



Woodrush High School

An Academy for Students Aged 11-18

Senior Accounts Finance

Manager

Applicant information pack



Advertisement

Senior Accounts Finance Manager

Hours: 25 – 37 hours per week, options for Full year or term time + additional hours

Salary: Minimum grade available PO1 Scale 34

We are looking for an experienced Accountant and Finance Manager to oversee and take a lead role the Financial Management of the Academy. Under the direction of the Business Director you will lead and manage the operational finance team in delivering an efficient, effective and customer focused finance service for Woodrush High School.

Dependent on the experience and qualifications you possess will determine the hours of work and the rate of Pay. Minimum grade available PO1 Scale 34 (FTE £30,756). Start date October 2018 or as soon as possible,

We are looking for a person who has:

- AAT Professional Diploma in Accounting
- Extensive experience working within a finance function
- Experience in School/Educational Finance

We can offer you:

- A competitive salary.
- Flexibility in the hours of work
- Local Government pension scheme.
- 5 weeks holiday per year.
- Excellent training opportunities.
- Reduced Gym memberships.
- An opportunity to work in an outstanding continuing developing school.

Woodrush High School is an oversubscribed 11-18 mixed Academy and has an excellent reputation locally and nationally. Our last three Ofsted inspections have been graded 'Outstanding' and we work hard as a team to continually strive to improve. We are a designated Teaching School and a National Support School committed to educational innovation. We are situated in a pleasant suburban area on the borders of Birmingham, Solihull and Worcestershire only 5 minutes from Junction 3 of the M42.

To find out what we can offer you working at Woodrush and for more information on our school **please download our application pack from our website**. Details can also be found on how to apply. Please remember to state on your letter of application the number of hours you wish to work and your possible start date.

Alternatively please contact Mrs Jarvis on 01564 820095 or email her at jjarvis@woodrushhigh.worcs.sch.uk to have a pack emailed or posted out to you.

Closing date Friday 7th September Interviews to take place soon after

Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Posts are subject to an enhanced disclosure through the Disclosure and Barring Service. CVs will not be accepted in place of an application form.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Information for Job Applicants

Dear Applicant,

Thank you for your interest in our vacancy

Woodrush High School is an extremely popular and oversubscribed Academy. We are an Outstanding school, a Teaching school and a recognised National Support school. We have a 'family' ethos and a strong commitment to building professional relationships, with staff and students alike. Our students are enthusiastic, keen to learn and range in age from 11 to 18 years old.

Our position at the heart of our local community is strong -Woodrush is thriving and amongst the top performing schools academically in our local area. We are proud of our local and national reputation; our 'Outstanding' OFSTED grade puts us in the top 10% of schools nationally. We place our emphasis on ensuring all of our students achieve the qualifications and equally importantly, the life skills to be successful in the world in which we live. We are a community school and value the contribution all of our students make to the life and success of our organisation.



We are justifiably proud of our school and our students' achievements. Their behaviour is excellent and they enjoy the learning experiences that they have. We are committed to ensuring that all our students receive the excellent education that they deserve. We have a hardworking and well-qualified staff who are dedicated to delivering an ever-changing curriculum in a vibrant and exciting way. The curriculum we offer is broad, balanced and inspires students to learn. The range of subjects and courses on offer help students acquire knowledge, understanding and skills in all aspects of their education, including the humanities, languages, mathematical, scientific, technical, social, physical and artistic learning.

Our young people are focussed, determined, motivated and encouraged to do their best in everything they do. Whilst our focus is on a strong academic performance, as a school we value highly our work with extra-curricular activities and opportunities are wide and varied. Students are able to take part in a range of experiences from the Duke of Edinburgh Award to work in the arts, music and sport to name but a few, along with many other opportunities for trips and visits locally and abroad. Our encouragement of our extra-curricular opportunities is as strong as the focus on all of our students' progress in the classroom with clear benefits to their chances in life.

It continues to be a fantastic time to join our team. I wish you every success in your application and, along with my colleagues, look forward to meeting the successful short-listed candidates.

Kind Regards

A handwritten signature in black ink, appearing to read 'N. Rancins'.

Ms N. Rancins BSc PGCE NPQH
Headteacher



About Our School

Woodrush High School is an 'outstanding' mixed, comprehensive school of approximately 1000 students aged 11 to 18, including a sixth form of nearly 120 students. There are 70 teaching staff and approximately 60 support staff. The school is situated in a pleasant semi-rural residential area a mile to the south of the Birmingham City boundary. It is a six form entry school and is heavily oversubscribed, with applications coming from parents of students residing in Birmingham, Worcestershire and Solihull. Applications for admission in 2018 391 totalled for 180 available places. The school, which was opened in 1957, enjoys an excellent reputation locally and commands much loyalty from families who have lived in the area for some time. Woodrush was designated a Teaching School by the National College for Teaching and Leadership in 2014.

Our examination results at GCSE are significantly above national averages and our students have an excellent record for achieving employment and admission to higher and further education.

Achievements in other fields are equally valued and there is a strong tradition of extra-curricular activities within school. Woodrush has teams in many sports, including: rugby, football, netball, hockey, cricket, tennis, basketball, athletics, rounders and cross-country running. There are residential outdoor pursuit weeks, visits to France and Spain, skiing trips, residential field courses, and visits to theatres. There are drama and musical productions and a high participation rate in the Duke of Edinburgh Scheme.



Students follow a broad and balanced curriculum leading to a full range of qualifications. At KS4 students follow a flexible curriculum depending on needs and ability. At Sixth Form level the school offers a range of AS and A level courses alongside an increasing suite of vocational subjects such as BTEC's. All students follow our 'ASPIRE' programme which aids the personal development of students and prepares them for life after Woodrush. The Special Educational Needs department is particularly strong, and offers considerable support to a number of students throughout the school. Students with physical disabilities are completely integrated within the curriculum of the school.

The accommodation of the school includes an assembly hall, kitchen and dining area, and two and three storey classroom blocks- much of which has undergone considerable refurbishment. There is specialist accommodation for Science, Technology, Art, Drama, Business Studies, and ICT, and more recently building programmes have provided high quality accommodation for Sports at the school and for community, Teaching school, Library, and Sixth Form area. Our sports facilities, including all weather floodlit artificial pitch, are open to the public as an evening and weekend sports centre.



We have four Houses at Woodrush High School (Brindley, Cadbury, Eliot and Lanchester). Students join a mixed ability tutor group on entry to the school and remain in that group until the end of Year 11. We have an agreed Code of Conduct and students are expected to and do behave well. Parents are very supportive and the school has an excellent reputation for creating high standards achievement and behaviour. Our school uniform, which is traditional in design, with a blazer, is worn by all students up to Year 11 and is strictly enforced. Students are encouraged to achieve the highest possible standards of which they are capable.

Woodrush prides itself on fostering a strong sense of community life and developing good habits of hard work and self-discipline. We aim to provide young people with an orderly, structured and supportive environment in which they can grow to maturity.

Why work at Woodrush High School?

We place learning and progress at the heart of everything that we do and regularly celebrate at all levels the excellent achievements of our students. We have a 'can do' attitude where we feel that nothing is impossible to achieve in order to improve our students chances in life.

Our success is based on the quality of the staff we have, in whatever role they play in school. We aim to continually improve and strive to excel in everything that we do. At Woodrush we work towards creating caring and positive relationships with staff and with our students. We are a community, where students and staff are happy to work together.

Our Staff Enjoy:

- Being part of a successful Outstanding school
- A fully supportive New Staff induction process
- The school's supportive network of colleagues
- Excellent opportunities for further development
- Local Government Pension Scheme
- On site gym with membership at reduced rates
- On site café and library



Job Description

JOB TITLE:	Senior Accounts Finance Manager
GRADE:	Minimum PO1
CONTRACT:	25 – 37 hours per week, options for Full year or term time + additional hours
RESPONSIBLE TO:	Business Director

JOB PURPOSE

To oversee and take a lead role the Financial Management of the Academy. To lead and manage the operational finance team, in delivering an efficient, effective and customer focused finance service for Woodrush High School while ensuring that all financial transactions are processed accurately and timely within the Academy's finance and accounting system and are maintained in line with the Academy's financial regulations, policies and procedures.

Job Responsibilities

SPECIFIC AREAS OF RESPONSIBILITY AND KEY TASKS:

AUDIT AND COMPLIANCE

- To be responsible for the year-end financial procedures, ensuring timely completion in readiness for the external audit and to aid the preparation of the annual financial statements.
- To be responsible for the month end financial procedures, ensuring a high and accurate standard within the set deadline, reconciling control accounts and solving any queries as they arise.
- Prepare for the internal and external audit process, providing information and answering questions raised by the audit team.

BUDGET MANAGEMENT

- Prepare budgets, forecasts and short and medium term financial plans for the Academy and all the Trading elements.
- Actively monitor performance against the agreed budgets and budget headings, reporting to the Business Director and taking prompt appropriate action where necessary to ensure each budget holder is operating within their allocated budget.
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
- Produce monthly management accounts for individual budget holders, including the preparation of financial information and key performance indicators for internal review and presentation to the relevant committees.
- To monitor all Government and ESFA Policy and procedural changes including future pay increases.
- Produce financial reports for Governor / Trust meeting on each key area of the Academy, including Trading Accounts, and where necessary attend these meetings to present on them.

CASH MANAGEMENT

- Chase debts, which are older than 90 days, following the Academy's recovery process to minimise losses.
- To administer the recovery of bad debts through the courts.
- Support the Business Director to identify opportunities and develop strategies to generate additional income.

FINANCIAL EFFICIENCY AND VALUE FOR MONEY

- Act as a senior member of the finance team, producing financial reports and analysis for the Academy's Governance Team to support strategic projects
- To support the Business Director in generating value for money across the Academy

Management of Finance Team

Directly Line Manage the Finance Team, monitoring the team's performance against the targets.

FINANCIAL MANAGEMENT

- Monitor the accuracy of the finance and accounting system, ensuring the completeness of postings and correcting errors in a timely manner.
- To maintain the ledgers within the finance and accounting system, ensuring that new accounts and changes to accounts are processed and approved in a timely and accurate manner.
- Compiling and submitting the Academy's VAT reclaims on a monthly basis
- To support the Finance Team with the processing of complex transactions on the finance and accounting system, providing advice, guidance and training to upskill every member of the team.
- To act as an approver for accounting journals, payment/BACS runs and to authorise the addition of new suppliers to the purchase ledger.
- Complete credit checks on suppliers prior to the award of contracts for capital works and multi-year service agreements.
- To reconcile suspense accounts.
- Lead and co-ordinate the submission of insurance claims for the Academy and act as the main contact with the insurance providers, ensuring each policy is renewed in a timely manner to ensure there are no gaps in cover.
- To oversee and monitor all policies and procedures relating to Finance in line with the Academy's Financial Handbook and to report all required changes or updates to the Business Director.
- To support the Facilities Manager with Energy Management across the Academy.
- To attend meetings as required
- To take action to improve outcomes for young people and to support the Academy to be outstanding
- To perform any task or duty under the reasonable direction of the Business Director or Headteacher.

CPD

- Undertake training where necessary to remain compliant and to ensure ongoing professional development to meet the changing demands of Academy growth.

Other Duties:

- A commitment to safeguarding all children
- Confidentiality, respect and understanding
- Maintain safety under the schools Health and safety guidelines
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities, including attendance to teacher training days as specified
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.

PRINCIPAL CONTACTS

Pupils, parents, visitors, teachers, headteacher, governors, suppliers, contractors.

Person Specification

Senior Accounts Finance Manager Person Specification		Essential	Desirable
QUALIFICATIONS AND TRAINING			
1	AAT Professional Diploma in Accounting, or able to demonstrate equivalent experience, or willingness to work towards the AAT Professional Diploma in Accounting	✓	
2	A minimum of 5 GCSEs (or equivalent) including a grade C in Maths and English	✓	
3	Evidence of further Professional Development and training and how it has been applied	✓	
EXPERIENCE			
1	Extensive experience working within a finance function	✓	
2	Experience of working in a lead role managing a team	✓	
3	Experience of working in a school/educational setting in a financial management role or equivalent	✓	
4	Experience of managing complex budgets	✓	
5	Solid understanding of regulatory frameworks	✓	
6	Experience of producing and presenting complex management accounts	✓	
7	Experience in management of fixed assets and capital accounting		✓
8	Experience of developing and operating financial systems and procedures, including audit compliance controls	✓	
9	Experience of managing a finance team	✓	
Knowledge, Skills and abilities			
1	Evidence of providing training and development opportunities to other staff		✓
2	Ability to manage a varied and complex workload as well as delivering to timescale	✓	
3	Ability to produce complex financial information in a logical, user-friendly way	✓	
4	Strong ICT skills and specifically within excel	✓	
5	Excellent verbal and written communication skills	✓	
6	Excellent planning and organisation skills		
7	Understanding of the funding and financial management arrangements and reporting requirements for academies	✓	
8	Strong attention to detail and able to produce work at a high level of accuracy	✓	
9	Ability to maintain confidentiality	✓	
10	Ability to prioritise work load	✓	
11	Ability to liaise positively with staff, students and parents/carers and be customer focussed with a professional and friendly manner	✓	
Personal Attributes			
1	Excellent attendance record	✓	
2	Expectations of high standards	✓	
3	Excellent communication, presentation and interpersonal skills.	✓	
4	Excellent personal organisation and self-motivation	✓	
5	Acts as a positive role model who sets a positive example to students.	✓	
6	Demonstrates integrity, warmth, creativity and good humour.	✓	

7	High standards of personal appearance	√	
5	Demonstrates resilience, positivity, determination and a strong work ethic	√	
6	Passionate about enhancing opportunities for young people	√	
7	Emotional resilience and working under pressure	√	
8	The ability to self-evaluate and reflect	√	
9	The ability to adapt to changing circumstances and new ideas	√	
10	Excellent numerical skills	√	
11	Integrity and commitment to good governance	√	
12	Ability to be respectful and promote equality of opportunity and diversity	√	
SAFEGUARDING			
1	Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	√	

How to apply:

If you would like to join our outstanding team and apply for this post, please **complete the application form in full**.

Please note that incomplete applications may result in possible rejection from the shortlisting process.

Section One: Personal Details

Please ensure that all details are completed including your date of birth. This is to ensure that appropriate identity checks can be made. Ensure your NI number, email address and contact numbers are also included. For Teaching staff please make sure you include your Teachers number.

Section Two: Education, Training & Qualifications

Please complete this fully and ensure that you have proof available of your qualifications. If you are not in possession of this proof, please be aware that we will require your permission to contact the relevant awarding bodies prior to a firm offer of appointment, should you be successful.

Section Three: Employment/Work Experience

Please ensure that this section is completed fully. If you have gaps in your employment please indicate the reasons for this. This may be explored further in an interview.

Section Four: Supporting Statement

Please use this opportunity to show your suitability for this post as outlined in the person specification. Your letter of application, which should be no more than two sides of A4 should:

- show your suitability for this post as outlined in the person specification
- give an outline of the impact you have had in your current
- tell us why you want to join us at Woodrush

Section Five: Convictions/Disqualifications

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Section Six: References

Please provide two referees and their details. A telephone number or e mail address often makes this process easier and would be much appreciated. The references MUST include your current or most recent employer and will ask about your suitability to work with children. Open references or testimonials will not be considered. Please be aware that we may approach previous employers to verify particular experience or qualifications.

Section Seven: Declaration

Please be aware that by signing the declaration you are declaring that you are not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC) and that you either have no convictions, cautions or bind-overs, or that you have attached details of these in a sealed envelope. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post should you be successful.

Please be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

Safeguarding:

Please note that Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment

Deadline for completed applications is Friday 7th September 2018

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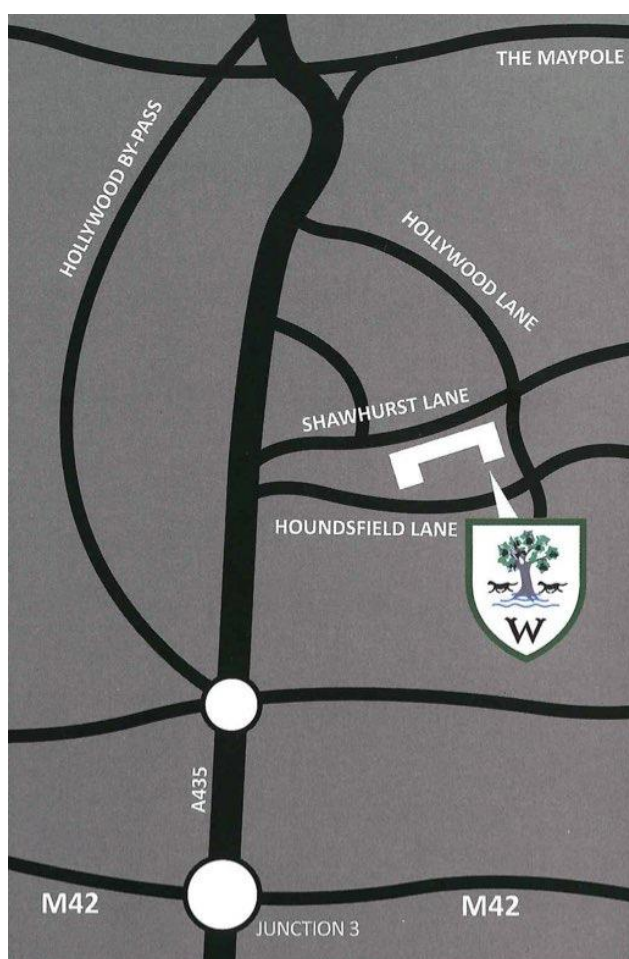
Woodrush High School

An Academy for Students Aged 11-18

Shawhurst Lane
Wythall
Worcestershire
B47 5JW

Tel: 01564 823777
Fax: 01564 820092

Email: office@woodrushhigh.worcs.sch.uk
Web: www.woodrushhigh.worcs.sch.uk



By Rail

A train from Birmingham Moor Street to Whitlocks End will take around 20 minutes. A taxi from Whitlocks End Station to Woodrush High School will cost about £5.00.

A train from Birmingham Moor Street to Wythall Station will take about 20-25 minutes. This service is less regular than the service to Whitlocks End. A taxi from Wythall Station to Woodrush High School will cost about £4.50.

A2B Taxis- 0121 733 3000

By Car

From junction 3 of the M42 take **A435** exit to **Birmingham**.

At the roundabout take the third exit signposted Wythall/Hollywood. Follow this road until you pass a group of shops on the right (including Spar). Turn right onto Shawhurst Lane. Woodrush High School is on the right. (Postcode for Sat Nav. is B47 5JW)

There is limited parking at the front of school or alternatively please use the Sports centre Carpark situated to the left of the school main gates.

Please press the buzzer for Woodrush and the Receptionist will answer. Please park and come to the main school reception which is clearly sign posted