

## THE DUNSTAN CATHOLIC EDUCATIONAL TRUST

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Dear Applicant,

### Chief Financial Officer

Thank you for your interest in the Chief Financial Officer (CFO) role for a start date as soon as possible.

This is an exciting time to join us, the DCET opened on 1 March 2022 as one of the first Catholic multi-academy Trust's (MATs) in Clifton Diocese. The DCET currently oversees six primary schools based in Somerset and North Somerset with a combined total of circa 1200 pupils, 200 staff and £5m budget. However, the Bishop's ambitious growth strategy means it is expected to expand quickly over the next few years to over 20 mixed phase schools. The Trust is already engaged in conversations about schools joining in 2023. More details about the Trust, its vision, values and schools can be found via: [The Dunstan Catholic Educational Trust \(thedcet.com\)](http://TheDunstanCatholicEducationalTrust(thedcet.com))

The Trust seeks to appoint a qualified accountant as a permanent full-time postholder with rights to work in the UK as soon as possible. In the first instance, please share your CV with me via [HTaylor@theDcet.com](mailto:HTaylor@theDcet.com) you do NOT have to be a Catholic to apply but would be expected to uphold its ethos. There is some flexibility for the right person to start initially on a 0.8 or nine-day fortnight basis rising to full-time to meet business demand and Trust growth. The postholder will need to be a qualified accountant and experienced operations/business leader with a proven track record within a growing and complex organisation operating on multi-sites. The DCET CFO will have delegated leadership responsibility for the finance and business operations of the Trust as a whole and ensuring public funds are well spent in delivering the Trust's vision, ethos and strategy in the best interests of all pupils. You will be the Trust's principal financial adviser and contribute to the development and delivery of highly effective and efficient governance, financial strategy and policy, financial management, internal controls and assurance processes which ensure compliance with the Trust's statutory requirements as a charitable company funded and regulated by the Department for Education.

As the Trust's most senior non-teaching employee, you will be part of Executive Leadership Team committed to working openly and ethically with the CEO and Trust Board, line managing central team staff and collaborating with other key stakeholders in the best interests of all children within and beyond DCET. You will have a major role in supporting delivery of the Bishop's growth plan through effective advocacy, stakeholder engagement and completion of due diligence for prospective new or joining schools to enable informed decision making by the Trust Board. This is a post that will change over time;

the post holder will be responsive and proactive in the context of organisational needs, strategic priorities and growth.

### What We Can Offer You

- Employer contributions to the Local Government Pension Scheme
- Excellent career development opportunities as the Trust grows
- Handover and transition support.
- Access to continuous professional development by engaging in a trust-to-trust support and/or MAT CFO buddy/coaching and mentoring arrangement. The latter could be helpful particularly if you have not worked in the education sector previously.
- Annual leave of 30 days (pro rata) plus bank holidays
- Hybrid working to offer a flexible approach to work life balance

### Next Steps

**Stage 1** – If you are interested in the role, in the first instance please send me your up-to-date CV and contact details via [HTaylor@thedcet.com](mailto:HTaylor@thedcet.com). Please also advise if you would like an informal conversation before moving to the next stage.

**Stage 2** – to apply formally and comply with the Trust’s safeguarding policy all applicants will need to complete a CES model application for **Support Staff** obtainable at: [Vacancies \(thedcet.com\)](http://Vacancies(thedcet.com)) and email it to me via [HTaylor@thedcet.com](mailto:HTaylor@thedcet.com)

The Trust’s privacy notice can be found via: [Privacy and Cookie Policy \(thedcet.com\)](http://Privacy and Cookie Policy (thedcet.com))

The Trust is committed to equality, diversity and inclusion and safeguarding. As an inclusive employer applications are welcomed from all. Any appointment will be subject to the satisfactory completion of pre-employment checks including an enhanced Disclosure and Barring Service (DBS) check and Section 128 clearance.

Finally, the Somerset area in the South West of England is a fantastic place to live and work. It is home to many natural and cultural sites of interest including beautiful beaches, harbours and coastal walking paths, Cheddar Gorge, Glastonbury Festival, the City of Wells, Bridgwater and Taunton Canal, willows and wetlands. Find out more via: [Somerset | Accommodation | Attractions | Things to do - Visit Somerset](#)

I look forward to hearing from you.

Kind regards,

Helen Taylor  
Chief Executive Officer

