



**Finance and Operations Director
Candidate Pack**

Welcome from the Chief Executive Officer and the Chair of the Board

We are delighted that you are interested in the position of Finance and Operations Director at The Gallery Trust.

We are seeking a skilled and effective leader to join our high performing and ambitious executive team on our mission to improve outcomes and enhance the life prospects of students with Special Educational Needs and Disabilities in Oxfordshire.

The Gallery Trust is a successful and expanding Trust and has grown from a single special academy in 2013 to the largest special school MAT in Oxfordshire with seven schools across the county. The Trust is continuing to grow, with a further free special school in the pre-opening stage and other exciting services and growth initiatives under way, including our Outreach offer and Training Hub. Our schools deserve high calibre support so they can continue to move forward, and this new role, with its broad remit across finance and operations, will be an integral and vital part of our central team.

We are very proud of what we have achieved, and we are looking for an exceptional person to join us as we build on our successes and embrace the opportunities and the challenges ahead.

If you are inspired by our work, are keen to work collaboratively and with authenticity with key stakeholders, and are enthusiastic at this opportunity to play an influential role in the future of our Trust, then please do get in touch for an informal conversation.



Chris Scrivener
Chair of Trustees



Kay Willett, MBE
Chief Executive Officer



About the Gallery Trust

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently seven special academies in the Trust located throughout Oxfordshire, with an additional academy scheduled to open in January 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach services, teacher training and extended schools provision. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.



About the Gallery Trust

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

The schools in the Trust are:

- Iffley Academy, Oxford, which makes provision for 180 students with moderate Cognition and Learning Needs and associated SEMH and ASC needs (5 -18): <https://iffleyacademy.co.uk/>
- Bardwell School, Bicester, which makes provision for 110 students with PMLD, SLD and moderate Cognition and Learning Needs (2 - 19): <https://bardwell.oxon.sch.uk/>
- Mabel Prichard School, Oxford, which makes provision for 110 students with PMLD, SLD and moderate Cognition and Learning Needs (2 - 19): <https://mabelprichard.org/>
- Springfield School, Witney, which makes provision for 110 students with PMLD, SLD and moderate Cognition and Learning Needs (2 - 19): <http://www.springfield.oxon.sch.uk/>
- Northern House Academy, Oxford, which makes provision for 86 students with SEMH and ASC needs (5 - 11): <https://northernhouseacademy.co.uk/>
- Orion Academy, Oxford, which makes provision for 102 students with SEMH and ASC needs (10 - 18): <https://www.orionacademy.co.uk/>
- Bloxham Grove Academy, Bloxham, which makes provision for 100 students with moderate Cognition and Learning Needs and associated SEMH and ASC needs (7 - 18): <https://bloxhamgroveacademy.co.uk/>
- A Free Special School in South Oxfordshire, to open in 2026, a sister school to Orion Academy, which will make provision for 100 students with SEMH and ASC needs (7-18)



Job Description



Reports to: Chief Executive Officer

Location: Oxford (possibility of hybrid working)

Job purpose

The overall purpose of this post is to lead and manage all financial and business matters on behalf of the Trust.

Act as Chief Finance Officer, meeting all statutory requirements, including those contained in the Academy Trust Handbook

Introduction

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the CEO. The CEO will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the County Council's Stress as Work policy and the Dignity at Work policy

Job Description

Responsibilities

Principal responsibilities

- Chief Finance Officer: support the Accounting Officer in ensuring that the MAT operates good financial governance, practice, and regulatory and statutory compliance commensurate with the organisation's status as an exempt charity, education provider, and limited company
- Be accountable for all operational, commercial and business areas through leadership of central services including HR, ICT, risk and governance
- Provide professional management and leadership; to ensure that financial and business services are of high quality and well-led, cost effective and efficient
- Provide strategic vision and leadership as part of the Trust's senior Executive Team: ownership of the Trust's finance strategy
- Provide professional advice and objective financial and business analysis enabling decision makers and stakeholders to take timely and informed decisions
- Support the work of the Board and its committees
- Actively support opportunities for growth, including undertaking due diligence and onboarding of schools wishing to join the Trust, and preparation of bids



Job Description

Finance accountabilities and responsibilities include:

- The financial leader of the organisation, reporting to the CEO/Accounting Officer: as Chief Finance Officer, holds responsibility for all strategic and operational financial and audit matters
- Ensure that good financial governance operates in line with the requirements of the Academy Trust Handbook and other statutory regulations and relevant guidance
- Consolidate effective finance structures and processes: manage the finance team, seeking high performance and continuous improvement
- Have overall responsibility for finance and audit policies, processes and procedures and ensure that systems operate with sound financial controls.
- Undertake the completion of annual reports and accounts and other submissions in accordance with statutory requirements to stakeholders including ESFA, DfE, Companies House, HMRC etc
- Develop, plan and implement short, medium and long-term finance strategies which reflect the Trust's strategic objectives and ensures financial viability, health and sustainability: translate the finance strategy into practice
- Monitor and report on the financial performance of the Trust and all establishments: identify any necessary decisions: provide timely and effective reports, forecasts and recommendations to stakeholders to support decision making
- Maximise income generation opportunities: achieve value for money through efficient use of resources, effective procurement, identification of funding sources, and cost savings initiatives
- Work with external and internal auditors to support compliance activities, achieving clean audits and maintaining robust systems of internal control. Liaise with auditors to ensure that agreed audit recommendations and implemented. Regularly update financial control processes and systems of delegated authority for approval by the CEO and the Trust Board
- To report all material adverse events and concerns regarding financial non-compliance to the CEO and Trust Board as soon as they are discovered.
- Actively promote financial literacy and good practice throughout the Trust, coaching and mentoring colleagues to support development of knowledge and practice: organisation of training required by schools and central finance staff to meet the demands of legislation and regulations, systems and processes



Job Description

Business and commercial accountabilities and responsibilities include:

- Leadership and management of managers in the central services team and service providers to facilitate the:
 - provision of high quality and effective operational support which meets the needs of all establishments:
 - development, implementation and delivery of their strategic plans, objectives and priorities
 - achievement of compliance requirements
 - delivery of high standards, high expectations and outstanding performance in their respective areas
- a consistent approach is observed with respect to the management of colleagues and colleagues throughout the central team
- accountability for commercial and business matters, including:
 - Finance, audit and risk
 - Business development and organisational growth
 - Human Resources
 - ICT and digital strategy
 - Governance
- line management of colleagues, including Finance Manager, Digital Strategy and ICT Manager, Governance Professional, and HR Manager

Standards and quality assurance

- Provide specialist advice and guidance as required
- Support the aims and ethos of the Trust
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety and Safeguarding
- Participate positively in training and professional development
- Take part in support staff appraisal
- Support the ongoing development of a high performing culture which is aligned with Trust values



Job Description

General Responsibilities

- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by line manager
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the Trust's policies and procedures,
- The jobholder is expected to observe their obligations in accordance with the Trust's Safeguarding Policy, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.
- The jobholder is expected to comply with the provisions of the General Data Protection Regulation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority without observing the correct procedure for disclosure as set out in the Trust's GDPR Policy.

This job description is subject to annual review.

The Gallery Trust is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, satisfactory references, health clearance and NCTL and police clearance (where appropriate).

The Finance and Operations Director works for The Gallery Trust based in Oxford. However, the Trust reserves the right to deploy staff to different locations in Oxfordshire depending on the needs of the overall Trust.



Person Specification

Qualifications/Training	Essential	Desirable
<ul style="list-style-type: none"> Professional accountancy qualification – ACA, ACCA, CIMA or equivalent Educated to degree level or substantial, equivalent level of work experience Degree in administration or business 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓
Knowledge and Experience		
<ul style="list-style-type: none"> A successful track record at a senior level in financial management and accountancy Significant experience of senior leadership and management and managing multi-disciplinary teams Experience of developing and implementing finance and business strategies Experience of working in the education, NGO or charity sector Experience of working with a range of stakeholders to promote best financial and business management Understanding of relevant statutory and regulatory requirements and compliance processes Knowledge of the Academy Trust Handbook Experience in one or more relevant business and commercial areas e.g. Human Resources, ICT, governance, risk Experience of preparing and implementing policies, processes and procedures Experience of working with external and internal audit and knowledge of implementing rigorous internal controls Experience of working with Trustees/Directors Experience of change management 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓
Personal Qualities and Abilities		
<ul style="list-style-type: none"> Commitment to the vision and values of the Trust and the enhancement of outcomes for learners Commitment to safeguarding, and the welfare of children and young people Strong relationship-building skills with the ability to inspire trust and commitment across the organisation Ability to present complex information to a wide and diverse audience, requiring high levels of negotiation, diplomacy and confidentiality, Good organisational and project management skills, and the ability to balance competing pressures, deadlines and demands Strong decision-making skills and sound judgement Excellent interpersonal, communication and influencing and negotiation skills Ability to manage own workload, without direction, having the ability to prioritise appropriately in meeting multiple deadlines High ethical standards and a commitment to The Principles of Public Life (Nolan Principles) Willingness and ability to travel throughout Oxfordshire and to attend meetings out of core working hours 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	

How to Apply

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Rebecca Beach at Academicis, our recruitment partner, on rbeach@academicis.co.uk or by phone on 07733 628155 / 01223 907979

Closing date: Tuesday 25th June 2024

Shortlisting date: Thursday 27th June 2024

Interviews: Wednesday 3rd July and Thursday 4th July 2024