



Exceptional Education at the Heart
of the Community

**Regional
Finance
Manager**



Exceptional Education at the Heart of the Community

Dear Colleague,

I would like to take this opportunity to warmly welcome you to Oasis Community Learning (OCL). As the CEO of OCL, I am passionate and proud of our family of Academies.

It is our vision to create Exceptional Education at the Heart of the Community. Through our Hub strategy we are committed to serve the most disadvantaged communities across the country. We want to build the character and competence of every one of our young people so we can seek to transform the communities we serve.

Over the last four years Oasis Community Learning has made rapid progress, with our Academies moving from 30% to 81% "Good" or better with steadily improving outcomes at all phases of education. This is a great time to join the OCL family.

In this pack you will find information on both Oasis Community Learning as a Multi-Academy Trust and the Oasis Academies the post holder will be working with. We have also included a job description outlining expectations and duties for the role along with a person specification you can use to match your experience and suitability against.

If you wish to apply for the position with us, please complete all sections of the Application Form attached to the advert or found on our website www.oclcareers.org including the Equal Opportunities form. Following the closing date, shortlisting will take place and all applicants will be contacted about the outcome of their application. If you are invited to interview we will provide further details nearer the time.

It is a privilege to serve our communities so we need the very best to help us reach our vision.... Will this be you?

Very best wishes

A handwritten signature in black ink, appearing to read "J. Murphy".

John Murphy
Oasis Community Learning CEO

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About Oasis

For over a decade Oasis Community Learning has been helping children and young people reach and realise their potential

Born from the Oasis global charity, previously established in 1985 by Rev. Steve Chalke MBE, our first academy opened in 2007. It was Steve's vision to open a school that was inclusive of all and provided opportunity for the whole community. Since then we have grown as a family into 49 academies spread across the UK, each connected to a community Hub. We are proud to be one of the largest Multi-Academy Trusts in the UK.

We work in some of the most socially disadvantaged areas, but believe passionately in each of the communities we are based in. We know them to be places of great potential and are committed to transforming them.

This is made possible by the outstanding people who work for us - leaders with vision, determination and drive to raise standards. In fact we are securing better education across the group and closing the gap for our disadvantaged students each day through exceptional teaching and support. Since only 2014 our sustained improvement has seen the percentage of Ofsted inspected academies attaining 'Good' or better from 30% to 81%.



Over 25, 000 students



49 Academies



Over 4500 Staff

Oasis' Vision

The over-arching vision of Oasis is for community - a place where everyone is included, making a contribution and reaching their potential. As well as delivering first-class, innovative education Oasis seeks to build 'Hubs' in the areas it works; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and community.

Oasis Community Learning's vision is to create **'Exceptional Education at the Heart of the Community.'**

The complex responsibilities of education are understood through the lens of Character, Competence and Community. These principals are intentionally developed and embedded in all of our academies.

Together Oasis staff aspire to:

- Create safe, stimulating learning environments
- Increase progress and attainment to above national averages
- Provide teaching quality which secures good and accelerated progress for all students

The Oasis Ethos

Our ethos is a part of everything we do. At Oasis we look to employ people who not only share in our vision but are champions of our ethos.

A passion to include everyone

A desire to treat everyone equally, respecting differences

A commitment to healthy and open relationships

A deep sense of hope that things can change and be transformed

A sense of perseverance to keep going for the long haul





About the Role

The Regional Finance Manager will work across Oasis Academy Enfield (11-18 years, secondary), Oasis Academy Hadley (2-18 years, all through) and Oasis Academy Pinewood (3-10 years, primary). Enfield and Hadley are both situated in north-east Enfield 3 miles apart and Pinewood is in Romford just over a 30 minute drive away. The Finance Manager will be based in Enfield and visit Romford every two to three weeks as required.

Oasis Academy Enfield

Oasis Academy Enfield opened in September 2007 as a new academy. Initially a group of portacabins and a pioneering spirit, the Academy moved into its £30 million purpose-built accommodation two years later on Innova Business Park, 10 minutes walk from Enfield Lock Station.



The Academy has enjoyed considerable success in its 10 year history. In 2015 the school was judged good by Ofsted. The percentage of students achieving the top grades at both GCSE and A Level has risen over the years. The Sixth Form is becoming increasingly popular and outcomes are amongst the best within the Oasis group. Three quarters of students have progressed to university including Russell Group and other leading universities.

Oasis Academy Hadley

Oasis Academy Hadley opened in September 2009 and in January 2013 moved to our new, state of the art building, on South Street, Ponders End, EN3 4PX, a two minute walk from Ponders End train station.



The Academy has been very successful since it opened. In 2016 the Ofsted Inspection judged the Academy to be good in all areas. The popularity of the Academy has increased year on year and we are now the school of choice for our local families and is over-subscribed in many year groups. The Sixth Form is the first choice for our Year 11 students and has become increasingly popular with external students from local schools.

The percentage of students achieving the best grades at both GCSE and A Level has risen significantly over the years. Last summer our Progress 8 score was +0.3 putting in the top 18% of schools in the country. Over 94% of our students have progressed to university including 47% Russell Group universities following a wide range of courses including from English, Politics to Engineering, Psychology and Law.

Students make good progress across primary phase. We began Phase 1, our primary section, in September 2010, and the Nursery opened when we moved to the new site. We now have a very successful 2 and 3 year old Nursery with full day care.





Oasis Academy Pinewood

Oasis Academy Pinewood is located in the London Borough of Havering. We are a welcoming two-form entry primary academy with a nursery on the doorstep of a beautiful and tranquil county park. Inclusion is a strength of our academy and we believe that positive and open relationships are key to a happy and successful school. We hold Quality Inclusion Mark flagship status and are a Forest School and are working hard to drive our outdoor curriculum. We believe every child has the right to an exciting and relevant curriculum that is well taught by an excellent team of staff. From 2016 to 2017 our Key Stage Two results improved from 32% combined to 75% and we are continuing to learn and improve our curriculum and teaching to be the best academy we can be for our families and community.



All three academies serve culturally and economically diverse local communities with high levels of students eligible for Free School Meals. The Enfield academies have over 70% of students from ethnic minority backgrounds, with over half with English as an additional language. Diversity at Pinewood is also increasing rapidly as it becomes the school of choice for many families.

The academies work closely with their Local Authorities, local schools and other organisations for the good of all within the community. We offer a strong Continuous Professional Development programme and a supportive network of staff in a motivating working environment. This is an exciting opportunity to make a real difference to the lives of children in North East London.

Regional Finance Manager

Job Description



POST:

Regional Finance Manager

RESPONSIBLE TO:

National Head of Academy Finance

KEY RELATIONSHIPS:

National Head of Academy Finance, Regional Director, Executive Principal, Academy Principals, Academy Finance Staff

WORKING PATTERN:

Full time (37 hrs p/w, 52 weeks), permanent

DISCLOSURE:

Enhanced.

JOB PURPOSE:

Provide strategic leadership as part of the Regional Leadership Team to Academies within the cluster for developing, leading and managing the Academy budgets, maximising grant funding, developing and implementing strategies, key objectives, systems, processes and procedures relating to finance and best value. Presenting clear and concise financial information both verbally and in written form to a range of audiences.

A key element of the role will be to prepare and monitor budgets for Academies within the cluster, ensuring that Academies are sustainable in the long term. Where this is not the case, the post holder will work closely with the Principals and their senior leadership teams to prepare and implement income maximising and cost saving strategies such as staffing restructures.

The post holder will also ensure that the Academies are in compliance with group policy (including the Finance Handbook, Management and Audit reports, Scheme of Delegation and any such other policies as stipulated by the OCL Board) and will be expected to provide clear direction to Regional Directors (RDs), Executive Principal, Academy Principals, finance teams and to support and challenge Academies in all aspects of financial management, governance and administration.

The post holder will hold National finance responsibility in areas such as completion of internal audits and due diligence on potential new Academies.



KEY RESPONSIBILITIES:

1. To ensure the delivery of periodic budget monitoring reports, internal control checklists, audit workbooks and supporting information as required by the Academies and National Office
2. To produce, in discussion with the Academy Principals, sustainable annual budgets and long term financial plans for all Academies within the cluster
3. To understand Academy funding and maximise Academy income and advise the Executive Principal, Principals and Academy Leadership Teams of best practice
4. To ensure that Academies within the cluster make the best possible use of resources through effective strategic planning, including consideration of all financial implications ensuring value for money
5. To monitor Academies against established benchmarks and identify opportunities for savings
6. To develop and manage cluster transaction processing and procurement
7. To report financial activities of the cluster to National Office in line with specified reporting deadlines
8. To assist the Regional Director in strategic financial planning for the cluster
9. To have responsibility for the management of key finance personnel within the designated Academies, in conjunction with Academy Principals
10. To manage all financial aspects of potential and new Academies opening within the cluster

DUTIES COVERING ALL ACADEMIES WITHIN CLUSTER:

RESOURCES

- Ensure the Academy makes the best possible use of resources through effective planning, considering all financial and other resource implications
- As a member of the Regional Leadership Team, to contribute to the strategic direction of the Academies and the development and implementation of the Academy Development Plan
- Optimise the benefit to the Academies of funding from grants and other sources, by identifying funding opportunities, ensuring that opportunities are fully utilised, ensuring

that out of hours use of grounds and premises is maximised to generate income, drafting funding bids, interpreting criteria and advising colleagues within the Academy Leadership Team to ensure that funding is appropriately used

- Develop a five year financial plan for each Academy, taking into account DFE and relevant government guidelines and other sources of information in accordance with government budgets and within the parameters set by the OCL board and utilising the OCL budgeting template
- Prepare the monthly management accounts, forecasts and other financial and non-financial reports of the Academy, presenting reports to the Principals and the National Office and explaining all significant variances to all relevant stakeholders, in accordance with agreed timetables
- Understand and advise the Academies Leadership Teams the implications of government policies, local authority policies, educational trends and developments
- Understand and advise Academies on student data, specifically data affecting pupil funding

SYSTEMS

- Implement, develop, and maintain a regional transactional processing centre
- Ensure that the Academies are compliant with group policies and all of the Academies financial processing and reconciliations are performed as outlined in the OCL Finance Regulations
- Provide systems and accounting support to Academies and the regional processing team, identifying and implementing regional synergies in consultation with the Head of Finance and National Finance Team
- Develop and implement robust systems to manage budgets, supporting the Principals to ensure that spending remains within limits

MANAGEMENT

- Provide strategic support to the Principals and Academy Councils on all aspects of Academy business management
- Manage all aspects of finance across the Academies and support the National Academy Finance Lead in their responsibilities

- Line manage designated finance staff working collaboratively to ensure best value for money across the Academies and provide effective support, guidance, challenge and information
- Provide support, guidance, challenge and information to budget holders
- Maintain clear expectations, high standards of professionalism and collaboration to meet the Academy Improvement Planning priorities
- Advise the Principals in safeguarding and managing the assets of the Academy, ensuring that the Academy has an asset replacement plan that is being adhered to, including IT
- Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the Principals and other members of the Academy Leadership Groups accordingly
- Manage the procurement of all commercial contracts specific to the Academies coordinating with the OCL Director of Finance Strategy and Risk the tendering and negotiation processes, making recommendations to the Academy Leadership Teams on contracts to be awarded and managing the implementation of these contracts within the Academies
- Take an active role in working with the Hub Leaders to maximise funding streams to support Hub work and ensure that lettings function effectively within the parameters agreed by the Academy Councils

INTERNAL AND EXTERNAL AUDIT

- Be the first point of contact for Academies internal and external audit visits and reporting, answering all queries in a timely manner, and implementing suggested improvements
- Assist National Office in completing internal audits in Academies outside of the cluster

New Academy responsibilities

- Responsible for completing due diligence on potential new Academies within the cluster or within reasonable proximity of the cluster
- Ensure all financial aspects of opening new academies are completed including: ensuring appropriate contracts are

transitioned / signed up for, setting up Oasis systems, and completing all other financial aspects relating to opening a new Academy

- Providing post-opening support to new Academies, ensuring accounts, forecasts and reports are accurate and timely. This will also include reviewing all internal control documents to ensure they are complete and accurately reflect the control environment of the academy

OTHER

- Peer to peer review and support where required
- Responsibility for project work as and when required, e.g. design and implementation of new procedures across the group

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

HEALTH AND SAFETY STATEMENT

So far as is reasonably practicable, the post-holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post-holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Oasis Community Learning Health and Safety policy, departmental policies and codes of practice.

Oasis Community Learning is committed to the safe guarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Executive Board to ensure the safety of all young persons within its care.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Regional Finance Manager

Person Specification



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Professional qualification in finance or accounting e.g. CIPFA, ACA, ACCA 	<ul style="list-style-type: none"> Degree
Experience, Skills and Knowledge	<ul style="list-style-type: none"> Evidence of further relevant professional development. Experience working in a monitoring and support level within an organisation Financial monitoring experience Experience of developing and implementing strategies and policies for support functions Able to proactively support the development of financial plans (3-5 years) and large scale budgets Detailed knowledge of financial planning and budgetary control processes Proficient in use of MSWord, MS Excel spreadsheets, and computer based accounting packages Project Management Skills in relation to self-manage to achieve on time, on target deliverables within tight timescales Good organisational and record keeping skills Good communication and inter- personal skills 	<ul style="list-style-type: none"> School/Academy business management experience Able to lead on the development of financial plans (3-5 years) and create and manage large scale budgets (c20m+) Knowledge of Early Years and Sixth Form funding Strong understanding of all areas of the Academy's policies and objectives Detailed knowledge of tendering processes and drafting specifications and experience of negotiating contracts
Personal Attributes	<ul style="list-style-type: none"> Self motivated, with a "can do" approach to problem solving and an ability to work autonomously using own initiative Ability to work as part of a team Ability to use and act on own initiative and work unsupervised Ability to reflect Emotional resilience in working in a range of challenging situations Ability to solve problems at an operational level and identify creative solutions Ability to form and maintain appropriate relationships and personal boundaries with children Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos 	

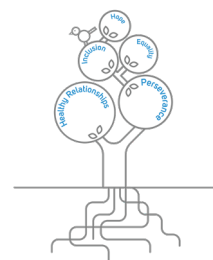
The Oasis Education Charter



Oasis Ethos

Our ethos is rooted in what we believe and who we are.

- We have a passion to include everyone
- We have a desire to treat everyone equally, respecting differences
- We have a commitment to healthy and open relationships
- We have a deep sense of hope that things can change and be transformed
- We persevere and keep going for the long haul



Oasis Learning

The purpose of education is to understand what it means to be human - living intentionally and asking two key questions: Who am I? Who am I becoming?

The foundation of our students' learning is made up of five integrated objectives

- We develop competence, striving for excellence in skills, knowledge and qualifications
- We foster character and self-belief and encourage our students and staff to become the best versions of themselves
- We embrace community, advocating the value of living interdependently with others
- We equip our students and staff to be engaged local and global citizens who strive for a better society
- We nurture and empower a life-long passion for learning in all the people we serve



Oasis People

As an interdependent family, we enjoy exceptional strength and opportunity.

- We believe that good relationships are at the heart of everything we do
- We support and encourage each other in championing the Oasis ethos
- We work, learn and develop together so that students and staff can share and benefit from everyone's best practice



Oasis Purpose

We work in partnership with our communities to transform lives, where everyone is included, can contribute and is able to reach their God-given potential. We deliver this through an Oasis Hub our model of integrated community development.

- We deliver education in the context of our Hubs
- We create a culture of excellence for all



Oasis Inclusion

Our vision is driven through a passion and commitment to include everyone.

- We believe our all our children and young people are precious; we prioritise social inclusion and integration in all we do
- We model and set high aspirations and expectations for every child and young person and member of staff
- We provide opportunities and experiences for all of our students, as well as their wider families, giving advantage to the disadvantaged



Oasis Curriculum

The curriculum is the heart of Oasis's educational provision.

- We make great learning the foundation of every lesson
- We design our curriculum to meet the needs of all
- We strive for personal as well as academic and vocational excellence, achieving outcomes that drive social mobility, and give everyone freedom of choice through their lives

