



APPLICATION PACK

DEPUTY CHIEF FINANCIAL OFFICER

THE BISHOP FRASER TRUST



THE BISHOP FRASER TRUST
A CHURCH OF ENGLAND MULTI-ACADEMY TRUST



WELCOME

Dear Applicant,

I'm delighted that you are thinking about joining us. The Bishop Fraser Trust is a Multi Academy Trust which was set up on the 1st December 2017. Our family of schools are as follows:

- St James's Church of England High School (11-16)
- Canon Slade School (11-18)
- Bolton St Catherine's Academy (3-16)
- Bury Church of England High School (11-16)
- St Catherine's Church of England Primary, Horwich (3-11)
- Walmsley Church of England Primary School (3-11)
- St Margaret's Church of England Primary, Heywood (3-11)
- Turton and Edgworth Church of England Methodist Primary (3-11)



At The Bishop Fraser Trust, our vision is to ensure all our communities experience **'LIFE IN ALL ITS FULLNESS'** (JOHN, 10:10).

For our pupils, this means an unwavering commitment to ensuring our pupils attain the outcomes they need to lead a happy life, but also that they have been immersed in a wide range of experiences both within the taught curriculum and through enrichment opportunities. This is so they will leave us knowing how they might best lead a life in its fullness. This also means knowing how to navigate setbacks and harder times.

For our staff, we know they cannot achieve life in its fullness if they are not fulfilled at work. We know our staff have great moral purpose, so for our staff we need to ensure we are providing an environment where they feel great job satisfaction and know that we will invest in their own career pathways, in the same way they are doing so for our children.

For our parents and carers, we know that they cannot live life in their fullness if they feel that their own child is not able to thrive in their school community. To this end, we need to work with all our parents in a partnership to remove any barriers which are hindering their children flourishing. We know our children very well, but the real expert is the parent/carers and we recognise this.

For our communities, we want our mission to reach beyond the school gates and even beyond our family homes. At The Bishop Fraser Trust we believe that we should be adding value to our communities. All our children will engage with community social action while they are with us. This is because we want to ensure that they develop a sense of pride and agency in their community and a sense of civic duty. This will ultimately help develop, sustain and improve our communities.

What this means in practice:

If we are serious about this (and we are), this meant that when deciding on the next set of goals for our strategy, they needed to reflect that personal development of our children was as important to us as their educational outcomes. Therefore, perhaps unusually in such an

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attainment driven system, we have collectively set goals for our schools around enrichment experiences and social action, as well as the value we add to ensuring that our young people will remain in either education, employment or training, long after they leave us. This, we know, will only happen if we have taught our children successfully on how to navigate setbacks through a

rich personal development and character education programme.

We are an outward facing Trust and constantly look to learn and collaborate with others. We also have an excellent provision via our Train Teach Lead Partnership (TTLP), which offers excellent CPD and school to school support. Our links with Manchester Diocese, GMLP and the Bolton Learning Partnership continues to be strong.

Our employees are very important to us as we rise or fall by the professionalism and dedication of our staff. As such, I place great importance on continuous professional development for all staff members and have always strived to create a culture where our educators know that if they go the extra mile for our children, we will do the same for them.

Educational attainment is important to me, I want to make sure we are opening all doors for our children. However, as important to me is children's personal development. I firmly believe that character education is a cornerstone in the development of well-rounded, responsible, and empathetic individuals who will go on to make meaningful contributions to our world. In this way we prepare our pupils to lead 'life in all its fullness'.

When recruiting, we always look for people who share these beliefs. If this strikes a chord with you, then we would love to hear from you.

Tuesday Humby

Chief Executive Officer



WHY WORK FOR THE BISHOP FRASER TRUST?

PERFORMANCE DEVELOPMENT – Touchbase opportunities as part of your working day.

At The Bishop Fraser Trust, we focus on **growth and supporting your professional development**. That's why we've replaced traditional appraisals with a more supportive approach:

No Formal Appraisals – Say goodbye to rigid performance reviews.

Performance Development – Ongoing support to help you succeed, not just a once-a-year check-in.

Touchbase Opportunities – Regular, informal check-ins during your workday to discuss progress, goals, and support needs.

We believe in continuous development and real-time feedback to help you thrive—without the stress of traditional appraisals!

AUTOMATIC PAY PROGRESSION FOR ALL

We believe in recognizing and rewarding your hard work. That's why we offer **automatic pay progression** for all employees, including Teachers. As you grow with us, your reward grows too—without the need for negotiations or uncertainty.

Clear and Fair Growth – Your pay increases automatically at set milestones.

No Unnecessary Hassle – No need to request raises; they're built into your journey.

Commitment to Your Success – We value long-term dedication and make sure it's reflected in your earnings.

Join us and build your future with confidence!

LEADERSHIP DEVELOPMENT OPPORTUNITIES

At The Bishop Fraser Trust, we invest in your future. Our **Leadership Professional Development Programmes** are designed to help you grow, lead, and succeed.

Tailored Leadership Training – Develop the skills to take your career to the next level, with our Into SLT, Aspiring Leaders Programme, Into Deputy and Into Headship programmes.

Real Growth Opportunities – Clear pathways to leadership roles within the company.

Ongoing Support & Mentorship – Learn from experienced leaders and gain valuable insights.

Whether you're aspiring to lead or looking to enhance your leadership skills, we provide the tools and support to help you **reach your full potential!**

EQUALITY, DIVERSITY, AND INCLUSION

Our strategy underscores the importance of **weaving equality, diversity and inclusion** throughout all our work. While we acknowledge that there is more to be done in this area, we are committed to the process of inclusion, and the continuing focus on removing barriers to participation and access, alongside the focus on recruitment and support of a diverse workforce.

Become a more diverse organisation at senior levels - We welcome applications from black and ethnic minority candidates who are currently underrepresented.

We always hire on merit – We welcome discussions around flexible working. We believe in the power of our people and their potential to make a positive impact on the lives of our pupils.

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Join us in shaping a brighter future for education, where **everyone is valued and empowered** to succeed!

WELLBEING AND SUPPORT

We understand the **importance of taking care of our employees' wellbeing**. We know that the thing that has the biggest impact on people's wellbeing is their leadership, and with that in mind we are focussed on developing our leadership capability across the trust. In addition, we also offer a range of services that are designed to support your health and wellbeing:

Employee assistance programme - A counselling service and legal helplines, fitness and wellbeing support, to gym and retail discounts for you and your family. We strive to ensure your happiness and health in your role. Additionally, our academies have the freedom to offer workload support tailored to their local preferences, which may vary slightly from one location to another.

Refreshment and re-energisation – We offer generous holiday provisions, parental leave, and flexible working arrangements. Working for TBFT also includes membership of either the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme (TPS) depending on the role applied for. Our package of support continues to evolve as we refine how we recognise and reward our employees' contributions in various ways.

We recognise the importance of TBFT being a **flexible workplace** and are determined to be creative and to develop our approach further!



ABOUT OUR TRUST

The Bishop Fraser Trust was established in December 2017. We came together to support one another and enhance our schools' communities to enable all of our young people to experience **'LIFE IN ALL ITS FULLNESS'** through an excellent education based on our Christian values.

We are dedicated to the Bolton and Bury areas. All our schools can be reached within 20 mins from our Central Office, which is based at Bolton St Catherine's Academy.

Our strategic growth plan aims to expand our primary sector to around 4 / 5 schools in the next few years and establish the primary trust offer. We would also consider further growth in our secondary sector.

Our vision is: allow all young people to experience **'LIFE IN ALL ITS FULLNESS'** (John 10:10), no matter what their starting point. Our Trustees' work focuses on how we operate as a Christian Trust through our four values of:

WISDOM

COMMUNITY

HOPE

DIGNITY

These values are the basis of all decision making and are woven through each of the schools' personal core values. We work collaboratively at all levels; Executive Team, Strategic Leadership Group, Senior Leader Teams, Departmental Hubs and with our large body of associate support staff. What is clear is that together we are stronger. Our teams now share best practice at all levels, benefitting our young people's education, both academically, spiritually and culturally and their own professional development.

Developing our workforce is so important to us. We have a legacy teaching school which we have retained, the Train Teach Lead Partnership (TTLP), a standalone centre based at St James's CE High School with a Director and Manager to oversee all aspects. The Director of Teaching and Learning works closely with TTLP. Through TTLP, we support the Trust with:

- Support the training and development of new teachers through our Initial Teacher Training Programme and will continue in partnership with local universities. The Trust successfully appoints ITT candidates, who have completed their training through the TTLP.
- NPQs & Apprenticeships.
- SLT, Trustee, Governor, Middle Leader & Support Staff Training.
- School to school support, both in the Trust and the local area, where we have 50+ SLEs registered.

We are approved by the Department of Education as an academy sponsor and are seeking to continue to grow our Trust further.

LIVING AND WORKING IN BOLTON AND BURY

Affordable cost of living: compared to some of the bigger cities in the UK, the cost of living in Bolton and Bury is relatively affordable.

Convenient transportation: Bolton and Bury have transportation links, with easy access to the M60, M61 and M62 motorways and regular train services into Manchester City Centre. Bury has an excellent tram link to Manchester central and two major train stations.



Beautiful green spaces: Bolton and Bury have a range of beautiful parks and green spaces, such as Heaton Park, Jumbles Country Park and Rivington and Moses Gate Country Park. These offer an opportunity to escape from the hustle and bustle of daily life, and enjoy nature walks, picnics, or outdoor activities. The local moorland is exceptional.

Cultural attractions: Both Bury and Bolton are rich in industrial history and have several museums, galleries and historical landmarks that showcase this proud heritage. These include the Bolton Steam Museum, Bury Transport Museum, and the East Lancashire Railway, which is a popular tourist attraction. Bolton has an excellent theatre, The Octagon. Manchester offers a huge array of culture and arts programmes. There is also a plethora of eating places, country pubs and activities. Bolton runs the UK Iron Man competitions in July and there is the Food Festival in August.



Academic institutions: Bolton and Bury are home to a number of Universities, Colleges and other academic institutions, such as the University of Bolton, and Bolton and Bury Colleges. There are great links with universities in the area, such as Manchester University, MMU and Salford.

Job Description

Job Title:	Deputy Chief Finance Officer	Department/Group:	Central Team
Level/Salary Range:	Soulbury Scale 10-16	Reporting to:	CFO
Contract term:	Permanent	Hours per week:	37 hrs
Safer Recruitment Statement:			
The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Vision Statement:			
<i>“To allow all children to experience ‘life in all its fullness’ no matter what their starting point” by:</i>			
<ul style="list-style-type: none"> • Offering a high quality, inclusive and distinctive education • A caring and nurturing environment based on our Christian values • Recognising the unique nature of each child. 			
All staff employed by the Bishop Fraser Trust are required to:			
<ul style="list-style-type: none"> • Uphold and promote the Trust’s vision. • Uphold and promote the Christian ethos of all schools within the Trust. • Support and contribute to the achievement of all students academically and pastorally. • Support and contribute to the Trust’s responsibility for safeguarding all students. • Undertake professional training to enhance personal development and job performance. • Comply with all Trust and individual school policies and procedures, including safeguarding, child protection, health, safety and security, confidentiality and data protection. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members, treating everyone with dignity and respect. • Share best practice, expertise and skills with others. 			
Main Objectives of Role:			
<ul style="list-style-type: none"> • To ensure that processes are in place to ensure that month end production of management accounts is accurate and timely (with particular attention to newly joined schools). • To take a lead on ensuring that the chart of accounts is reviewed and updated in line with the DFE new model CoA in order to make efficiencies from the automation surrounding statutory returns. • To play a significant role in the audit and year end demands of a large organisation ensuring that information is complete, accurate, consistent and within deadlines. • Assist with regular checks across the organisation to ensure compliance with the Trust Financial Procedures. • Gain sufficient understanding of the organisation in order to be able to deputise for the CFO. 			
Job Description:			
Main duties and responsibilities			
<ul style="list-style-type: none"> • Undertake or ensure timely completion of the budgeting, monitoring, forecasting and reporting of the trust Primary School academies (depending on school staffing structure), ensuring a system which factors in school-based understanding and knowledge in collaboration with the head teacher or business operations manager as applicable. 			

- Visiting school sites regularly to ensure sound comprehension of the financial and staffing context.
- Gain a strong working knowledge of accounting system (IRIS), budgeting/forecasting software (IMP) and other parent facing payment systems (i.e. Parentpay, Tucasi etc.).
- Be instrumental in strengthening a culture of strong controls (especially in relation to cash handling, purchase cards, payroll, purchasing and bank reconciliations).
- Support the CFO to ensure that the trust is compliant with all requirements from the DFE, The Trust Handbook and The Bishop Fraser Trust Financial Procedures Manual.
- Working with Trust Finance Manager, understand the current accounting, purchasing and budgeting systems in order to provide service continuity.
- Working with the Trust Finance Manager to ensure income is correctly analysed for both reporting and VAT purposes.
- Assist the CFO in ensuring all statutory returns are completed and submitted to agreed timescales including budget forecast returns.
- Assist in the budget planning process at academy and trust level (both for following year and 3-year forecast).
- Ensure all finance related systems are up to date (pupil numbers, funding rates, assumptions etc.).
- Assist the CFO to ensure the chart of accounts aligns with the DFE standard to make use of efficiencies in automation of statutory returns.
- Assist the CFO in work on procurement or costing exercises.
- Monitor and assist in completion of month end procedures to ensure timeliness and accuracy of reporting.
- Form an integral part of the central finance team which ensures that year end reporting, reconciliations, audit requirements, and statutory deadlines are met and continue to become more efficient.
- Standardise financial processes and templates within schools.
- Lead on the accurate recording and monitoring of capital income and expenditure, including the monthly update of the fixed asset register and monthly depreciation.
- Work closely with the CFO and other colleagues to maximise income generation.
- Ensure high levels of effective communication across the trust to enable all staff to perform their duties in line with agreed policies and procedures.
- Design and deliver training as required; supporting and developing staff in regard to financial aspects of their post, whether they are new to role or seeking CPD.
- Play a key role in ensuring that schools have accurate ICFP information.
- Deputise in the absence of the CFO.
- Support the CEO on financial aspects of any academy conversion, to include due diligence and the effective introduction of financial systems and processes for new academies joining the trust.
- Willing to provide back up to any service in need such as staff absence.
- Willing to work and plan around an all-year-round finance function with standard monthly timetables and compliance requirements.

All staff at the Bishop Fraser Trust will:

- Seek to be positive and build up the common good through their own individual contribution to the life of their school.
- Offer ideas and suggestions for making things better.
- Engage actively in the appraisal and performance review process.
- Seek to develop a better work/life balance.
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.

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- Follow any reasonable request to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

If appointed, the successful applicant must be aware that the principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:	April 2026
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Person Specification

Categories	Essential / Desirable
Professional values and practices of The Bishop Fraser Trust	
Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour we expect from both staff and pupils.	E
Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.	E
Able to improve their own practice through evaluations and discussions with colleagues.	E
Flexible, with an ability to be able to embrace and generate change.	E
Work with the CFO to ensure that the central finance function of the trust continues to provide an outstanding service in terms of meeting the demands of The Trust Handbook, protects public finances, but allows school to operate efficiently and effectively within.	E
Personal Qualities	
Self-motivated, personally resilient and calm under pressure.	E
High levels of personal integrity, discretion, honesty, reliability and self-awareness.	E
Conscientious and diligent work ethic.	E
High standard of personal presentation with an excellent attendance and timekeeping record.	E
Exacting standards, with high levels of attention to detail and accuracy.	E
Patience, kindness and understanding.	E
To be able to adapt quickly to changing circumstances and new ideas.	E
Emotionally intelligent and able to articulate vision to a range of audiences.	E
Be credible and able to articulate vision to a range of audiences.	E
Be able to have a bigger picture mindset to align the shared vision of the trust.	E
Professional Dispositions	
Pro-active in using initiative.	E
Rigorous and methodical with an ability to manage own workload; and an unwavering commitment to meeting deadlines especially regarding statutory responsibilities or DFE requirements.	E
Ability to work as part of a team and understand competing demands.	E
Maintains a positive outlook at work.	E
Willingness to take a hands-on approach as necessary.	E
Flexibility, on occasions and within reason, in approach to working hours.	E
Ability to multi-task is essential, as is the ability to prioritise and effectively manage large volumes of requests.	E
Confident in providing training, advice and support to colleagues.	E
Qualifications	
Six GCSE passes (to include English and Maths) at grade C /5 or above; or equivalent	E
Mid-level/solid Part qualified accountant (ACA/ACCA/CIMA/CIPFA).	E
Qualified Accountant.	D

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Categories	Essential / Desirable
Leadership and Management	
Ability to develop others and motivate staff to drive outcomes for all.	D
Evidence of helping to produce development plans.	D
Evidence of improving and sustaining achievement and progress for all.	D
Experience	
A minimum of four years' experience in an accountancy/finance office.	E
Experience in undertaking service and financial planning processes including detailed budget setting.	E
Experience in undertaking budget monitoring processes and preparing management accounts.	E
Experience in producing year end accounts and meeting audit and statutory deadlines.	E
Experience in month end support i.e. journals, reconciliations.	E
Experience providing excellent customer service.	E
Experience in maintaining an accounts system and processing day-to-day transactions.	D
Evidence of progression within finance career/responsibilities.	D
Skills and Knowledge	
Demonstrate the ability to develop, implement and maintain high quality financial services to customers.	E
Sound knowledge and understanding of key finance principles.	E
Ability to locate, analyse and interpret financial information to support decision-making, forecasting and audit compliance.	E
Able to swiftly adapt to and utilise new systems and software.	E
Able to enter and retrieve information and produce complex documents using a range of systems and software.	E
Able to communicate effectively, confidently and accurately both orally and in writing.	E
Follows procedures and policies; and able to train other in the same.	E
High level IT skills including the use of formula, lookups and pivot functions of Microsoft Excel to be able to interrogate the finance system and manipulate data and produce reports.	E
An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly the Finance Handbook, Data Protection, Child Protection and Safeguarding.	E
Excellent levels of literacy & numeracy.	E
The ability to manage highly confidential material in an appropriately sensitive way.	E
An understanding of relevant Charity SORP, FRS102, Companies Act and other accounting regimes which relate to Academy Trusts.	E
Safeguarding of Children and Young People	
Understanding of the responsibilities of the Trust and schools in keeping children safe and ensuring compliance with all relevant legislation	E
Satisfactory completion of enhanced DBS checks and pre-employment checks	E

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Categories	Essential / Desirable
All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles	E