





Business and Finance Director

Recruitment Pack

October 2017

Synaptic Trust Offices
West Thornton Primary Academy
Rosecourt Road
Croydon
CR0 3BS
Web: thesynaptictrust.org
sroberts@thesynaptictrust.org

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Copy of the advert

Employer: Synaptic Trust
Location: Thornton Heath, Croydon
Salary: £65 - £75K depending on experience
Contract: Permanent/Full time/36 hours
Closes: Friday, 17 November 2017, 12:00 noon
Interview date: Tuesday, 21 November 2017

Synaptic Trust strives to provide a first class education for all their children. Their mission is to "Create Futures for All". They create chances for dreamers, idea makers and innovators to connect, thrive and out perform.
Synaptic wishes to appoint a dynamic individual to the post of Business and Finance Director across all of its academies with effect from 1 December 2017 (or soon as possible thereafter).
You will have a key role in the long-term strategic development and planning for the Synaptic Trust, ensuring that outstanding and appropriate financial governance and risk management arrangements are in place through effective monitoring.
Being part of the Trust Executive Senior Leadership Team, the successful candidate will take responsibility for the management of finance, risk management and compliance, premises, human resource, IT, contracts and services, procurement and health & safety. Reporting to the Chief Executive Officer, the post holder will play a crucial role in ensuring the Trust's support functions deliver effective business premises and health and safety management to provide a world class education for children in our care.
Key to your success will be your ability to forge strong relationships with a range of stakeholders and be able to take people with you. You'll also be skilled in developing and harnessing the potential of your team. You will be open minded, flexible with the ability to adapt your approach as the situation demands.
An integral part of this post is financial management and the successful post holder will need to be highly competent in this area – it is preferable that the successful candidate will have an Accountancy/Auditor background (ACA/CIMA/ACCA/ CIPFA) with knowledge of MATs. An understanding of the ESFA Academy handbook will be essential.
The Trust uses PS Financials and HCSS budget planning software as its preferred management system.
An application pack can be obtained from this portal or the Trust's website thesynaptictrust.org
Closing date: Friday, 17 November 12:00 noon, 2017.
Visits: Thursday, 16 November 2017.
Interviews: Tuesday, 21 November 2017.
We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children.
The successful candidate will be subject to an enhanced DBS check.

Welcome from the CEO

Dear Applicant

Business and Finance Director Post

We are delighted that you are interested in applying for the advertised Business and Finance Director position at Synaptic Trust.

This is an excellent career opportunity for a driven and ambitious leader to work in a growing and forward-thinking multi-academy trust setting; helping to build on our successes and be instrumental in shaping our future.

Directors believe that we must appoint a leader who shares our vision and ambition of "Creating Futures for All".

The purpose of this role will be to lead and manage the business aspects of the partnership, providing a high quality of leadership and management of the academies business functions contributing the preparation, implementation and review of the Trust Improvement and Growth Plans. This position will provide strategic and operational leadership in all aspects of business activities within the Trust's academies and be accountable for the operation, maintenance and development of systems, processes and procedures relating to budget, finance, administration, HR, H&S and premises.

If you would like to arrange a visit please contact me on 020 86843497 and I will be more than happy to have an informal chat with you and other candidates at 9:30 am on Thursday 16 November 2017.

We look forward to receiving your application form. Your application should address the various sections of the **job specification** and be emailed to me (sroberts@thesynaptictrust.org) before midday on Friday, 17 November 2017.

Interviews will take place Tuesday, 21 November 2017. Please **do not** send in a CV.

Best wishes

Stuart Roberts
CEO

Job Description

Business and Finance Director - Job Description

Reporting to: CEO

Accountable to: Synaptic Trust Directors

Salary range: £65 000 to £75 000

Contract: Permanent/Full time/36 hours

Purpose of the Job

Synaptic Trust are looking to recruit a qualified and experienced Director of Business and Finance who will bring enthusiasm and drive to continue the development and consolidation of the Trust finance operations through the next exciting stage of our growth.

Reporting to the CEO and the directors of the Trust, the post holder will:

- Provide high quality strategic financial planning to ensure the Trust makes best possible use of its resources and is able to provide the best outcomes for its pupils.
- Lead on all matters, across the Trust, relating to finance, risk management and compliance, premises, human resource, IT (admin), contracts and services, procurement and health & safety.
- Lead in the design and implementation of systems, policies and procedures to ensure compliance in all legislation relating to the Trust.

Strategic Role

- Provide strategic vision and leadership across all non-educational functions of the Trust.
- Develop a Trust Business Plan.
- Contribute to the overall marketing strategy for the academies.
- Lead with the development and maintenance of all Trust policies ensuring compliance with all relevant statutory requirements.
- Lead on the development and operation of Human Resources Policies and Procedures
- Ensure compliance with all relevant employment law.
- Provide appropriate advice to allow the Trust to understand and enter into contracts for services.
- Oversee all contracts for the Trust e.g. cleaning, catering, payroll … etc.
- Advise directors and governors on insurance requirements and produce such response and information as required.
- Ensure that all statutory reporting on behalf of the Trust is accurate and timely.
- Lead with the development of administrative IT across the Trust.
- Ensure the Trust complies with statutory requirements such as Data Protection and the Freedom of Information Act.
- Be the lead for the Trust in all matters relating to Health and Safety and ensure compliance with relevant legislation.
- Support the recruitment and retention of all staff.
- Support all directors on all aspects of academy return requirements.
- Give advice and support to all Principals on the line management of staff within administrate teams and premises teams within each academy.
- Proactively and effectively provide information, training and support to teams of non-class based support staff.
- Identify potential sources of income and maximise income generation.

- Meet with Principals monthly and write an evaluative report to ensure that internal operations and controls are running smoothly.

Principal Accountabilities

Financial Management:

- Ensure the Trust has appropriate financial systems in place and managing these in accordance with the agreed policies and timetable; guaranteeing accurate financial records are maintained and reported to the DfE, EFA, Companies House and the Charity Commission.
- Prepare the year end statutory accounts and the audit file for the year end audit of the Trust accounts; liaise with the auditors to reach signoff and filing of annual company accounts according to DfE and HRMC guidelines.
- Devise appropriate accounting procedures to control, monitor and disburse each academy's budget, including routine financial arrangements.
- Work with academy finance team to ensure the production of monthly/ quarterly management accounts and produce timely, accurate and appropriate reports and financial forecasts for the Trust.
- Develop and update the computer-based financial and management accounting systems for the Trust and each Academy.
- Lead on managing the payroll system; liaise with the Trust's payroll provider to ensure processes are accurate and effective and compliance with all relevant legislation.
- Monitor and check payroll reports and returns as requested to ensure PAYE, expense payments, National Insurance, pensions and any other relevant payments and deductions are accurate and compliant with Trust policy and legislation.
- Ensure all Statutory and Pension returns are submitted accurately and on time.
- Ensure regular banking/accounting of all monies.
- Ensure ordering of goods and supplies and approval of invoices for payment within agreed regulations and to monitor the quality of purchases.
- Ensure timely and effective financial information for directors and provide general support to ensure the effective conduct of their business in accordance with the articles of governance and financial regulations policy.
- Research and bid for additional funding to DfE and others, for the Trust and in support of individual academies and assist with the financial monitoring of projects as they are agreed.
- Lead on preparing and submitting the necessary documentation for the recovery of VAT.
- Monitor the undertaking of a credit control function thus ensuring that the payment of outstanding sums are received as swiftly as possible.
- Prepare and maintain a Trust risk register. Prepare statement of internal controls annually or as required.
- Be responsible for ensuring Synaptic Trust complies with standard financial and legal practice and maintains high standards of corporate governance.
- Ensure that all academies are fully prepared to meet OFSTED financial criteria.

Audit Services:

- Advise the Chief Executive and the Board on external and internal audit arrangements, as required by financial regulations and memoranda.
- Liaise with auditors and facilitate all audit arrangements
- Implement audit requirements, as they affect all financial activities in the Multi Academy Trust.

Contract Management:

- Manage the effective purchasing and procurement of services for the Trust, and negotiate, manage and monitor contracts, tenders and agreements for the provision of support services, to include; Payroll, Facilities Management, IT and Insurance, all to be procured in line with ESFA and DfE guidance with a view to cost effectiveness and value for money.
- In consultation with Principals and Assistant Business Managers and Business Managers develop work specifications and manage all service contracts, commissions and service level agreements with third

parties/private providers, ensuring regular and appropriate review and evaluation in order to ensure value for money is being secured at all times.

Business Planning:

- Contribute to the development and review of a 3 year strategic business plan ensuring objectives are linked to the overall long term financial plan of the Trust.
- Manage special projects as required, particularly those concerned with income generation and to write bids for funding as required.

Personnel Role

- Develop and oversee all Human Resources policies and procedures.
- Support recruitment and retention within the Trust.
- Oversee and ensure compliance with legislation regarding the Single Central List.
- Ensure robust arrangements are in place for payroll and all associated paperwork.

Premises Role

- Oversee records of statutory checks and services as required ensuring that all contracts are in place and checks carried out accordingly.
- Co-ordinate a strategic plan of maintenance, repair and improvement.
- Support directors and governors in ensuring that the Trust is compliant with the latest health and safety regulations.

Management of Staff

- Provide leadership, motivation, direction and support to staff allocated to post holder's areas of responsibility, ensuring that appropriate standards of behaviour, performance and customer care are demonstrated at all times.
- Ensure the finance department provides appropriate and efficient service and support across the Trust.
- Actively contribute to the development of quality improvement programmes across the academy.
- Proactively contribute to the Trust's Performance Management process.
- Proactively support and implement the Trust's policies and procedures.
- Be the Health and Safety Officer for the Trust.

Person Specification

Business and Finance Director - Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should write to the Person Specification and **not the Job Description** and address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application. **Do not send in a CV**.

Attributes	Essential	Desirable
Knowledge and Experience	• Qualifications – a relevant accountancy qualification with evidence of sustained continuous professional development. • Successful experience of working in a school or Academy financial management role, or in a similar position working alongside schools e.g. LA or independent education sector or a qualified accountant. • Experience of managing large and complex budgets • Experience of producing and presenting complex management accounts. • Experience of successful bid writing or fundraising • Experience operating financial systems with integrity- e.g. fair trade purchasing, supporting green issues. • Knowledge of Academy financial rules and regulations • Knowledge of PAYE and VAT regulations • Knowledge of marketing strategies • Excellent IT skills • Ability to use PS financials and HCSS budget planning software • An understanding of human resources processes • Knowledge of relevant employment, Health & Safety and company law	• Successful experience of working in a school or Academy financial management role and managing school budgets • Finance degree, CCAB or equivalent qualification • Engagement with wider educational partnerships spanning the primary, secondary and local authority sectors • Experience of developing school or academies financial systems
Skills and Abilities	• Excellent financial management and financial planning skills. • Ability to introduce and maintain effective and robust financial systems • Outstanding communication skills; ability to communicate effectively at CEO, Principal, senior staff and Chair of Governors level and to liaise effectively with internal and external auditors, as well as Government agencies • Ability to analyse financial issues and to interpret complex information and to offer sound, reliable professional advice	• Ability to interrogate school performance data and finances accurately and identify next steps for progress • Good negotiation skills • Ability to successfully manage initiatives for change • Experience of advanced Excel skill including the use of pivot tables and macros. • Receptive to new ideas and able to generate them

	• Commercial awareness and ability to achieve value for money • Well-developed strategic, planning and organisational skills, including writing business and growth plans • Ability to work effectively under pressure, managing conflicting priorities and to meet challenging deadlines • Proven and effective management and leadership of staff • Ability to work independently to tackle problems creatively and to think laterally. • Self-motivated and a good time manager.	
Personal qualities	• Motivation to work with children & young people / in an educational setting • Excellent numerical and verbal skills, understanding and application • A positive, enthusiastic outlook with the energy, drive, enthusiasm and determination to succeed • Must be proactive not reactive • Driving licence and use of own car • Ability to attend evening meetings as required • Ability to work as a supportive member of a team, acting flexibly to support colleagues at pressure points. • A commitment to abide by and promote the Trust's Equal Opportunities, Health and Safety and Safeguarding Policies	• Sense of humour and fun • Ability to cope resiliently with the responsibilities and demands of the post

How to apply

Please email your application form to Stuart Roberts: sroberts@thesynaptictrust.org

Or post to:

Stuart Roberts
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