



Finance & Procurement Manager

Candidate Information Pack

Going beyond what schools ordinarily do

Finance and Procurement Manager

The Kingston Academy seeks a Finance and Procurement Manager to take responsibility for financial management and procurement processes within the school. You will assist with strategic financial management activities including development of the annual budget, cash flow and financial reporting. You will also have responsibility for sourcing and contracting with suppliers, working to establish value for money partnerships.

Position:	Finance & Procurement Manager
Scale:	TKA Operations Payscale Band I, point 41 (£43,864)
Commitment:	Permanent
Contract type:	Full Time
Commencement:	Summer 2018

Application Process

Please visit the Careers section of the website, login and you will be guided through the on-line application form. (www.thekingstonacademy.org).

Interview Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfills the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- Carrying out an in-tray exercise looking at prioritising tasks arising during the course of the school day;
- Meeting with a panel of our pupils for informal question and answer session;
- Financial data analysis;
- Panel interview with Head Teacher, Deputy Head teacher and representatives from the Trust.

Key Dates

- Deadline for applications is midnight on Sunday 29th April 2018.
- Assessment day will take place on Thursday 3rd May 2018.

Safeguarding and Safer Recruitment Statement

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

Letter to Candidates from Ms Sophie Cavanagh, Head Teacher

Dear Candidate,

Thank you for your interest in The Kingston Academy. I am delighted that you are considering joining our accomplished team of professionals. The opportunity to share in the architecture of a new school and be integral in its delivery is unique.



The successful candidate for this role will join us at an exciting stage in our development. The project to build a large modern extension with state-of-the-art facilities to house our growing school will be nearing completion. The addition of a new Year 7 intake in September 2018 will take total pupil numbers to over 700, whilst our original History Makers, entering in Year 10, will be starting their KS4 studies. In addition, planning for the development of our Sixth Form will have begun in earnest.

Recruitment and development of exceptional staff is a top priority for us at The Kingston Academy. Our team comprises committed professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities. We understand that our drive to build an exceptional school relies upon our ability to recruit a fantastic team of staff and offer them excellent opportunities for professional development.

We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this exciting, central role. Prospective candidates are very welcome to come for an informal visit to the school prior to submitting their application. I would be delighted to talk to you about this important strategic operational role. You can contact Justine Free on 0208 465 6200 in order to arrange a suitable time to come in and meet. However, please do not feel that you will be disadvantaged in any sense if you choose not to.

I very much look forward to receiving your application.



Ms Sophie M Cavanagh

Head Teacher - The Kingston Academy

Background to the school

The Kingston Academy is an ambitious new free school set up by The Kingston Educational Trust, a partnership between Kingston University, Kingston College and Royal Borough of Kingston. The overriding aim of the school is to provide our pupils with an outstanding education and, in line with our school motto, to go beyond what schools ordinarily do. TKA first opened its doors to Year 7 pupils in September 2015. The school currently has three year groups (7, 8 & 9) and will grow annually by one additional group, eventually to include a sixth form.

As a school, we offer a traditional core curriculum grounded in the basics of numeracy and literacy, merging the very best of traditional pedagogical practice with cutting edge new technology. All our pupils use Chromebooks to take advantage of the many benefits of eLearning in furthering education.

The Kingston Academy is an inclusive school that focuses on the serious business of achievement for our pupils. Pupils are expected to behave well, work hard and embrace all the opportunities presented to them. The school nurtures respect, responsibility, reflectiveness and collaboration. Above all, the focus of the school is to ensure that pupils will move forward in life as kind, resilient, confident individuals who are equipped to make a positive contribution, anywhere in the world.

At The Kingston Academy there are an abundance of exciting enrichment opportunities for pupils to explore in sport, enterprise, music, community engagement and cultural events. Pupils are encouraged to look beyond their own school and engage with the community around them and all it has to offer in other local schools and local organisations.



Finance and Procurement Manager – Job Description

We are looking for someone who is both forward thinking and innovative to work closely with the Head Teacher, contributing to the strategic direction of the school. You will be responsible for providing important feedback to the Trust.

You will have a strong financial background with previous successful experience of planning and delivering budgets. You will need keen organisational skills, analytical accuracy and incisive strategic thinking and will also be IT literate.

The successful candidate will have a track record in negotiating contracts with suppliers and will be responsible for identifying, negotiating and implementing framework agreements which result in efficiencies in line with financial and forecasting requirements.

Post Title: Finance and Procurement Manager
Salary: The Kingston Academy Operations Pay Scale
Reporting to: Head Teacher
Hours: 08.00 to 17.00 daily
Weeks per year: 52 (25 days annual leave entitlement plus Bank Holidays)

This job description is a general outline of the typical duties and responsibilities to be carried out whilst accepting that these may change at the discretion of the Head Teacher. It is vital that, as the new Academy grows to full capacity, you have the ability and willingness to be flexible and versatile within this role. If you are recruited to a position which does not currently have a full teaching load you will be expected to fulfil other duties and/or roles.

Purpose of post

This post embraces a full range of responsibilities to ensure the provision of an effective strategic and operational financial and premises management service to support the educational aims of the school in accordance with legislative requirements.

Specific Duties

Strategic Development

- Act as the main financial consultant and adviser to Trustees, Head Teacher and Leadership Team;
- Prepare the 3 year budget plan in accordance with the ADIP and update to reflect changes in school/government initiatives and priorities;
- Responsible for finance policy and procedures and ensure that the school meets the financial standards and standing orders laid down by the DfE and ESFA.

Financial Management

- Ensure the school has appropriate financial systems and manage all aspects of the financial systems in accordance with the Funding Agreement, the Academies Financial Handbook and agreed policies;
- Prepare and monitor in detail the annual school revenue budget;
- Prepare the annual salary budget and carry out vigorous monthly salary monitoring and advise on effects of proposed staffing changes;
- Manage and monitor the school's capital budget and oversee the financial aspects of all projects;
- Manage the school's VAT responsibilities;
- Manage all contracts for external services to ensure value for money;
- Manage the ordering, processing and payment of all goods and services;
- Undertake detailed budget monitoring on a monthly basis identifying and investigating key discrepancies;
- Complete and submit statutory financial returns to the ESFA and Companies House;
- Update records held at Companies House;
- Prepare monthly budget monitoring reports for the Trust Finance Committee and attend Finance Committee meetings;
- Prepare and submit all financial returns required by the ESFA;
- Ensure relevant financial information is available internally to all budget holders and monitor and advise on over/under spend in relation to other funds;
- Ensure that accurate records and accounts are maintained for non-public funds;
- Work with auditors regarding interim and annual audits and assurance audits;
- Manage the school's banking arrangements;
- Manage use of ParentPay for parental financial contributions;
- Ensure Pupil Premium funding is accurately claimed and accounted for;
- Responsible for the preparation and submission of the termly school census to ensure accuracy and maximisation of funding;
- Ensure that the asset register and inventory are maintained in accordance with the school Finance Regulations.

Payroll Management

- Work with the Head Teacher / Deputy Heads on changes to staffing and future appointments and advising on the budgetary implications of any developments;
- Responsible for the management of payroll information and pensions information for the schools directly employed staff, including employee records;
- Responsible as the first point of contact for staff and the payroll provider regarding salary, pay and conditions and advise on pay and other remuneration issues including promotion, structure and benefits, and regular salary reviews;
- Advise on pay and other remuneration issues, including promotion, structure and benefits;
- Interpret and advise on legislation affecting pay and conditions;

- Ensure that all staff are paid in accordance with their agreed pay and conditions;
- Prepare monthly returns to notify the appointed payroll provider of overtime, additional hours and any other issues affecting staff pay;
- Verify the salary report within the specified timescale, notifying the payroll provider of any corrections required before the payroll run;
- Ensure that the payroll is correctly and accurately accounted for;
- Liaise with HR staff on a regular basis to ensure that all new contracts and contract changes are correctly reflected in the payroll.

Insurance

- Act as primary point of contact for the school's insurance brokers, dealing with the annual insurance renewal;
- Ensure adequate cover is maintained. Oversee the handling of any claims on the insurance policies.

Income Generation & Lettings

- Liaise with and advise HR staff on all financial matters;
- Prepare and manage the accounts for lettings;
- Advise on working with consultants to attract and secure additional resources for the school;
- Advise and monitor fund raising and the submission of bids and other financial activities.

Procurement and Contract Management

- To embed a well-planned procurement process (purchasing, contract management and supplier management), achieving value for money for the Academy and complying with EU procurement law;
- To specify, set up and manage all contracts, establishing service level agreements where required;
- To manage the tender process for new suppliers ensuring that it is OJEU compliant;
- To investigate and research contracts in order to propose an informed recommendation to the Head teacher and the Trust who will use this to base decisions upon which will inform school practice and procedure.

General

- To contribute to the development of the School Improvement Plan with SLT and ensure that financial costings are included wherever possible;
- To provide financial management training for budget holders SLT and Governors and attend relevant meetings of full Governors and Finance Committee;
- To undertake responsibility for personal professional development, keeping up to date with developments related to school efficiency which lead to improvements in the day to day running of the school;
- To maintain a professional portfolio of evidence to support the Performance Management process, evaluating and improving own performance.

Line Management

- Line manage the Finance & HR Officer including professional development, performance management and providing guidance and support to ensure the provision of an effective and efficient financial service to the school.

Support for the School

- Attend, where appropriate, whole school events;
- Ensure all pupils have equal opportunities to learn and develop;
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person;
- Recognise own strengths and areas of specialist expertise and use these to advise and support others;
- Contribute to the vision and ethos of the school;
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance management as required;
- Carry out other duties as may be reasonably requested by the Senior Leadership Team/Line Manager.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.

Person Specification

Finance and Procurement Manager

Qualifications and Experience
1. Experience of working within an education setting
2. Experience of working within a Multi Academy Trust (MAT) or Academy school(<i>desirable</i>)
3. Excellent IT skills
4. Excellent numeracy / literacy skills (minimum of grade C at GCSE or equivalent) in both English and Maths
5. Experience of financial management and reporting
6. Experience of tender and contract management
7. Experience of supplier negotiations
7. Experience of managing a team
Skills, Knowledge and Understanding
6. Be able to interpret complex financial data
7. Be able to use financial management software (HCSS)
8. Be very well organised and produce high quality work that meets all deadlines
9. Be able to present yourself very effectively, to a wide range of parties, in both speaking and writing and including the use of presentations / spreadsheets
10. Have knowledge of academy policy and practice
11. Have knowledge and understanding of DfE/ESFA and Trust financial procedures
12. Ability to work calmly under pressure
13. Ability to understand and respect the need for discretion, sensitivity and confidentiality
Personal Qualities
14. Ambitious and have high expectations of yourself
15. Able to demonstrate strong resilience in the face of adversity
16. Able persevere to achieve the best possible outcome
17. Intellectually curious and keen to learn alongside pupils and co-workers
18. Imaginative and resourceful – able to develop ideas and solutions with real value
19. Motivated to use your initiative – be an excellent self-starter, identifying areas for self development
20. Flexible and willing to ‘Go Beyond’ to ensure the smooth running of school operations

