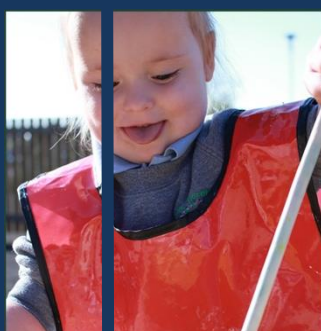


Ted Wragg Multi Academy Trust

Director of Finance

Appointment



Letter from the Chief Executive Officer of the Ted Wragg Multi Academy Trust

Dear applicant

On behalf of the Ted Wragg Multi Academy Trust I would like to thank you for your interest in joining us as Director of Finance.

This is hugely exciting time for our Multi Academy Trust. We currently have three member schools with another two who will be joining us within the next few months. We are looking to appoint a dynamic, inspirational and experienced leader to play a key role in the next phase of our development.

The successful candidate must be a driven excellent practitioner who can lead by example and inspire others whilst providing challenge, rigour and contribution to the strategic direction of the Multi Academy Trust. In return we can offer a comprehensive salary and wide ranging career development opportunities.

You will:

- Be an outstanding existing senior leader with a proven track record of improvement and leadership.
- Have a clear understanding of what constitutes outstanding teaching, learning and assessment and how this underpins school effectiveness across our MAT.
- Be able to demonstrate the ability to evaluate and plan strategically.
- Be committed to supporting the further development of the MAT.
- Have the ability to lead and manage multiple facets of the MAT.

We are incredibly proud of our Multi Academy Trust and the potential it has to further improve standards of education for all children no matter what their starting point or their background. The Trust board are highly ambitious and committed and we are looking for an individual who shares the same values.

There will be an opportunity for potential candidates to meet members of the senior leadership team and further discuss the role on 4th January or 9th January 2017. For an application pack or to arrange a visit, please contact Alison Layton-Hill by email; alison.laytonhill@tedwraggtrust.co.uk.

The closing date for applications is 12th January 2017.

We look forward to meeting you.

Moiria Marder
Chief Executive Officer
Ted Wragg Multi Academy Trust

Ted Wragg Multi Academy Trust



1938 - 2005

Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about education in general, and in Exeter in particular, and about how education can transform young people's futures.

The Trust share Ted Wragg's passion for education and the difference it can make to social mobility, progression, self-esteem and ultimately success, in an increasingly competitive education and jobs market.

The Ted Wragg Multi-Academy Trust's ambition is to raise the aspirations of young people and enable them to become fulfilled, confident and motivated citizens, able to contribute actively to a democratic society. All students within the Ted Wragg Multi-Academy Trust, regardless of social or cultural background, are motivated to succeed and make outstanding progress because their needs are met through creative, relevant and innovative provision.

THE AIMS OF THE TED WRAGG TRUST ARE TO:

- Work in genuine partnership to strengthen schools and their communities.
 - Foster a culture of positive challenge and continual school improvement.
 - Provide a common sense of purpose with a focus on outstanding teaching and learning.
 - Offer an excellent educational experience so that every student fulfils their potential.
 - Encourage a rich, dynamic and purposeful range of learning opportunities for all students.
 - Develop life-enhancing values so that students leave school with a sense of self-worth and determination to succeed.

The Ted Wragg Multi Academy Trust currently has three school members, Isca Academy, St James School and the Cranbrook Education Campus. West Exe School and Exwick Heights are currently in the process of joining. It has trustees from the University of Exeter and Exeter College as well as from local businesses including – Francis Clarke, MET Office and Foot Anstey.

The key aspect that makes this Trust exceptional is that with the 'Members' we have an inspirational progression route from an Outstanding Primary, through an Outstanding FE College, to a world-class, top 100 Russell Group University.

Website: <http://www.tedwraggtrust.co.uk>

Job Description

Job Title:	Director of Finance
Location:	Cranbrook Education Campus
Responsible To:	Chief Executive Officer
Salary Grade:	£55-60k

1. Key Purpose of Job

- 1.1. Responsible for all aspects of Finance Management within the Ted Wragg Multi-Academy Trust and Family of schools.
- 1.2. The Director of Finance will work in close co-operation with the Chief Operating Officer to ensure that an appropriate financial policy framework is in place to guide the Trust's financial decision making.
- 1.3. To ensure full compliance of the financial aspects of running the Trust in accordance with the Academies Financial Handbook and the Funding Agreement

2. Anticipated Outcomes of Post

- 2.1 Sound financial planning and robust budgetary management for the Trust and family of schools.

3. List Key Duties and accountabilities of the post

- 3.1 The post holder will be accountable to:
 - The Chief Executive Officer
- 3.2 Maintain the Trust's accounts in accordance with the funding agreement and Academies Financial Handbook issued by the funding body and in accordance with the financial regulations and procedures of the Trust.
- 3.3 Ensure that effective financial structures and controls are in place to support robust financial management.
- 3.4 Prepare the annual budget of each Academy and the Trust, working closely with the CEO, Headteachers, senior managers and budget holders to ensure consistency with the Trust's strategic and financial objectives.
- 3.5 Prepare the annual accounts to prescribed standards and take responsibility for the completion and submission of regulatory reporting.
- 3.6 Prepare financial reports for Governors, Headteachers, the CEO, the Trust Audit, Finance and Resources Committee and budget holders in line with the Trust's budget reporting schedule.
- 3.7 Monitor the income and expenditure budgets across the Trust, give early warning of significant variances and propose corrective actions.
- 3.8 Provide accurate and timely information to enable effective budgetary control, decision making and sound strategic planning.

- 3.9 Liaise on behalf of the CEO with the funding body on financial matters.
- 3.10 Proactively manage the cash position of the Trust and its operating activities and report regularly on this aspect of financial management to the board of directors.
- 3.11 Plan and coordinate all tax and treasury management practice and policy, with particular reference to charitable statutes and cash management.
- 3.12 Lead, manage and develop staff within the finance team, promoting a strong customer service ethos and high professional standards. The Director of Finance will ensure that the finance team work in collaboration with other Trust functions in a supportive and professional way.
- 3.13 Working with the COO ensure that the finance team seek continuous improvement in their management and systems.
- 3.14 With the COO ensure the Ted Wragg Multi Academy Trust and its academies fully comply with appropriate procurement regulations to demonstrate the highest standards of propriety.
- 3.15 Liaise with both internal and external auditors to enable them to operate effectively.
- 3.16 Help to ensure that the Trust achieves value for money across all its activities including the delivery of services.
- 3.17 To oversee the management of the payroll ensuring the accurate and timely payment of salaries to all Trust employees.
- 3.18 Prepare and submit monthly, quarterly or yearly returns to the appropriate bodies, including Companies House, Pensions, VAT and PAYE returns.
- 3.19 To ensure pension records and returns are up to date.
- 3.20 To ensure income collection procedures are operating effectively and debt problems are minimised.
- 3.21 To ensure invoices are authorised and processed efficiently.
- 3.22 Ensure the accurate completion of the termly census of each academy to maximise the income that is dependent on the census information.

4. General

- 4.1 Prepare policy review papers as required and requested.
- 4.2 Maintain a presence in national professional networks and through these and other means ensure a current overview of finance sector policies and developments.
- 4.3 Comply with and uphold all respects of the Trust's code of Practice on equality and diversity.
- 4.4 Contribute to the safeguarding and promotion of the welfare and safety of children and young people with regard to the relevant documents published by the Department of Education

within any school in the Ted Wragg Multi Academy Trust.

5. Supervision / Line Management Responsibilities of the post

The post will line management the central finance team and have functional links with school finance teams.

6. Working Environment & Conditions of the post

This post is based at Cranbrook Education Campus, but the post may be required to travel and work within any school in the Ted Wragg Multi Academy Trust.

7. Other Duties

- 7.1 To undertake additional duties as required, commensurate with the level of the job.
- 7.2 To participate in induction training, staff review processes and professional development Opportunities.
- 7.3 All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- 7.4 The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- 7.5 The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- 7.6 The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- 7.7 The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- 7.8 The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

Person Specification

Area	Job requirements	Essential/ Desirable	Evidence
A Qualifications and Professional Development	- Qualified accountant (ACCA, ACA, CIMA)	Essential	A, C
B Experience and Knowledge	- A strong track record of leading a team of financial professionals and colleagues.	Essential	A, I
	- Experience of negotiating contractual agreements	Essential	A, I
	- An innovative leader, with a clear understanding of how Finance can support the desired outcomes of the organisation	Essential	A, I
	- In-depth knowledge and application of financial and non-financial modelling	Essential	A, I
	- Knowledge of legislation affecting payment of salaries, pensions and provision of benefits	Essential	A, I
	- Knowledge and experience of the charity/education sector would be advantageous	Desirable	A, I
C. Abilities and Skills	- Ability to demonstrate a business focus and commercially minded approach to managing a public sector finance function	Essential	I
	- Ability to win support for new ideas and concepts through effective advocacy skills	Essential	I
	- A strong understanding of IT and its potential for the organisation	Essential	I
	- A proven ability to successfully manage all resources effectively	Essential	A, I
	- The ability to translate a visionary/innovative concept into a practical implementation plan	Essential	I
D. Personal Attributes	- A commercially astute, articulate, technically strong, dynamic, insightful and influential leader with the ability to operate at both strategic and operational levels	Essential	A, I
	- A team player with excellent communication skills and a robust and focussed approach	Essential	A, I
	- A passion for excellence and innovation in pursuit of success	Essential	I
	- High integrity and openness combined with commitment to good governance	Essential	I
	- A balanced approach to the assessment and management of risk	Essential	I
	- An enthusiastic and motivational leader with strong morale building skills	Essential	A, I
	- The ability to drive forward change often in very challenging circumstances	Essential	A, I
	- Someone who is resilient and determined but can also provide support, demonstrate empathy and deal with staff and situations in a sensitive and considerate manner	Essential	I
	- A strong commitment to personal development for all staff including themselves	Essential	A, I

Key to Evidence:

A – Application Form and Letter

C – Certificates

I – Interview

R – References

