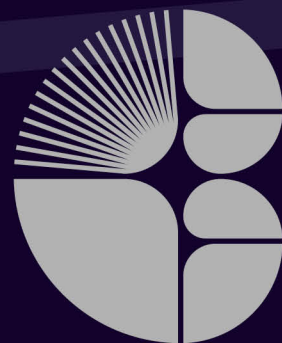


Regional Head of Finance

Creative Education Trust
March 2021



*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Regional Head of Finance for Bulwell Academy and Ellis Guilford School in Nottingham.

Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it provides for its students.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with our finance team and the Chief Operating Officer and to influence Creative Education Trust's ethos and processes.

Those of us who have set up Creative Education Trust come from a wide variety of professional backgrounds in education, academia, business and the creative industries. What unites us is the desire to improve educational prospects and life chances for children who have not always had the schools they deserve, nor had access to the knowledge and skills that will equip them to be successful in the world they will encounter when they leave full-time education.

Our schools pursue a rigorous and continuous programme of educational improvement, but they also aim to provide pupils with a rich programme of co-curricular activities. In addition, our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have impact on the world around them.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel: www.youtube.com/user/creedacad.

Our Chief Operating Officer, Nicholas Brann, would be delighted to discuss this role with you and is available on Nicholas.Brann@creativeeducationtrust.org.uk

We look forward to receiving your application.

Yours sincerely,
Marc Jordan - CEO

“We are looking for an ambitious, experienced and committed Regional Head of Finance”

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:
www.creativeeducationtrust.org.uk

REGIONAL HEAD OF FINANCE

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Bulwell Academy, Nottingham
Ellis Guilford School, Nottingham

HOURS

Full time, permanent – 37 hours a week, 52 weeks per annum

SALARY

Up to £60,000 (dependent on experience)

THE ROLE

Overall aim is to provide effective and efficient management of academy finances for the Academies for which the post-holder has financial responsibility.

KEY RESPONSIBILITIES

LEADERSHIP AND STRATEGY

- Attend appropriate SLT and committee meetings of each of the Academies for which they have financial responsibility.
- Negotiate and influence strategic decision making within each academy's SLT.
- Contribute to the production and timely review of the Academy Development Plans, with specific responsibility for the financial aspects of the documents.
- Manage contracts including any PFI arrangements.
- Ensure that best value for money is achieved at all time.

FINANCIAL MANAGEMENT

- Ensure that financial management and procedures within the Academies comply with the requirements of the Trust's Finance Manual, statutory accounting procedures, the Charities SORP, and with the DfE accounting regulations including the Academies Financial Handbook and Academies Accounts Direction.

- Work with each Academy Principal to prepare annual costed staffing plans for approval, taking account of the curriculum needs and available funding
- Prepare in conjunction with the SLT detailed annual Academy budgets which support the Academy Development Plans for approval by the Trust. Maintain strategic three year financial plans that are linked to the Academy Development Plans and which indicate trends and resource requirements.
- Prepare monthly financial reports (Income & Expenditure, Balance Sheet, Aged Debtors and Creditors, etc.) and supporting information for presentation to the Principals, and Head Office, including accurate forecasts for year-end outturn.
- Carry out monthly monitoring and reporting of external funding streams to relevant management groups and committees. Ensure the timely production of appropriate budget monitoring reports for all budget holders within the Academy.
- Complete the month end financial procedures and reconciliations in line with the Trust's timetable.
- Maximise income and lettings for the Academy, seeking funding through appropriate grants and funding bids.
- Lead the Academies towards the Trust's desired position of operating on a cashless basis. Where cash is still received, have overall responsibility for the receipt, safekeeping and banking of all monies received by the Academies.
- Appraise proposed capital expenditure projects to ensure value for money is achieved and risks reduced and ensure Trust procedures in respect of tendering and approval are complied with.
- Ensure comprehensive fixed assets registers are maintained ensuring the agreed asset values are reflected and updated on the accounting system.
- Ensure monthly payrolls are processed, checked and authorised in line with statutory guidelines and relevant Trust policies. Ensure adequate controls are in place for the authorisation of expenses and overtime.
- Achieve the most competitive pricing for goods and services in compliance with current legislation and Trust procedures and policies.
- Support the internal and external audit processes, and report and implement recommendations.
- Maintain systems and procedures to ensure that financial transactions are recorded and reported accurately within the accounting system.

You can find out more at:
www.creativeeducationtrust.org.uk

- Ensure appropriate controls are in place to manage and minimise debtors.
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- Carry out financial training for budget holders and relevant members of staff as appropriate.
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- Monitor financial policies and updates thereto, ensuring that the Principal and Senior Leaders are fully apprised of any changes.
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TRUST-WIDE FINANCIAL SUPPORT

- Work with Financial Controller and other academies within the Trust to develop and improve financial processes and procedures.
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- Lead in the recruitment and selection of Finance staff for designated academies.
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- Undertake agreed project work for the Trust.
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MANAGEMENT OF STAFF

- Provide leadership, motivation, support and control of staff allocated to areas of responsibility, ensuring appropriate standards of behaviour, performance and customer care are demonstrated at all times.
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- Undertake annual performance appraisals for staff under direct line management.
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- Proactively implement the Trust's policies and procedures.
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GENERAL MATTERS

- The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the Trust's Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the Academy they must report any concerns to their Line Manager or the Academy's Child Protection Officer.
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- This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Fully qualified accountant (ACCA, CIMA, ACA etc.) with proven experience in a senior financial role 	
EXPERIENCE	<ul style="list-style-type: none"> Proven experience in financial reporting and in the preparation of annual budgets, monthly management accounts 	
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Sound knowledge of accounting standards 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Self-motivated, flexible and enthusiastic approach to work, creating an environment to achieve success. Ability to prioritise and meet deadlines Ability to effectively forecast financial performance and to evaluate options and confidently challenge decision making to ensure funds and resources are effectively deployed Ability to work pro-actively with budget owners to ensure performance meets agreed targets including KPI's (e.g. ratios of spend to income) Ability to understand, interpret and clearly communicate financial performance and concepts to colleagues and stakeholders with varying levels of financial understanding Excellent interpersonal skills, with the ability to build effective relationships, both internally and externally Ability to deliver financial support through a team and ability to motivate and develop the team Demonstrable commercial skills to enable effective evaluation of options and negotiation of excellent terms for service provision Experience of setting up and managing internal control systems 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> An understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Regular (at least weekly) travel between schools within the defined region, but also travel to London and other schools outside of the region as required 	<ul style="list-style-type: none"> Driving license and own vehicle
<p>Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.</p>		