



Multi Academy Trust Finance Manager



Dear Applicant

Thank you for your interest in our vacancy for a Multi Academy Trust Finance Manager.

We are looking for someone to continue the development of financial systems and finance management in our recently formed Multi Academy Trust. CSAT was formed in September 2018, with our three schools converting to Academy Status in January 2019: Meole Brace School, Belvidere School and Mary Webb School and Science College. The three schools make up a strong trust with over 2500 students and a total annual budget in excess of £12,000,000. All three schools have traditionally operated on a sound financial basis, and all entered CSAT with healthy reserves.

That said, these are financially challenging times for schools, and we are looking for someone with the skills and determination to help lead our trust and its schools through the next phase of development. The successful applicant will need to not only ensure that all three schools continue to be managed on a sound financial basis, but will also need to fully explore and identify other income opportunities for the trust.

We are seeking a dynamic and experienced leader with a clear vision who:

- Has experience of financial management in schools
- Understands the requirements of the Academies' Financial Handbook for both academies and MATs
- Has a clear vision for developing the financial systems and processes of the trust and its schools
- Has experience of managing significant budgets
- Is familiar with the audit and accounting processes required in the academies sector

If you would like more information, please do not hesitate to contact me at Belvidere School, on 01743 235073, or via email at: recruitment@belvidere.shropshire.sch.uk

The closing date for receipt of applications is 12 noon of Friday 5th July 2019.

Thank you for your interest in what is sure to be a very rewarding post; we look forward to receiving your application.

Yours sincerely



Pete Johnstone
Executive Principal
CSAT



Advertisement

Multi Academy Trust Finance Manager

Required 1st September 2019

Part time three days per week

Salary equivalent to Shropshire Council Scale Points 49-53 (0.6fte will be £30,835 to £33,158 pro rata)

The Trustees wish to appoint a talented and suitably experienced Finance Manager with the necessary skills to lead all aspects of the finance functions of the Central Shropshire Academy Trust. Working closely with the Executive Principal and the Trustees, the successful candidate will be able to demonstrate an excellent understanding of the financial requirements of academies and a Multi Academy Trust, and will have the vision and drive to ensure that the Trust develops financially.

Candidates will be expected to hold a suitable finance/accountancy qualification and have experience of managing significant budgets. They will be familiar with the requirements of the Academies' Financial Handbook. The ability to work independently, as well as leading our team of experienced and highly effective School Business Managers, is essential.

The Central Shropshire Academy Trust is a new MAT comprising three 11-16 comprehensive secondary schools: Meole Brace School and Belvidere School in Shrewsbury, and Mary Webb School and Science College in Pontesbury. All three schools are successful and have strong track records of prudent and effective financial management.

An application pack can be downloaded from the vacancies section of any of the three school websites: www.belvidere.shropshire.sch.uk , www.meole.co.uk or www.marywebbschool.com For further information, please contact Pete Johnstone, Executive Principal, at Belvidere School, Crowmere Rd, Shrewsbury SY2 5LA or email recruitment@belvidere.shropshire.sch.uk

Closing Date for Applications Friday 5th July 2019 at 12 noon.

CSAT is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS).



Job Description

POST: MAT Finance Manager

ACCOUNTABLE TO: Executive Principal

Main Purpose of Job:

- Provide strategic management and leadership of the financial performance of the Trust.
- Undertake the duties of Chief Finance Officer as outlined in the Academies' Financial Handbook and other documents from ESFA/DFE.
- This translates as the responsibility to:
- Lead the promotion and delivery by the whole organisation of good financial management so that public money is safeguarded at all times and managed efficiently, ethically, professionally, with integrity and conforming to all internal and external regulatory requirements and in a sustainably sound manner in the delivery of the Trust's core aims.
- Lead the promotion and delivery by the whole organisation of good financial management so that public money is always safeguarded and used appropriately, economically, efficiently and effectively.
- Provide sound financial advice to the Board of Trustees, members and senior management colleagues.
- Report on a timely basis to the DFE and other relevant bodies in line with their specific requirements.

Specific duties and responsibilities include:

- Contribute to the ethos, development and success of the Trust
- Ensure that financial management within the Trust as a whole, and each individual academy, complies with the requirements of the Academies' Financial Handbook and Academies' Accounts Direction issued annually by the DfE, which sets out the requirements for the preparation and audit of the annual reports and financial statements of the Trust
- Keep the Executive Principal (EP) and the Board up to date with the latest Education Funding Agency (EFA) changes and other statutory guidance
- Advise the Executive Principal and the Board on all matters relating to the financial strategy, on the impact of their decisions on the financial position of the Trust and on strategic matters, within the framework for financial control determined by the Board
- Ensure that monthly management accounts and other ad hoc reports as required are prepared on a timely basis along with appropriate management commentary comparing performance against budget and analysing variances.
- Work with the Executive Principal of the Trust to develop and deliver a three-year financial plan considering DFE guidelines/funding and identifying additional sources of external revenue and funding.
- Prepare the annual budget in accordance with the requirements of the Trust and DFE.
- Advise Headteachers and Local Governing Bodies (LGB) in preparing academy budgets.

Job Description (continued)

- Provide support and guidance to Business Managers, including:
 - understanding of and compliance with financial regulations.
 - production of all necessary financial reports.
- Establish and maintain the academies financial and accounting systems and ensure the provision of financial information to the Board of Trustees, the academy management and external bodies as required.
- Ensure that the financial systems of the MAT are effective and enable consistent financial reports to be prepared.
- Keep abreast of financial developments, in terms of budgets and financial commitments by keeping in touch with key professional bodies (e.g. ESFA, Teachers' Pensions, LGPS etc.)
- Monitor and Review MAT contracts to ensure best value across all MAT schools.
- Manage the central accounting role; ensuring that efficient income and payroll controls are in place and adhered to.
- Manage cash balances and cash flow.
- Manage tax and VAT liabilities.
- Submit NNDR claims in line with appropriate deadlines.
- Liaise with outsource company to ensure the integrity of accounting for payroll transactions and that payroll reconciliations are properly performed.
- Make appropriate arrangements for the external audit of accounts and liaise with auditors during their audit work.
- Ensure that an ethical purchasing system is in place to ensure value for money is obtained and best use made of resources.
- Manage and oversee the Trust assets ensuring that the full inventory of assets is recorded in an asset register and that accounting for fixed assets is in accordance with Companies Act and appropriate accounting standards.
- Explore, identify and exploit opportunities to develop income for the Trust and its academies.
- Lead on submission of bids for capital grants from ESFA
- Attend trust board and relevant committee meetings as required, to maintain the presence of the finance function and ensure broader financial aspects of key decisions are fully considered and communicated

Conditions of Employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to uphold the Trust's policy in respect of child protection and safeguarding matters.
- The post holder is required to support and encourage the ethos, objectives, policies and procedures of the Trust, and each academy as agreed by the Board of Trustees and Local Governing Bodies.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

Job Description (continued)

- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.
- In addition to the core responsibilities the postholder will undertake any other duties, which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Chair of the Trust or the Executive Principal.
- All staff members are required to participate in the Trust's agreed appraisal scheme.

Ethos:

In all relationships, particularly when initiating or brokering actions and solutions, all Trust staff members should be mindful of the Trust's values and the Government's seven principles of public life.

Confidentiality:

Treat all information acquired through employment, both formally and informally, in confidence.

Equalities:

CSAT has a strong commitment to achieving equality of opportunity in its schools and in the employment of people. The post will ensure that the MAT meets its statutory obligations in relation to all aspects of equalities legislation.

Health and Safety:

Be responsible for own Health & Safety, as well as that of colleagues, service users and the public.



Person Specification

| Key Criteria | Essential | Desirable |
|------------------------------------|--|--|
| Professional Qualifications | <ul style="list-style-type: none"> Professional finance or finance related qualification at graduate level (i.e. ACA, ACCA, CIMA, CIPFA, MAAT or equivalent) | <ul style="list-style-type: none"> Qualified to degree level |
| Skills, Abilities and Competencies | <ul style="list-style-type: none"> Current or recent experience as a School Business Manager or equivalent Experience managing significant financial resources with a good appreciation of relevant regulatory frameworks Detailed understanding of financial processes and procedures High level of literacy, numeracy and ICT competence Experience of using and supporting others in the use of financial management software Good understanding of school funding and school budgets Excellent skills in strategic planning and strategic management of financial resources Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems. Strong decision making skills with the ability to make decisions and recommenda- | <ul style="list-style-type: none"> Familiarity with Academies Financial Handbook Knowledge of statutory requirements, procedures and regulatory requirements relating to academies and Multi Academy Trusts Experience of Academy Finance and Accounting procedures Familiarity with the SAGE accountancy package Experience of effectively leading and managing a team |
| Behavioural Competencies | <ul style="list-style-type: none"> A team player Strong leadership skills Adaptable and flexible Strong communication skills | |
| Personal Qualities | <ul style="list-style-type: none"> Capacity to work under pressure to meet deadlines and organisational priorities. Good leadership skills and ability to inspire and challenge colleagues Commitment to own personal development and that of colleagues Flexible in terms of working patterns and evolution of the role | <ul style="list-style-type: none"> Personable, emotionally intelligent with a sense of humour |
| Other | <ul style="list-style-type: none"> Driving licence and own transport | |

How to Apply

Applications should be made on the official application form which can be found by [clicking here](#).

Please support your application with a letter of no more than two sides of A4, 10pt, in place of the Further Details section on the form. This should be submitted as a Word or PDF file if submitting your form electronically.

Please note that we cannot accept CVs.

Closing Date: Friday 5th July 2019 at 12 noon.

Interview Dates to be confirmed

You can send your application via:

Email to: recruitment@belvidere.shropshire.sch.uk

Post to: Mrs K Mills, Belvidere School, Crowmere Road, Shrewsbury, Shropshire, SY2 5LA

CSAT is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

