

Tandridge Learning Trust

Finance Manager

Information for Candidates

Salary £46k-£52k (pay award pending 1/9/23)

36 hours per week (52 weeks)

**Flexibility for the right candidate will be considered
(E.g. Part-time - 4 days a week, term-time + 3 weeks)**



Excellent Teaching
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Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to safer recruitment checks, including an enhanced DBS check.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.



WELCOME



Dear Candidate

Thank you for enquiring about this post.

This candidate pack has been designed to give you essential information about our vacancy and the specifics of the role so you can decide if this should be the next step in your career. It should be read in conjunction with our booklet called, "Joining Our Team" which explains the benefits of working for Tandridge Learning Trust.

It is important to us that colleagues at every level feel valued and supported. We want you to enjoy working for our Trust and embrace being part of our dedicated teams, improving the lives and outcomes for our students. To this effect, we will ensure that development is a high priority and our commitment to you will begin immediately with a good on-boarding process, ensuring those first few weeks and months are an exciting, informative and rewarding experience.

I can guarantee that you will find our staff friendly, inclusive and welcoming, irrespective of which team you are joining. I hope that these factors, together with our excellent benefits will encourage you to apply for this vacancy.

We hope that this pack provides sufficient information to encourage you to take your application to the next stage. Do telephone or email, if you wish to discuss any aspect of the post - contact details can be found on page 10.

We look forward to receiving your application.

Kind regards,

Rebecca Plaskitt
Chief Executive



JOB ADVERTISEMENT

Are you looking for a rewarding new challenge in a friendly, dynamic and innovative environment?

This is a great opportunity for you to join a friendly, forward thinking Finance team within a Multi-Academy Trust at an exciting time in its development. With ambition to grow and a strong commitment to support all of our people, you will play a key role in leading our professional shared service.

We are looking for an exceptional Finance Manager to become part of our well resourced and dedicated centralised Finance Business Partnering function at our 5 school Multi Academy Trust. The Finance Manager will take delegated responsibility for the financial management of the 4 primaries within the Trust and other key areas, reporting to, and supported by the Director of Finance and IT.

Our many employee benefits for you to enjoy include: -

- Collaborative and forward-thinking leadership team, trustees and governing body
- The opportunity to work in a Trust with strong ambitions to improve pupil outcomes and to be part of our longer-term development planning
- A well-resourced and excellent working environment with dedicated, friendly, supportive and enthusiastic colleagues
- A culture of continual professional development to ensure your success and develop your career
- A thorough induction process to build initial confidence and awareness of whole Trust approaches and expectations
- Some flexibility in working arrangements
- Family friendly policies, including discounted nursery provision on-site
- Employee Assistance Programme
- Lifestyle and retail discounts, staff sports and social events
- On site car parking

You will be:-

- A skilled and experienced finance professional who can cover the whole range of financial management tasks, demonstrating high levels of analytical and problem-solving skills
- Able to manipulate, interpret and present complex data



JOB ADVERTISEMENT

- A highly motivated, passionate and hard-working person, creative and able to solve problems with the confidence to challenge working practices in the spirit of continuous improvement
- Experienced in leading and managing teams, who is professional and can develop supportive and positive relationships with stakeholders and colleagues
- An excellent communicator with the ability to prioritise and work to tight deadlines with a flexible attitude
- Financially qualified or hold a relevant degree in a related discipline
- Experienced in the education sector
- Someone who will support the Trust's ethos as well as our shared mission and values

This is an exciting opportunity if you are someone who enjoys working with a variety of people, in a fast paced but supportive environment. The successful candidate must be able to rise to the technical financial challenge, as well as being able to communicate effectively with senior leaders, finance and business colleagues to enable the best possible outcomes for children across our Trust.

Informal chats / visits are encouraged. We look forward to receiving your application.

CLOSING TIME & DATE: 9.00am, 25th May 2023

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.



SHARED SERVICES



Our friendly and dedicated shared service teams are based at our newly refurbished offices on our large campus in Warlingham, which is also home to two of our biggest schools. Our offices are bright and airy, with attractive outside green space with seating area, secure, off street parking and excellent facilities. In the same building, we have a fantastic suite of meeting rooms and conference facilities that are available for internal and external use.

We have several professional teams who work collaboratively to support and enable our schools to function efficiently. This involves providing strategic professional guidance and well as undertaking a range of operational activities.

Working with external partners when necessary, we aim to ensure processes, guidance and advice is consistent whilst supporting school leaders and other staff as required.

Our main functions include:

- Finance
- IT
- Human Resources
- Marketing
- Compliance
- Governance Support

Led by enthusiastic, forward-thinking and qualified managers, our teams have a wealth of knowledge and are keen to maintain successful relationships with all stakeholders. Opportunities for growth and development within the shared service functions means that we employ a range of dedicated people, including apprentices, administrators and managers who all strive to achieve their full potential together and share our values of equity, collaboration and integrity.



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JOB DESCRIPTION

Job Title	Finance Manager
Accountable To	Director of Finance and IT
Responsible For	Finance Officers
Grade / Scale / TLR	TLT11
Date	May 2023

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Trust reserves the right to review and amend the job families on a regular basis.

Job Purpose

To provide high level financial support and expertise to senior budget holders, as well as leading the team of finance officers supporting each primary school. The candidate will be responsible for the financial management in our schools, consolidation of all financial reporting and business planning, ensuring key information is accurate and available for statutory reporting requirements. The candidate will support the Director of Finance and IT in management accounting, year-end reporting and business planning.

Key Accountabilities and Tasks

- Support the Director of Finance with the development and implementation of the MAT's short, medium and long term financial strategy.
- Be an advocate for Finance Business Partnering across our schools, working with senior stakeholders, using excellent communication and team building skills to provide up to date financial information, responsive advice and high-quality support to enable effective decision making



JOB DESCRIPTION

- Oversee the preparation of monthly management accounts, including financial forecasts, variances to budget, cash flow forecasts and balance sheet, providing clear information and recommendations.
- Ensuring that the Trust's accounting information is effectively and accurately maintained in compliance with the Funding Agreement, SORP, the Academies Trust Handbook, the Academies Accounts Direction and all relevant Companies and Charities legislation, and that deadlines are always met.
- Support on year end and half year procedures to final accounts by taking the lead with the primaries; preparing elements of the detailed work for statutory financial statements, scrutiny visits and audits, liaising with internal and external auditors, implementing recommendations and improving processes
- Ensure all primaries and the Trust are compliant with the finance policy, schemes of delegation and financial regulations including VAT
- Support the achievement of value for money across the MAT, implementing a centralised purchasing function and supporting schools with larger procurement projects
- Recommend and lead on key financial IT systems including accounting software, financial monitoring and planning systems and school fund
- As the Trust grows, manage the transitional financial arrangements for converting schools, ensuring their onboarding is as smooth as possible and growing/incorporating the Finance team
- Manage the detailed work with the primary Finance Officers for budget plans and support the Director of Finance and IT and Secondary Finance Business Partner on all aspects of business planning
- Line manage, motivate and develop the primary finance officers, directing their daily work to meet the monthly and annual timelines for effective reporting, promoting best practice, bringing innovation and consistency across the schools
- Lead on ad hoc projects, working directly with Director of Finance and IT, such as systems implementations

Continuing Professional Development

- Take responsibility for personal professional development, keeping up-to-date with developments related to efficiency, which may lead to improvements in the day-to-day running of the Trust's facilities.
- Undertake any necessary professional development as identified in the Trust's Strategic Plan taking full advantage of any relevant training and development available.



JOB DESCRIPTION

Safeguarding

- All staff have a responsibility to promote and safeguard the welfare of children in line with the Trust's Safeguarding and Child Protection policies.

Duties for All

All support staff are expected to undertake other reasonable duties in support of and to contribute to the smooth operations of our schools. For example, this may include exam invigilation, accompanying school trips, first aid duties etc.

Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.

Role Summary

Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALS & EXPERIENCE	<ul style="list-style-type: none"> Relevant professional qualification in accounting (e.g. ACA, ACCA, CIMA) or comparable financial experience 	<ul style="list-style-type: none"> Evidence of CPD relevant to the role
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> Experience at management level in finance or related field. Extensive knowledge of principles, practices and procedures relating to business planning and financial and organisational management, preferably gained within an education environment. Produced management and statutory financial information and accounts Experience of leading and managing a successful team 	<ul style="list-style-type: none"> Demonstrable evidence of achieving successful organisational change through the implementation of cost-effective, efficient financial systems and functions Experience of developing and using financial management systems Experience of working within the parameters of the Academy Financial Handbook and ESFA rules.
SKILLS & APTITUDES	<ul style="list-style-type: none"> Strong financial analysis and risk management skills with the ability to analyse, interpret and communicate complex financial information with Ability to work strategically and implement creative solutions. Strong organisational and communication skills Able to work collaboratively and effectively within a team environment Able to build and maintain successful relationships with all stakeholders Able to work under pressure and use initiative 	<ul style="list-style-type: none"> Able to design and implement systems to support the future growth and development of the Finance function
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Friendly, approachable and enthusiastic with a positive 'can do' attitude Professional with Integrity Team player Results driven and able to measure own outcomes Flexibility, energy and stamina 	<ul style="list-style-type: none"> Ability to coach and develop others Able to adapt to change
SAFEGUARDING	<ul style="list-style-type: none"> Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the Trust's Child Protection & Safeguarding and related policies 	

CONTACT DETAILS & HOW TO APPLY

Please complete the Trust's application form and return it electronically together with any supporting documentation requested to HR@TandridgeLearningTrust.co.uk.

CLOSING TIME & DATE: 9am, Thursday 25th May 2023

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.

Designated Contact for this Vacancy

Name:	Becky Rush
Job Title:	Director of Finance and IT
Phone Number:	01883 776677 x 2007
Email Address:	B.Rush@TandridgeLearningTrust.co.uk

Please note that in accordance with our Safer Recruitment practices, CV's will not be accepted.

References will be sought for shortlisted candidates prior to interview, unless a specific request is made to the contrary.



Tandridge Learning Trust



Tithepit Shaw Lane, Warlingham, CR6 9YB



01883 776677



Info@TandridgeLearningTrust.co.uk



www.TandridgeLearningTrust.co.uk



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Tandridge Learning Trust is an exempt charity and a company limited by guarantee, registered in England with Company Number 8248059 and has a registered office at Tithepit Shaw Lane, Warlingham, Surrey, CR6 9YB

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