



APPLICATION PACK

CHIEF FINANCE 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 of 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 proudly serve communities across South Lancashire and Greater Manchester. 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 as we anticipate adding a further three schools over the course of our next strategic cycle. 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 GREATER MANCHESTER/ SOUTH LANCASHIRE

Affordable cost of living: Compared to some of the larger cities, such as London, Greater Manchester offers a relatively affordable cost of living, with a wide range of housing options across its diverse towns and communities, supporting a strong quality of life.

Convenient transportation: Greater Manchester benefits from extensive transport links, including access to the M60, M61 and M62 motorway network, as well as regular rail services into Manchester city centre and across the wider UK. The region is also served by the Metrolink, one of the UK's largest tram networks, providing frequent and reliable connections across the city region.



Beautiful green spaces: Greater Manchester offers a wealth of high-quality parks, countryside and green spaces, including Heaton Park, Jumbles County Park, Rivington and Moses Gate County Park.

These areas provide opportunities to step away from urban life and enjoy walking, cycling, picnics and a range of outdoor activities. The surrounding moorland and nearby countryside are particularly notable, offering striking landscapes and easy access to nature across the region.

Cultural attractions: Greater Manchester has been a proud historical, reflected in its many museums, galleries, and heritage attractions. Highlights include Bolton Steam Museum, Bury Transport Museum, and the East Lancashire Railway, a well-known visitor attraction. The region offers a thriving cultural scene, from local venues such as Octagon Theatre to the extensive arts, music and performance programmes across Manchester, one of the UK's Leading cultural centres. Greater Manchester boasts a diverse range of restaurants, cafes, traditional pubs and leisure activities. The area hosts a dynamic Calander of events such as the Ironman Uk and the popular Bolton Food and Drink Festival, alongside numerous cultural community events across the region for a diverse community.



Academic institutions: Greater Manchester is home to a wide range of universities, colleges and further education institutions, supporting a strong pipeline of talent and skills development. The region includes institutions such as University of Bolton and Bury College. Alongside major universities including University of Manchester, Manchester Metropolitan University and University of Salford. These strong academic connections provide opportunities for collaboration, research, workforce development and access to emerging talent across a wide range of discipline.

About the role

The Chief Financial Officer is a pivotal executive leadership role, offering an engaging blend of strategic leadership and operational oversight within an ambitious and expanding Trust. As we continue to grow and evolve, this is an exciting opportunity for an experienced finance leader to shape the next phase of our financial strategy, strengthen the way our finance function operates, and help define how high-quality financial leadership supports educational excellence across the Trust.

This role will appeal to a finance professional who enjoys balancing strategic thinking with a hands-on approach. You will be equally comfortable influencing long-term direction as you are ensuring that our financial systems, processes and controls operate effectively on a day-to-day basis. Working closely with the Chief Executive Officer and executive colleagues, you will play a key role in shaping the future operating model for finance, ensuring it is responsive, efficient and capable of supporting the Trust's continued growth.

We recognise that outstanding candidates may come from a range of sectors and not necessarily have worked within education. What is most important is a commitment to strong financial governance, high quality systems and processes, and delivering responsive, customer-focused support to our schools. Knowledge of the regulatory framework for Academy Trusts and the stewardship of public funds would be advantageous, although we welcome applicants who can demonstrate transferable experience from similarly complex organisations.

As a member of the Executive Leadership Team, you will work alongside a talented group of professionals committed to supporting school leaders to achieve the very best outcomes for children and young people. You will have the opportunity to influence the continued development of our central services, ensuring they provide effective, high-quality support that enables our academies to thrive. In addition to leading the finance service, you will also line manage the Director of Estates, ensuring that financial planning and estate strategy are closely aligned. Working collaboratively, you will help ensure that investment in our estate supports educational priorities, delivers value for money and contributes to the Trust's long-term sustainability.

Job Title:	Chief Finance Officer	Department/Group:	Finance & Estates/Executive Leadership Team
Level/Salary Range:	Soulbury Scale Point 19-32 £68,860 - £85,298	Reporting to:	Chief Executive Officer
Contract term:	Permanent	Hours per week:	37 Hours
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> • 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:			
• 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:			
• Ensure the long term financial and operational sustainability of the Trust and good management of financial risk. • Oversee budgeting, forecasting, and financial reporting. • Ensure compliance with academy, charity, and financial regulations. • Maintain strong financial controls, governance, and risk management. • Advise the CEO and Trustees on financial planning and decision-making. • Lead the annual audit and statutory financial reporting. • Ensure value for money through effective resource management, procurement and contract management across the Trust. • Identify and secure opportunities for additional income generation, including grants, fundraising initiatives and external funding opportunities. • Develop and oversee procurement strategies that maximise efficiency, achieve best value and support the Trust's strategic priorities. • Manage, develop and train all finance colleagues across the Trust while supporting school leaders. •			
Job Description:			
Core Leadership Accountabilities			

- As a key member of the Executive Leadership Team, helping develop and implement strategy and to resource and deliver the Trust's strategic objectives sustainably.
- Lead the promotion and delivery of excellent financial management across the Trust, so that public money is always safeguarded and used appropriately, economically and efficiently.
- To ensure compliance with relevant law, accounting practise, DfE and any other sector requirements.

Finance Strategy

- To lead the Trust's financial strategy, including preparing Trust's annual budget and 3yr plan, working closely with Executive Leaders, Headteachers and Trustees to ensure delivery of Trust's strategic and financial objectives, and providing assurance that the Trust can remain a going concern.
- Providing the financial lead to the strategic planning process, contributing towards production of the Trust development plan.
- Be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered, and alignments with the Trust's financial strategy.
- To provide advice and guidance to the CEO and Trust Leaders, including Trustees.
- Proactively manage cash reserves to maximise investment.
- To monitor the financial performance of the academies regularly and systematically and report the outcomes to the CEO and Finance, Audit and Risk Committee, and the Board.

Financial Operations

- To ensure the operating model (systems, structure, process and services) in relation to financial services is efficient and effective service, and value for money.
- To maximise efficiencies and streamline processes across finance operations.
- To ensure the operating model is scalable and can support successful induction of new schools without compromising core purpose.
- Developing and maintaining robust financial systems to ensure financial probity and control.
- Proactively managing the relationship with its bankers, to ensure that appropriate and efficient systems are in place for the Trust's accounting procedures.
- Proactively managing the cash position of the Trust and its operating activities and reporting regularly on this aspect of financial management to the Trust Board.
- Ensure that the Trust achieves value for money across all its activities, including the delivery of services.

Financial Control and Compliance

- Maintaining the Trust accounts in accordance with the funding agreement and Academy Trust Handbook, DfE Chart of Accounts and Accounts Direction issued by the funding and in accordance with the financial regulations and procedures of the Trust.
- Ensure that the Trust follows best practise in terms of financial governance, and ensure the probity, and legislative compliance, of all financial transactions, including payroll and cash handling, and the integrity and suitability of all control mechanisms.
- To lead on the internal risk processes and external audit and submit audited statutory consolidated accounts to the DfE and Companies House in accordance with required deadlines and driving improvements if identified.
- Ensuring the effective financial structures and controls are in place to support robust financial management.
- To lead on the construction, implementation and evaluation of delegated policies and procedures.
- Maintaining the relevant aspects of the Trust's risk register.

Procurement

- Establish and maintain procurement governance frameworks, policies, and controls to ensure compliance, value for money, risk management, and operational efficiency across all purchasing activities.
- Partner with senior leadership and key stakeholders to identify opportunities for strategic sourcing, spend optimisation, supplier consolidation, and improved procurement processes.
- Oversee supplier relationships and performance management, ensuring vendors meet agreed service levels, quality standards, and commercial requirements.
- Ensure procurement decisions support the organisation's financial strategy through robust budgeting, forecasting, spend analysis, and commercial oversight.
- Lead the development and implementation of procurement systems, processes, and reporting to improve transparency, accountability, and decision-making.

Income Generation and Funding Opportunities

- Identify, evaluate, and secure new sources of income through grants, fundraising initiatives, partnerships, sponsorships, and other external funding opportunities aligned with the organisation's strategic priorities.
- Build and manage relationships with key external stakeholders, including grant providers, donors, funding bodies, and strategic partners to maximise opportunities for financial support.
- Lead the development of compelling funding proposals, business cases, and investment opportunities that clearly demonstrate impact, value for money, and alignment with funder objectives.
- Work collaboratively with senior leaders and operational teams to identify opportunities for growth, innovation, and new revenue-generating initiatives.
- Monitor funding pipelines, market trends, and emerging opportunities to ensure the organisation remains well-positioned to secure additional income and respond to changing financial landscapes.

Trust Growth and Development

- Support due diligence processes for potential growth opportunities, including academy conversions, mergers, acquisitions, and other strategic developments, ensuring robust evaluation of financial, operational, legal, and educational considerations.
- Work collaboratively with stakeholders during academy conversion and growth activities, coordinating information gathering, risk assessment, compliance checks, and transition planning to support successful integration.
- Represent the Trust positively with external partners, schools, governing bodies, and sector organisations, strengthening relationships and enhancing the Trust's reputation as a collaborative and forward-thinking organisation.

Qualities and Knowledge

- Holds and articulates the Trust's values and moral purpose, compellingly communicating the vision of the Trust.
- Demonstrates optimistic personal behaviour, positive relationships and attitudes towards all stakeholders.

- Leads by example, with integrity, creativity, resilience and clarity, drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustains wide, current knowledge and understanding of the sector and pursues continuous professional development.
- Develops and maintains an appropriate professional network.
- Works with political and financial astuteness, within a clear set of principles centred on the Trust's vision, ably translating local and nations policy into the Trust development.

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 career conversations as part of our performance development policy
- 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.
- 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: July 2026

Person Specification – Chief Finance Officer

Categories	Essential / Desirable
Professional values and practices of The Bishop Fraser Trust	
Ability to build and maintain successful relationships with students, treat them consistently with respect and consideration and demonstrate concern for their development as learners.	E
Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work.	E
Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.	E
Able to liaise sensitively and effectively with parents and carers, recognising their role in student learning.	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
Personal Qualities	
Self-motivated and personally resilient.	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 time-keeping record.	E
Exacting standards, with high levels of attention to detail and accuracy.	E
Patience, kindness and understanding.	E
Visionary and strategic thinker, able to balance operational detail with long-term planning.	E
Strong communicator and collaborator with a coaching leadership style.	E
Highly organised, resilient, and focused on delivering high standards.	E
Committed to safeguarding, inclusivity, and the Trust's educational mission.	E
Ability to manage competing priorities and deliver under pressure	E
Experience of leading organisation change and improvement initiatives	D
Professional Dispositions	
Pro-active in using initiative.	E
The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focusing on meeting customer needs and satisfaction.	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
Leadership and Management	
To effectively lead and work as a member of an Executive Leadership Team.	E
Experience and track record as a strategic leader.	E
Set high standards and be a role model for staff, taking responsibility for own and others professional development.	E
Motivate all team members to ensure high performance.	E
Deal sensitively with people and resolve conflicts.	E

Categories	Essential / Desirable
Liaise effectively with other organisations and agencies.	E
Qualifications	
Fully qualified accountant accreditation from one of the major accountancy professional bodies e.g. CIMA, ICAEW, ACCA, CIPFA.	E
An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding.	E
Experience	
At least three years senior financial leadership experience, ideally within a complex organisation, with responsibility for strategic financial management, long-term planning, and delivering financial sustainability.	E
Experience of developing and delivering robust financial strategies, including budget management, financial forecasting, risk management, value-for-money initiatives, and effective resource allocation.	E
Prior experience of working within the education sector.	D
Experience of supporting organisational growth and development, including due diligence, academy conversions, mergers, acquisitions, and the successful integration of new schools or services.	D
Strong experience of leading procurement, contract management, and commercial activities, ensuring effective controls, efficiencies, and best value.	E
Experience of working effectively with senior teams and governance committees, providing clear financial advice, challenge, and strategic insight to support decision-making.	E
Experience of managing change and transformation programmes, with the ability to balance operational delivery with strategic improvement and growth priorities.	E
Skills and Knowledge	
Highly developed planning and prioritisation skills.	E
Ability to communicate effectively to a range of audiences.	E
Excellent analytical and problem-solving skills and sound judgement.	E
Excellent judgement and decision-making skills.	E
Readiness to accept and implement change, openness and willingness to learn and flexibility.	E
Excellent presentation skills.	E
Safeguarding of Children and Young People	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E