



Nonsuch and Wallington Education Trust (NWET)

**NWET Finance Officer
(6 months contract)**

Application Pack





Contents

Letter from the CEO	3
Information about the Nonsuch and Wallington Education Trust (NWET)	4
Job Description	5
Person Specification	7
Notes to Applicants.....	8



Letter from the CEO

November 2017

Dear Candidate

Thank you for your interest in the position of NWET Finance Officer (6 months contract) at the Nonsuch and Wallington Education Trust (NWET). This role will form part of the newly created NWET Finance Team, supporting both the schools in the Trust.

We aim to be a multi-academy trust of truly outstanding schools, providing excellent academic teaching as well as first class care, guidance, support and development, so that our students enjoy a positive experience during their time at school and leave well prepared for life beyond. That aim applies not only to our students but to all our staff as well.

We are seeking to appoint a talented and energetic person, ideally with past experience in a similar role, to join our team and become a valued member of our team.

I hope you will find the information in this pack interesting and informative.

We very much look forward to receiving your application.

Kind regards

A handwritten signature in purple ink that reads 'J Burton'. The signature is fluid and cursive, with a horizontal line underneath the name.

Jane Burton
CEO



Information about the Nonsuch and Wallington Education Trust (NWET)

NWET is a multi-academy trust (MAT) that came into operation on 1 September 2015. There are currently two schools within the MAT; Nonsuch High School for Girls and Wallington High School for Girls. NWET is a legal structure that brings the two schools under the control of one Trust Board, while still functioning as separate schools that retain their own identity.

NWET has three levels of governance. Firstly it has 'Members', which are like the shareholders of a company, except that as a charity there are no profits. NWET has up to five Members, some of whom may also be Trustees of the MAT Board (or part of the local governing body) and one member who is independent. Members have an overview of the governance arrangements of the Trust and appoint the Trustees.

The second level of governance is the NWET Trust Board. This is ultimately responsible and accountable for each academy in the Trust and decides the strategic direction of the Trust.

The third level of governance comprises the 'local governing bodies' ('LGBs'). Each LGB is responsible for the strategic direction of its own school. The Trust Board sets annual key performance indicators (KPIs) across the Trust to allow the strategic vision of the Trust to be monitored and reviewed. Each LGB determines its school's direction and sets its own development plan in line with the Trust's strategic vision. A clear scheme of delegation delineates between the Trust Board and the LGBs. With the exception of the ex officio members, the Trustees of the Trust Board do not sit on the LGBs to ensure that decision-making remains independent.

The funding for schools within the Trust is allocated on an individual academy basis. Funding is governed through a master funding agreement between the Secretary of State for Education and the Trust, and by supplemental agreements between the Secretary of State and each academy.

Details on the governance structure and other information about the Trust, including the strategic vision, can be found in the relevant section on the website of both schools.

www.nonsuchschool.org

www.wallingtongirls.sutton.sch.uk

Job Description:	NWET Finance Officer (6 months contract)
Line Manager:	NWET Head of Finance
Supervisory Responsibility:	None
Grade:	NWET Pay Point 33 (£31,482)
Hours:	36 hours/week, full-time, all year round
Location:	Nonsuch, with travel to Wallington/NWET schools as necessary

Main purposes of the job

This fixed term contract for 6 months is to cover a period of planned absence for a full-time member of staff, allowing for periods of handover & training at the beginning and end of the assignment.

1. To support the NWET Head of Finance in all professional accounting matters
 2. To support monthly & quarterly management reporting, forecasting, balance sheet & cashflow analysis across the Trust
 3. To support the development of the 2018-19 budget and 3/5 Year Plan
 4. To manage banking & bank reconciliations, VAT & Gift Aid claims, and general accounting matters
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1. To support the NWET Head of Finance in all professional accounting matters

- To provide professional accounting support to the NWET Head of Finance, in all aspects of the accounting calendar, including financial 'close' at month end, journals, accruals/prepayments (when used), capital movements & balance sheet management, and cashflow reporting (when required).
- To be aware of the contents of the current Academies Financial Handbook and ensure that the Trust is compliant. To advise the NWET Head of Finance of any changes each year.
- To provide financial information requested by the external auditors and responsible officers, and proactively support the management of internal controls across the NWET central functions and the schools, being proactive in changing and amending controls where necessary.
- To provide 'year end' support to the NWET annual report & accounts, gathering data and financial information across the NWET centralised functions and individual schools, as needed.
- To support other DfE/EFA reporting, such as the annual budget forecasts (May 2018 & July 2018) and annual accounts return (January 2018), as required.
- To manage the categorisation and expenditure of restricted & unrestricted reserves for the Trust and/or schools. To manage the 'source of funds' reporting.
- To be a PS Financials 'super user' in support of the NWET Head of Finance, managing the cost code and nominal code structures and ensuring consistency of approach across the schools. To manage PSF master data.

- To oversee the maintenance of a NWET suppliers list, maintaining segregation of duties.
- 2. To support monthly & quarterly management reporting, forecasting, balance sheet & cashflow analysis across the Trust**
- To prepare month end reporting packs for internal controls, including trial balances, accruals/prepayments (when used), debtors/creditors, bank reconciliations, etc. To submit to the NWET Head of Finance & DFO for sign-off.
 - To prepare month end forecasts for the full year outturn, liaising with budgetholders as needed. (Note: the quarterly versions of these reports form the basis of the Quarterly Management Accounting report to Trustees). To submit these reports to Trustees quarterly.
 - To utilise PS Financials to support streamlined management reporting, and support the NWET Head of Finance to work with PSF to improve the reporting templates currently available on the system.
- 3. To support the development of the 2018-19 budget and 3/5 Year Plan**
- To liaise with budgetholders, starting from 'zero based budgeting', and develop a proposed annual budget and 3/5 Year Plan for general expenditure, subject to approval by the Trust.
 - To generate a budget using the budget tool (currently BPS Orovia), taking overall management & co-ordination of the whole budget, including income forecasts and payroll forecasts (prepared by other members of the team).
 - To consolidate known cost reduction initiatives in this budgeting/forecasting exercise, in consultation with various stakeholders – including the CEO, DFO, Headteachers & budgetholders.
 - To allocate curriculum-based budgets for teaching departments, working with calculation models (Excel) based on student numbers from the timetables in each school.
- 4. To manage banking & bank reconciliations, VAT & Gift Aid claims, and general accounting matters**
- To manage the Trust and/or school bank accounts and monthly reconciliations
 - To manage Direct Debit accounts for utilities & such like
 - To maintain the paperwork for the Trust insurance policies and handle any insurance claims arising on behalf of the Trust and/or schools.
 - To co-ordinate the business rates assessments and any reclaim of refundable amounts
 - To organise the reclaim of VAT
 - To drive the documentation of NWET Financial Procedures.
 - To co-ordinate arrangements with our external auditors and responsible officer functions, providing information, as requested.
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NWET Finance Officer: PERSON SPECIFICATION

The post holder will be confident about working in a small, busy and dynamic team with a wide range of different areas of focus. They should be adept at being flexible and prioritising tasks where needed as well as being a very good communicator. Professionalism and confidentiality will be expected at all times.

In the table below E= essential and D= desirable.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<ul style="list-style-type: none"> Experience of working in a finance function 	<ul style="list-style-type: none"> Experience of the education sector/schools 	Application Form Interview
Education & Training	<ul style="list-style-type: none"> Professional finance / accountancy / bookkeeping qualification Educated to A Level standard Minimum C Grade Maths at GCSE 		Application Form Educational Certificates
Skills & Abilities	<ul style="list-style-type: none"> Analytical, accurate & methodical. Excellent MS Excel skills to present data Excellent problem solving skills. Ability to use initiative in completing tasks. Excellent communication skills. Co-operative in achieving the team goals. Ability to prioritise workload, as needed, and work under pressure 	<ul style="list-style-type: none"> Knowledge of PS Financials would be an advantage 	Application Form Interview
Personal Qualities	<ul style="list-style-type: none"> Service centred approach (in support of the Trust's activities) Ability to work collaboratively with the NWET Head of Finance. Resilience in a fast paced MAT environment 	<ul style="list-style-type: none"> Empathy with young people Empathy with the ethos of the Trust – excellence in girls education for 11-19 year olds Willingness to 'lend a hand' and 'join in' with Trust/school activities 	Interview



Notes to Applicants

Safeguarding

NWET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of and contribution to a safeguarding environment.

The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of his/her induction

Your written application:

We hope that after reading the information pack you will want to apply for the post advertised.

Further details and an application form can be obtained from our websites: www.wallingtongirls.sutton.sch.uk and www.nonsuchschool.org

or by contacting either of the schools directly:

Nonsuch: T: 020 8393 0937
E: vacancies@nonsuch.sutton.sch.uk

Wallington: E: vacancies@wallingtongirls.org.uk

Closing date: 13th December 2017 @ 12noon

Interview date: 4th January 2018

If you are shortlisted for a support staff post, we will take up references following interview unless otherwise specified.

Due to the volume of applications we receive, we apologise for being unable to contact unsuccessful candidates

For your convenience our specimen contracts can be viewed on the vacancy page of the School website.