious

- Demonstrating an **unquenchable appetite for learning** and exploring new ways of approaching our challenges, focussing on developing this with all our staff and students.
- Not being afraid to **take risks** and encouraging this in others, ensuring we maximise **learning from our mistakes** and failures.
- Promoting an **openness of discourse**. Acknowledge we will not always be right and **welcome constructive challenge** of our thinking
- Being able to combine dreams and big ideas with details; **act as doers**, not just thinkers.

Involved

- Ensuring high levels of **visibility** and engagement of our leaders around our colleges and within our **local communities**.
- Actively seeking and **developing partnerships** to ensure we are connected to and having a **significant positive impact** on our local communities and on each other.
- Supporting staff to break down barriers to **partnership working**, within colleges, across the Trust and will external partners.
- Acting as **champions of inclusivity**, diversity and challenging any behaviours, structures or processes that are not fully inclusive for the communities we serve.

Supportive

- Acting as a **role model** for our staff in terms of staff wellbeing and work-life balance, **setting expectations** and challenging staff when they fall short of these expectations.
- Demonstrating **empathy** and **emotional intelligence** particularly in difficult moments, while helping staff and students frame possible solutions to their challenges. Not being afraid to get our 'hands dirty' with staff to help solve a problem.
- Focussing on **empowering** all our people, ensuring they gain the skills and experience needed to **thrive at work**, through training, coaching, mentoring and wider development opportunities.
- Knowing the difference between **being empowering** and being enabling when supporting/developing our people and being skilled at having '**crucial conversations**' when needed.

Genuine

- Keeping the **promises** we make and sticking to our **commitments**, particularly in difficult times. Not being afraid to **take risks** and encouraging this in others, ensuring we maximise **learning from our mistakes** and failures.
- Seeking **honest** and regular consultation with and **feedback** from students and staff, responding meaningfully and constructively, **without 'spin'** or rancour.
- Giving regular, honest and **constructive feedback** to our staff, collectively and individually to help them **further develop** and **thrive** at work
- Having the conviction and tenacity to **disagree when needed**, but once a decision is made **committing wholly** to it, even when uncomfortable, unpopular or exhausting.

Optimistic

- Always **believing in** and promoting the ability of **our staff and students** to further develop their skills and abilities.
- Remembering to tell people when things are going well and actively **celebrating** the achievements of our students and staff at every opportunity.
- **Challenging cynicism**, pessimism or political expediency in **ourselves and others**, working to demonstrate how we can help bring about **positive outcomes** in line with our values.
- **Encourage innovations** and ideas for improvement from others, focussing on the potential benefits and being risk aware rather than risk averse.

Other Requirements: Qualifications & Experience

- Qualified Accountant, for example, ACCA, ACA, CIMA or CIPFA
- Leadership experience
- Creativity and innovation
- Working in a values and people oriented environment

How to apply

Further information

Any initial enquiries about this post or the appointment process should be directed to: Lee Sands, Director of Professional Services by email at lee@bfmat.ac.uk

Applying

To apply for this role please complete the online application form and submit to:
Nicky Burden
Director of Personnel & Corporate Services
nicky.burden@kecnuneaton.ac.uk

You will need to complete an on-line application form and submit a personal statement explaining your suitability for the post. Please refer to the criteria included in the person specification provided.

CVs will only be accepted alongside a completed application form.

Please No Agencies

Closing date: Friday 3 July 2020 - 12 noon

Interviews to be held week commencing 13 July 2020

Please note that we receive a large number of applications and so unfortunately cannot provide feedback to everyone. If you have not been contacted by us by 31 July 2020 you should assume that your application has not been successful on this occasion.

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<https://www.coventry.ac.uk/business/our-services/coventry-university-group/better-futures-multi-academy-trust/>

Safeguarding Children and Young People

Better Futures Multi Academy Trust Limited is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All staff appointments are subject to the following pre-employment checks:

- Identity
- Right to work in the UK
- Previous employment history and exploring gaps in Employment
- Verification of relevant work qualifications
- Medical
- References
- ISA Children's List and DBS check (including overseas 'Certificate of Good Conduct' as appropriate).