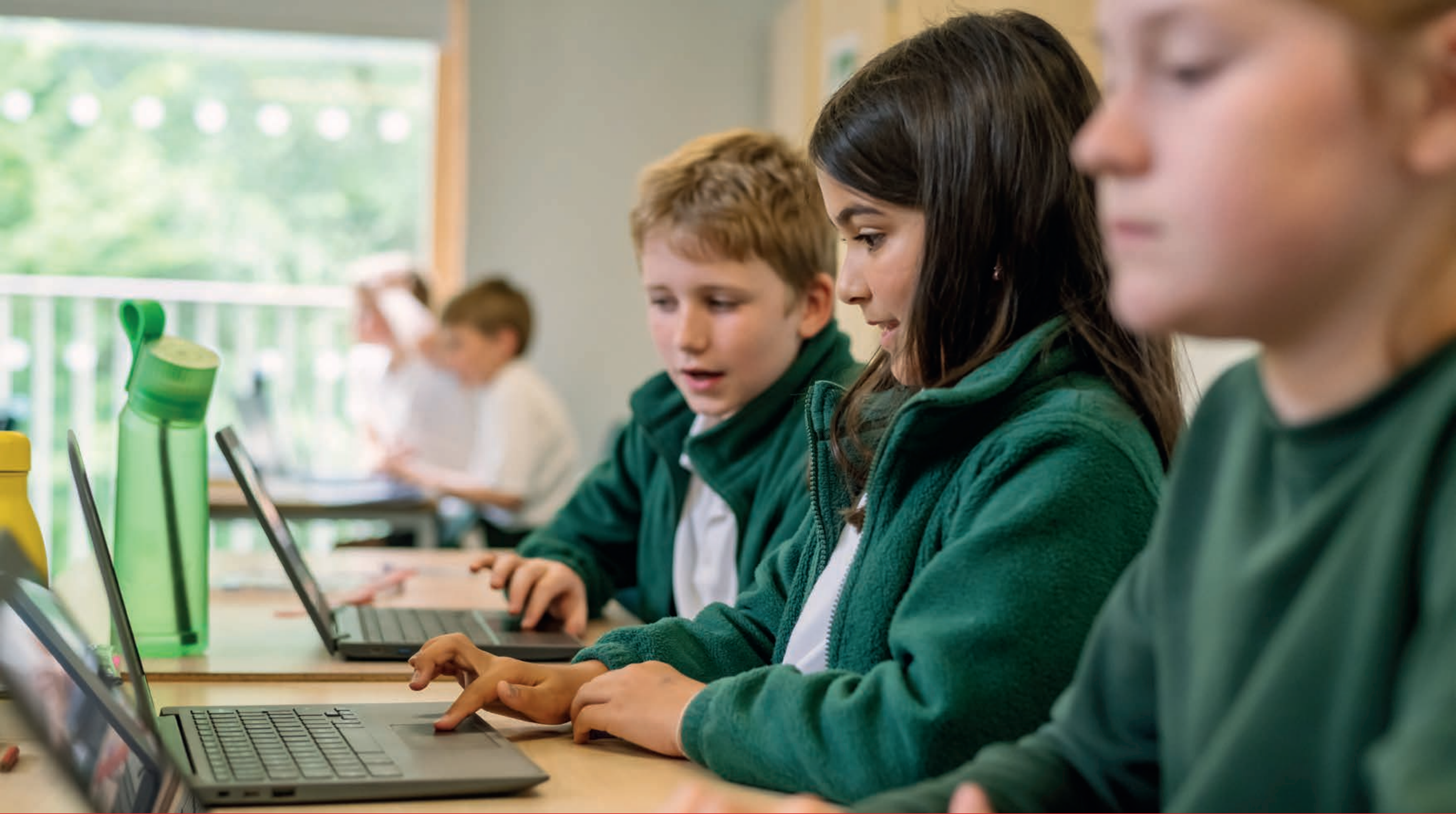

Hurst EDUCATION TRUST

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Appointment of **Chief Financial and Operations Officer**

Candidate information

About Hurst Education Trust

Hurst Education Trust (HET) is a growing Multi-Academy Trust, comprising 14 primary schools across West Sussex. It was set up by Hurstpierpoint College in collaboration with the Diocese of Chichester.

Our mission is to provide exceptional education that enables every child to thrive. We work collaboratively across our schools, sharing expertise and resources to deliver outstanding outcomes for pupils and communities.

Schools who are part of the Hurst Education Trust receive a high quality education support package focused on the "Good to Outstanding" journey and access to Hurst College's facilities, including sports and academic provision together with specialist facilities including the theatre, farm and chapel. Importantly, schools retain their individuality, including their name, uniform and curriculum.

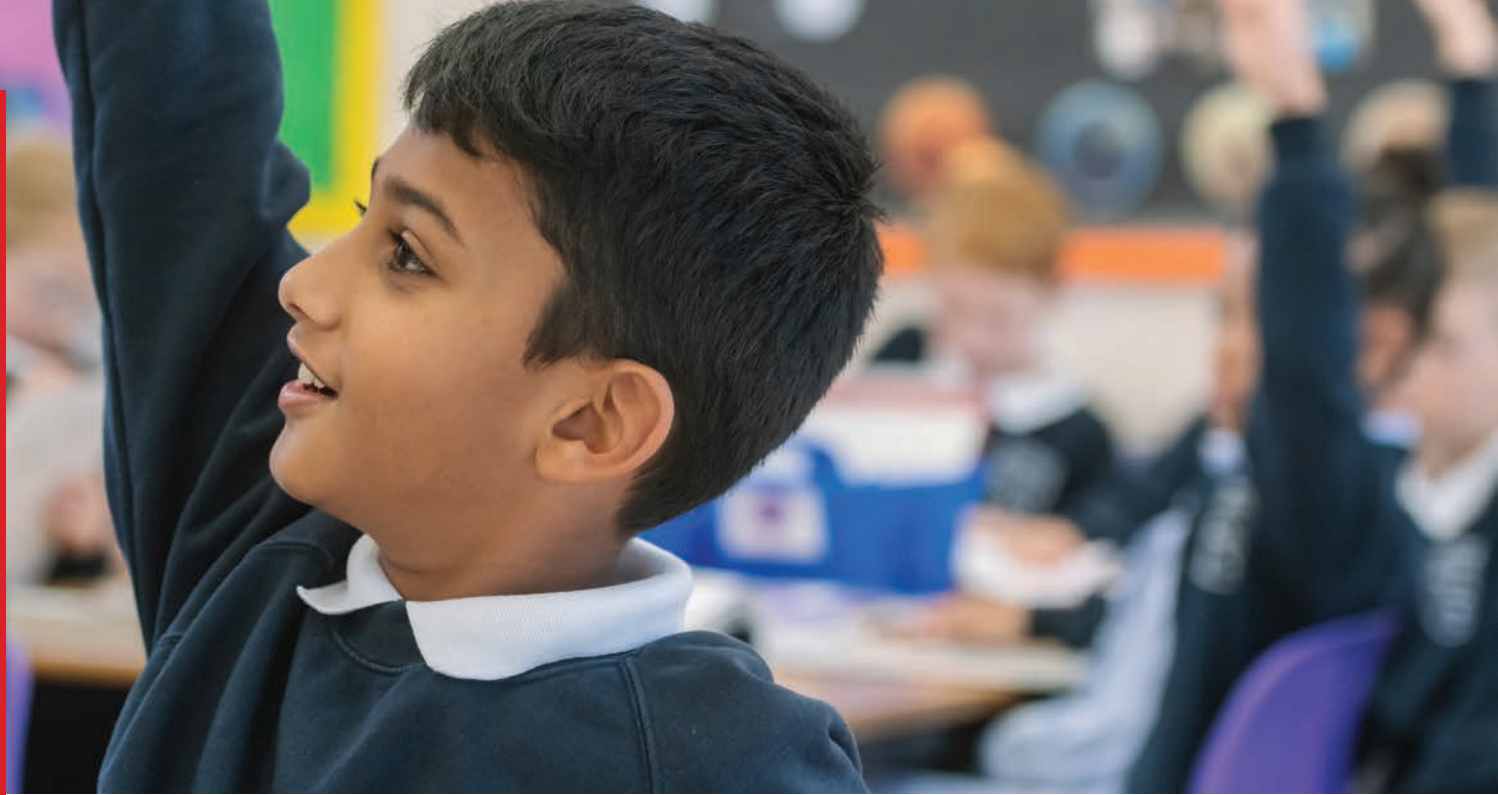
The Trust and its schools are open, welcoming and inclusive, embracing pupils of all faiths and none, committed to the flourishing of all of its pupils.

HET is in an active period of growth, onboarding new schools and developing its central services. The CFOO will join at a pivotal time, helping to shape the financial infrastructure that underpins the trust's next phase of development.

Find out more at **www.hurst.education**

Chief Financial and Operations Officer

Job Title:	Chief Financial and Operations Officer (CFOO)
Employer:	Hurst Education Trust (HET)
Location:	College Lane, Hurstpierpoint, Hassocks, BN6 9JS. A hybrid working arrangement, combining home and office-based working, may be considered for this role. Travel required across the Trust schools.
Responsible To:	Chief Executive Officer
Responsible For:	Finance team staff across the Trust
Contract:	Full-time, permanent This opportunity could also be considered on a part-time and/or term time only basis. Minimum three days per week.
Salary:	£75k–£85k Flexibility on salary will be considered for exceptional candidates. Access to the Local Government Pension Scheme.

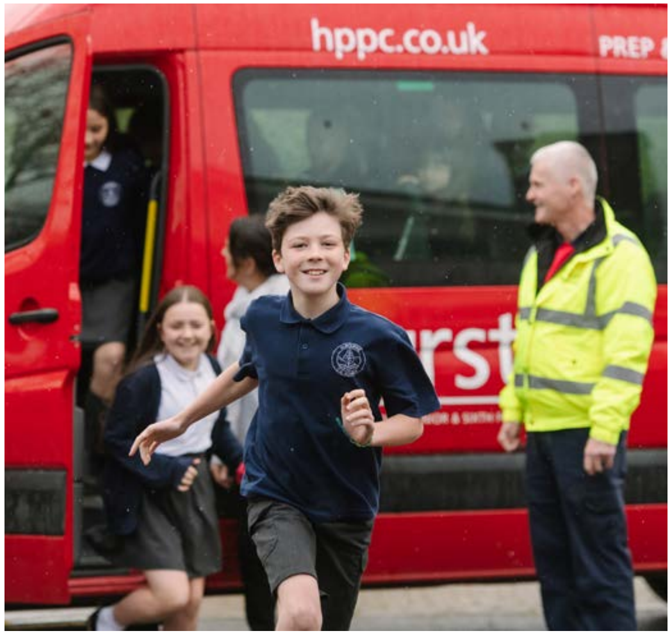


Role overview

Job purpose

The Chief Financial and Operations Officer (CFOO) is a key member of the Trust's Senior Leadership Team, with strategic and operational responsibility for all financial matters across HET.

Reporting directly to the Chief Executive Officer (CEO), the CFOO will ensure the financial health, sustainability and compliance of the trust, providing high-quality financial leadership and assurance to the Board of Trustees, executive team and individual school leaders.



Key Responsibilities

Strategic Financial Leadership

- Develop and implement the trust's financial strategy in alignment with the trust's overall vision and growth plans.
- Provide high-quality financial analysis, modelling and advice to the CEO, Board of Trustees and Finance and Resources Committee.
- Lead multi-year financial planning, including scenario modelling for school growth, restructuring and new school onboarding.
- Identify and manage financial risk across the trust, maintaining and developing the trust's risk register in relation to financial matters.
- Advise on the financial implications of strategic decisions, including inter-trust arrangements, TUPE transfers and capital projects.

Financial Management and Reporting

- Oversee all aspects of financial management across 14 primary schools and central trust functions, ensuring consolidated and school-level accuracy.
- Produce timely, accurate and clear management accounts, budget monitoring reports and financial statements for the Board, committees and external stakeholders.
- Lead the preparation of the trust's statutory accounts and annual report in compliance with the Academies Accounts Direction and relevant charity and company law.
- Ensure compliance with the Academy Trust Handbook (ATH), Department for Education (DfE) requirements and all other applicable regulatory frameworks.
- Manage the external audit process and maintain effective relationships with external auditors.
- Oversee internal scrutiny arrangements in compliance with the ATH.

Budgeting and Resource Allocation

- Lead the annual budget-setting process for the trust and all schools, working collaboratively with headteachers and the CEO.
- Monitor budget performance throughout the year and provide clear, actionable reporting to budget holders.

- Develop and maintain fair and transparent funding allocation models across schools.
- Identify opportunities for efficiencies and shared resource across the trust without compromising educational outcomes.
- Oversee procurement strategy and ensure the trust meets its public procurement obligations.

Payroll, Pensions and HR Finance

- Oversee payroll processing across the trust, ensuring accuracy and compliance.
- Manage the trust's obligations in relation to the Local Government Pension Scheme (LGPS) and Teachers' Pension Scheme (TPS).
- Work closely with the Deputy CEO and HR Director on the financial implications of workforce decisions, including redundancy, TUPE, and restructuring.

Governance and Compliance

- Attend and present at Board of Trustees meetings and Finance and Resources Committee meetings as required.
- Ensure the trust meets all Companies House and DfE financial reporting obligations.
- Maintain up-to-date knowledge of academy trust financial regulations and proactively brief the senior leadership team and Board on changes.
- Oversee banking arrangements, treasury management and investment of reserves.
- Ensure appropriate financial controls, policies and procedures are in place and regularly reviewed.

Leadership and People Management

- Line manage and develop the central finance team, fostering a high-performing, collaborative culture.
- Support school business managers and finance leads across the trust, providing training, guidance and consistency of practice.
- Champion continuous improvement in financial systems, processes and reporting tools.
- Act as a visible, accessible and credible financial leader for headteachers and school staff.

Person Specification

The following criteria will be used in shortlisting and selection. Candidates should address each essential criterion in their application.

CRITERION	ESSENTIAL	DESIRABLE
Qualifications and Professional Membership		
Fully qualified accountant (ACA, ACCA, CIMA or equivalent)		✓
Relevant degree or equivalent professional experience where qualification was obtained through an alternative route		✓
Continuing professional development relevant to the role		✓
Knowledge and Understanding		
In-depth knowledge of financial management in a complex, multi-site public sector or charitable organisation	✓	
Sound understanding of the Academy Trust Handbook, Academies Accounts Direction and ESFA requirements	✓	
Knowledge of charity and company law as applicable to academy trusts	✓	
Understanding of LGPS and TPS pension scheme obligations	✓	
Familiarity with payroll processes and employment cost management	✓	
Understanding of public procurement frameworks and obligations		✓
Knowledge of the school funding system, including the National Funding Formula and local authority funding		✓

Person Specification

The following criteria will be used in shortlisting and selection. Candidates should address each essential criterion in their application.

CRITERION	ESSENTIAL	DESIRABLE
Experience		
Senior financial leadership experience, including direct responsibility for financial reporting, audit and statutory compliance	✓	
Experience of preparing or overseeing the preparation of statutory accounts	✓	
Experience of presenting to boards, governors or trustees	✓	
Experience of budget-setting and multi-year financial planning in a complex organisation	✓	
Experience of managing and developing a finance team	✓	
Experience of working in an academy trust or other educational setting		✓
Experience of supporting organisational growth, including new entity onboarding or TUPE transfers		✓
Experience of managing external audit relationships	✓	

Person Specification

The following criteria will be used in shortlisting and selection. Candidates should address each essential criterion in their application.

CRITERION	ESSENTIAL	DESIRABLE
Skills and Abilities		
Ability to translate complex financial information into accessible reports and advice for non-financial audiences	✓	
Strong analytical and problem-solving skills, with high attention to detail	✓	
Excellent written and verbal communication skills	✓	
Ability to work collaboratively with headteachers, school business managers and central trust staff	✓	
Ability to manage competing priorities and work effectively under pressure	✓	
Proficiency in accounting software and management information systems	✓	
Strong skills in Microsoft Excel and financial modelling	✓	

Personal Qualities		
High personal and professional integrity	✓	
Committed to the trust’s values and to improving outcomes for children	✓	
Proactive, solutions-focused approach	✓	
Collaborative and approachable, with the confidence to challenge constructively at all levels	✓	
Resilient and adaptable in a fast-paced, growing organisation	✓	

Apply

The application process

Prospective candidates are invited to make contact to discuss the role.

Interested candidates should submit a covering letter and completed application form to **recruitment@hppc.co.uk**

The closing date for applications is **Tuesday 30th June 2026**

Interviews will be held the week commencing **Monday 6th July 2026**

Safeguarding and equal opportunities

Hurst Education Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the pre-employment medical questionnaire, relevant original ID documentation and examination certificates. The Trust understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim.

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