



Finance Manager
Outwood Grange Academies Trust

Application Pack

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Welcome Letter

Dear Applicant

Thank you for taking an interest in the position of Finance Manager working within Outwood Grange Academies Trust.

Outwood Grange Academies Trust is an education charity with a track record and national reputation of revolutionary school improvement. We are an organisation, which puts students first: we care deeply about children and our aim is to raise standards across not only our own academies but across the wider educational system and ultimately transform children's life-chances.

As you will no doubt be aware, many public sector bodies are facing financial pressures, and no school is immune from this. However, at Outwood we have strong systems which are held in the highest regard by the Department for Education/Education Funding Agency, which enable the Finance and Operations departments to work hand-in-hand with executives to best deploy our resources and ensure the effective and efficient use of our funding. I would encourage you to check our published accounts to see the evidence of this. As part of the Trust you will gain a tremendous amount of knowledge about our highly regarded systems and help shape them as we continuously look to improve.

To that end, we are seeking a Finance Manager, based initially across four secondary schools in Sheffield, Worksop and Chesterfield. The successful candidate must have experience of operating at this level and a sound technical knowledge. Whilst being fully qualified will be a distinct advantage it is not essential if the same knowledge has been acquired through experience.

Knowledge of this sector would be helpful but it will be a barrier and applicants from the private sector are welcome, we will offer significant support and training to help you excel in this role.

The role will give you a great experience of the education sector and provide opportunities for further development. In this role you will have significant responsibilities, work with senior colleagues, contribute to projects across the Trust and most importantly make a positive impact on the lives of thousands of children's lives.

I look forward to hearing from you and welcome you contacting me in advance of your application should you require any further information.

Yours faithfully

Ben Waterman
Chief Financial Officer

Job Title: Finance Manager

Reporting to: Chief Financial Officer and Assistant Finance Director

Pay and Benefits: SCP 35-38 NJC scales from 1/04/19 (£37,849 - £40,760), a minimum of 25 days holiday, and a generous pension scheme

Overall purpose of the post:

- Lead the financial control and management of up to 5 Secondary academies in the Trust
- Ensure that all relevant financial information and reporting is produced to a high standard and within deadlines
- Ensure compliance with all financial regulations and Trust policies whilst maximising value for money
- Effectively line managing your team to deliver the above

Main duties and responsibilities:

- Produce timely and accurate financial management reports (Income & Expenditure statement including explanation of material variances, Balance Sheet, Cash Flow statement and Capital Expenditure reports) and support the consolidated group financial reporting
- Manage the preparation and review of monthly balance sheet account reconciliations
- Work effectively with non-Finance staff to provide accurate and concise financial information to assist in decision making and to improve financial awareness
- Ensure appropriate levels of systems and internal control are in place to provide assurance that financial records/projections are accurate and to mitigate against risks such as fraud
- Effectively line manage your team
- Lead in driving best practice across the Trust
- Implement Trust policies and processes
- Lead in the development of medium and long term financial plans for academies
- Liaise with the wider Finance team and external auditors as required
- Provide information as required for OGAT statutory returns e.g. VAT
- Assist with and complete returns for submission to external bodies/agencies
- Represent Finance at meetings such as the Local Academy Council and Schools Forum as required

- Ad hoc project work and other duties consistent with role, including the production and monitoring of financial policies and procedures

Supplementary Support

- a) Be aware of, and comply with, policies and procedures relating to child protection, health and security, confidentiality and data protection, reporting all concerns to an appropriate person
- b) Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- c) Contribute to the overall ethos/work/aims of Outwood Grange Academies Trust.
- d) Participate in training and other learning activities as required
- e) Recognise own strengths and areas of expertise and use these to advise and support others
- f) Other duties agreed from time to time by the post holder with the Line Manager or Executive Principal/Chief Executive
- g) Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

NOTES

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.

Person Specification

Job Title: Finance Manager

Qualifications	Essential	Desirable
Fully qualified and/or qualified by experience	✓	
Experience & Knowledge		
Knowledge and experience of the financial regulations relevant to academy Schools and how they are practically applied	✓	
Experience of working positively with non-finance stakeholders and partners	✓	
Experience of working in a high performing organisation and applying a continuous improvement philosophy	✓	
Experience of producing accurate financial reports within tight deadlines	✓	
Skills		
Ability to provide guidance, advice and direction to all colleagues to ensure compliance with financial procedures, policies and the Scheme of Delegation.	✓	
Outstanding interpersonal and communication skills, able to explain complex information in a clear and concise manner to a range of stakeholders	✓	
A strong understanding of ICT and ability to leverage it to improve the effectiveness and efficiency of the finance department	✓	
A proven ability to successfully manage all resources effectively		✓
The ability to motivate staff to ensure high performance		✓
Personal Attributes		
A personal commitment to inclusion and diversity to ensure the maximum benefits for students and equality in employment and service delivery matters	✓	
A team player who is resilient and determined but can also handle challenging situations appropriately	✓	
A strong commitment to personal development for all staff including themselves	✓	

How to Apply

To apply please complete the Outwood Grange Academies Trust application form available at www.outwood.com/vacancies. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date: 12 noon Monday the 25th of March 2019

Interviews: Provisionally Wednesday the 27th of March 2019

Applying:

The online application form should be completed at www.outwood.com/vacancies.

