



CANDIDATE INFORMATION PACK

Finance Manager



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Dear Applicant,

Our Vision:

“Be the best you can’ this is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power of the curriculum and so intentionally have the following at the core of our practice:

- A pragmatic approach to pedagogical practice that reduces teacher workload
- Teaching powerful knowledge rather than parroting the knowledge of the powerful
- CPD which is rooted in the best educational research, often with a foundation in cognitive science

The Academy is on a journey from Good to Great and appointed a new Principal in September 2020 to ensure that this objective is realised. The recruitment of an experienced **Finance Manager** is crucial to the success of this journey.

About You:

- You can motivate and inspire pupils to build on their current achievements
- You have excellent interpersonal skills and a commitment to collaborative working
- You are committed to working in an inner city school and believe that such schools should provide the best possible environment for academic success and personal development
- You have an excellent track record of outstanding teaching across Key Stages 3 to 5
- You are resilient and have a great sense of humour, as you never give up.

About Us:

- We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
- We have pupils who strive to maximise their achievement and are fully supported by parents who work with us in partnership.
- We have excellent transport links; 5 min walk from the bus stop or 7 min walk from Manor House tube station which serves the Piccadilly Line.
- We have a high-quality teaching staff fully committed to supporting pupil’s academic and personal development.
- We offer excellent opportunities for your own professional development
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education

Thank you for your interest in our Academy. I look forward to receiving your application.

Shereka James
Principal

SKINNERS' ACADEMY HISTORY

Skinners' Academy, a school in the Woodberry Down (North Hackney) community for boys and girls aged 11-19, provides a world class education in a state-of-the-art building. The Academy opened in 2010 and is supported by the Skinners' Company, who is proud of the Academy being at the heart and hub of the local community.

The Academy provides a learning environment that is inspiring, exciting and motivating for every student. Therefore, with your contribution, we will challenge and support their paths to success.

Our "Be the best you can" ethos is applicable to both students and employees.

OUR MISSION

'Be the best you can'

Our Mission:

The Principal and Governors at Skinners' Academy believe that all children will be the best they can by working in active partnership with the Academy to achieve excellence for themselves and the wider community. The Academy will provide the necessary prerequisite skills, knowledge and experiences for children to ensure they have the opportunities to succeed. Not only will our young people be successful and productive citizens but, they will be a source of influence in the society that they live in, ensuring that they make sustainable and authentic contributions for future generations.

Our Values:

- Be Curious** - We will ask the right questions, learn from others, and look for ways to work smarter.
- Be Cooperative** - We will work in partnership with others to achieve our goals.
- Be Determined** - We will see challenges as obstacles that we can overcome. We will not give up.
- Be Kind** - We will be generous with our time and resources; we will show empathy.
- Be Respectful** - We are committed to upholding the values of equality and inclusion. We will not tolerate prejudice in any form.
- Be Outstanding** - Exceptionally good; this is what we strive for 100% of the time.

Our Specialism:

In our commitment to ensuring that our young people are not only prepared for every step of their learning journey but that they also have the agency to influence their future, we believe that Enterprise forms a crucial role in realising this. As an Academy we will ensure that students understand the skills of Enterprise and that they can use these effectively to carve out their desired futures.

"Enterprise is about motivating young people to learn and excel in their education and to see the relevance of their studies. It is more than the creation of entrepreneurs, it is about a can-do and positive attitude and equipping people with the confidence to develop ambitious career and vocational interests. Enterprise therefore supports the development of a wide range of work and professional skills and capabilities, including resilience, risk taking, creativity and innovation, as well as a self-belief that starting a business is a viable career choice and one of the most exciting and challenging things a person will ever do."

- Lord Young 2014

STAFF REWARDS AND BENEFITS

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Cyclescheme

Skinners' Academy is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

CycleScheme has also launched the UK's first Cycle to Work scheme for City Bike Hire, perfect if you can't have a bike of your own or if you want a multi-modal commute.

City Bike Hire enables staff to save 32-42% on the cost of bike hire membership. Cyclescheme has partnered with Santander and Brompton, with more exciting partnerships coming soon.

Discounted Mortgages for Teachers

Endorsed by the NEU, Teachers Building Society was established specifically to help teachers with smaller deposits buy their very first home. As the only building society dedicated to teacher lending, they not only reserve their best (cheapest) mortgage deals especially for teachers but they use their expert understanding of the education industry to make the home buying process as smooth and simple for teachers as possible. Buying a property with someone else? No problem, only one applicant needs to be a teacher.

Employee Assistance Programme

Our Employee Assistance Programme (EAP) is a package of emotional and practical support that provides the following:

- A range of counselling options including telephone, online or face-to-face sessions, and a mindfulness module
- A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations
- Financial, legal and practical support from qualified professionals on a range of personal issues
- Access to online health and wellbeing resources and a specialist information service

This free service is confidential and can be used to support staff with any personal or work-related issues that may be affecting their wellbeing.

Gift Vouchers for 100% Attendance

We really value staff commitment to each working day and as a token of this, each term, staff members who have achieved 100% attendance participate in a prize draw, offering them the prospect of winning £100 worth of LOVE2SHOP vouchers which is accepted in over 20,000 stores, restaurants and attractions.

Local Café Discount

One of our local cafés, [215 Hackney](#) kindly offers all Skinners' Academy staff a 15% discount on food and drinks upon presentation of their staff ID card.

They are a casual café and restaurant serving Middle Eastern breakfast, brunch/lunch and dinner with an East London Twist. They are located at 149 Woodberry Grove, Hackney, London N4 2SB.



Opening Hours are:

Monday - Friday, 8am - 6pm

Saturday, 8am - 6pm

Sunday, 9am - 6pm

London Borough of Hackney School Staff Offers

All employees of London Borough of Hackney schools can register for the borough's savings and discounts scheme where employees can enjoy 100's of offers on big name brands such as BT Broadband and supermarket digital gift cards. Employees can register for free using their school email address and Scheme ID Number.

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for Teaching Staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Running Club

Skinners' Running Club gives staff the opportunity to get active and join other runners within the Academy along a route which passes a climbing castle and sailing club, with beautiful views. All staff are welcome to join in, every Tuesday after the Academy day.



Social Events

The Skinners' Social Committee helps to connect staff during this challenging time by organising lively staff social events to ensure that staff get the opportunity to unwind and enjoy a well-deserved break from work.

Staff Wellbeing

Regular guided mindfulness meditation takes place accessed remotely via the Skinners' Academy All Staff Wellbeing Channel in MS Teams.

Regular Wellbeing Audits occur throughout the year, followed by a Wellbeing Action Plan, giving opportunities for staff, students and parents to suggest strategies that would positively impact wellbeing.

We encourage a culture of celebrating each other. 'Staff Shout Outs' can be sent via a link for members of staff to nominate a colleague they particularly want to celebrate each week.

Techscheme

The Techscheme is powered by Apple and Currys PC World and lets staff members choose from over 5,000 tech products from tablets and televisions, fitness trackers and phones, to games consoles and kitchen appliances. Staff can spread the cost from their salary via a salary sacrifice across 12 months and make a National Insurance saving of up to 12%.

JOB DESCRIPTION

| | |
|-------------------------|---|
| Post Title: | Finance Manager |
| Grade: | Scale PO6 (Spine Point Range 47 - 50) £49,303 to £52,338 |
| Hours: | Full Time, 36 Hours per Week |
| Responsible For: | Financial Management |
| Responsible To: | Vice Principal / Chief Financial Officer |

Principal Accountabilities

To provide strategic and general financial management support to Skinners' Academy, and lead the finance team to organise, maintain and monitor the Academy's financial functions to ensure a smooth, effective and efficient service in a way that secures and retains the full confidence of others.

Main Activities and Responsibilities

The duties outline in this job description include smooth running and day to day management of the finance department and assisting the Chief Financial Officer in the overall management of the budget, financial systems, processes, and value for money at the Academy. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job and the future vision of the Academy. Part of the responsibility of the successful candidate will be to be a major contributor to the vision of the Academy as it is developed and realised.

1. Financial Management Systems

- a. To develop and expand the financial management system to its fullest potential ensuring that changes in regulatory requirements and guidance from the Education and Skills Funding Agency (ESFA) are tracked and updated.
- b. To lead the development of the financial procedures and systems of the school in co-operation with the Chief Financial Officer, Principal, Governors and Trustees ensuring compliance with Academy's financial policies and the Academies Trust Handbook.
- c. To oversee the administration of the Academy's Financial software, review and approve access requests for new users, set up user ID's, delete leavers and regularly review regulatory updates in the sector to ensure system is up to date and fully supported.
- d. Monitor the balances standing to the credit of the Academy reserves and ensure that investment policies are being adhered to.

2. Statutory Funding and Income Management

- a. Ensure annual Funding Letter is received from the ESFA, checked to be in line with Funding Agreement and validate calculations and supporting assumptions.
- b. Ensure all Local Authority funding agreed is received on a timely basis - Special Educational Needs and Disability (SEND) Funding.
- c. Periodically ensure all non-GAG funding has been agreed and received in line with agreement.

3. Purchase Ledger

- a. Ensure that all creditors are paid on a timely basis as part of periodic payment run preceded by authorisation of invoices.
- b. To ensure Finance Officer deals with all invoice queries and ensure compliance with Internal Controls and escalate issues to Chief Financial Officer where necessary.

4. Cash Management and Banking

- a. Safeguarding all Academy bank accounts - ensuring that access to the Academy bank accounts is only available to authorised signatories as approved by the trustees.
- b. Review and ensure that online payments arising from suppliers invoices are authorised in line with Academy policies.
- c. Authorise and sign off receipts to the bank and ensure that monthly bank reconciliations are prepared by Finance Officer identifying any old reconciling balances.
- d. Review and authorise manual cheque payments and monitor the Academy's cash flow to ensure that payment runs are sufficiently covered by cleared cash balances.
- e. Prepare cashflow statements monthly capturing all cash and cash equivalents entering and leaving Academy accounts.

5. Financial Regulation Manual

- a. Ensure that the Academy's Financial Regulations Manual remains relevant in line with guidance contained in the annual releases of the Academy Trust Handbook
- b. Ensure compliance with internal controls framework and identify and escalate instances of non-compliance to support the work of the Responsible Officer /Reporting Officer or Risk Officer (RO) in performing periodic reviews of transactions.
- c. Review issues identified from the RO visit and propose resolution to address weaknesses, if any.

6. Financial Month-End / Year-End / Statutory Returns

- a. Ensure all month-end processes and activities are carried out and produce timely periodic management accounts in line with the requirements of Trustees. Identify, investigate and report exceptional trends and variances.
- b. Engage with the preparation of Year-end accounts and audit working papers by due dates in conjunction with the Chief Financial Officer.
- c. Provide information and documentation as requested by auditors
- d. Periodic reconciliation of all control accounts to Nominal Ledger balances - VAT / Payroll / Teachers Pensions / LGPS and National Insurance / 16-19 Bursary Funds and all other hypothecated fund control accounts that may be required.
- e. Prepare and ensure timely submission of Budget forecasts / Academies Accounts Returns / Insurance Claims / 16-19 Bursary Funds.

7. Budgeting

- a. Develop with Premises Manager and Network Manager an annual capital budget which feeds from a five-year financial strategy plan.
- b. Work with HR Manager updating staffing details and on-costs on Budget software to manage annual salaries & wages budget in line with forecast pay awards.
- c. Prepare cash flow forecasts.

8. Capital Expenditure

- a. Review purchases to ensure all capital items are identified and appropriately capitalised periodically
- b. Support Premises Manager and Network Manager to ensure the Academy assets are recorded on assets register and a periodic asset verification is performed.
- c. Prepare and process depreciation journals and or write-downs of assets where values are no longer appropriate

9. Payroll

- a. Liaise with HR manager to ensure monthly payroll information is processed accurately by Finance Officer.
- b. Review deductions accounted for by Finance officer for correctness and accuracy and ensure timely payments to HMRC through payroll bureau, perform reconciliations on control accounts.
- c. ensure staff loans or other benefits (childcare scheme / salary sacrifice) are correctly accounted for and control accounts or other means are used to minimise errors
- d. Ensure Finance Officer prepares documentation for annual returns and check for accuracy as required by external providers
- e. Manage external audit requirements with pensions advisors and audit
- f. Provide HR Manager with information in relation to changes in contribution rates, salary statements to ensure appropriate and timely communications to staff

10. Other Responsibilities

- a. Ensure Finance Officer identify the need for, select and manage the database of suppliers. Review and authorise new suppliers and ensure Finance Officer remove obsolete suppliers periodically.
- b. Preparation of work specifications for tender and assisting the Chief Financial Officer with the selection of contractors
- c. Ensure the finance team continue to be effective and efficient in responding to the developments in the school. Carry out periodic performance appraisal for the finance team.
- d. Duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed.
- e. At all times the post holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and vision of the Academy

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. They may be required to do other duties appropriate to the level of the role, as directed by the Principal.

Key Organisational Objectives

The Postholder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the Academy's Equalities policies, demonstrating commitment and contribution to improving standards for students as appropriate
- Attend Governing Body and staff meetings
- Participate in staff training and development
- Develop links with Governors, LEAs and neighbouring schools/Academies
- Adopting Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for young people

- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governing Body.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children, candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Academy to ascertain details from the Disclosure and Barring Service (DBS) regarding any convictions against them and, as appropriate the nature of such convictions.

Person Specification

Job Title: Finance Manager

| | Essential | Desirable |
|--|-----------|-----------|
| Qualifications | | |
| Educated to degree level or equivalent | ✓ | |
| Qualification in Finance Management/ accountancy | ✓ | |
| Excellent numeracy and literacy skills | ✓ | |
| Experience | | |
| At least three years' experience in financial management | | ✓ |
| Development, management and operation of financial systems | ✓ | |
| Experience of managing budgets | ✓ | |
| Experience of developing effective administrative systems and procedures | ✓ | |
| Experience of completing bids and applications to raise extra funding | ✓ | |
| Experience of forming business partnerships | | ✓ |
| Experience of reviewing and implementation of a management information system | | ✓ |
| Skills | | |
| Personal | | |
| Must be well presented | ✓ | |
| Ability to manage own workload and demonstrate sophisticated organisational skills | ✓ | |
| Ability to take a problem-solving approach to work and tasks | ✓ | |
| Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner | ✓ | |
| Ability to work as part of a team | ✓ | |
| Ability to use computer systems, including word processing skills to produce tables, spreadsheets and statistical returns | ✓ | |
| Ability to use management information systems | ✓ | |
| Ability to communicate effectively, both verbally and in writing | ✓ | |
| Ability to build and maintain effective working relationships with a wide variety of people | ✓ | |
| Ability to maintain strict confidentiality in all matters | ✓ | |
| Willingness to keep up-to-date on relevant policy and procedures in line with the duties identified in the job description | ✓ | |
| Knowledge and understanding | | |
| Safeguarding and child protection | ✓ | |
| To have the ability to understand issues effecting the academic success of students | | ✓ |
| Good knowledge of effective IT administration systems | ✓ | |
| Good knowledge of financial procedures and regulations | | ✓ |
| Good knowledge of what constitutes 'Best Value' and be able to translate this into all aspects of the attached job description | ✓ | |
| Equal opportunities | | |
| Understanding of different social backgrounds of students | | ✓ |
| An understanding of and commitment to Equal Opportunities issues within the workplace | | ✓ |

Finance Manager

Salary: Scale PO6 (Spine Point Range 47 - 50)
£49,303 to £52,338

Contract Type: Permanent, Full Time, 36 Hours per Week
Required: Immediate Start
Location: North Hackney

We are seeking to appoint an experienced Finance Manager to provide strategic and general financial management support to Skinners' Academy, and lead the finance team to organise, maintain and monitor the Academy's financial functions to ensure a smooth, effective and efficient service in a way that secures and retains the full confidence of others.

Our Vision:

"Be the best you can' this is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power a community can have and so intentionally have developed a strong Academy community of dedicated and friendly support staff to inspire our pupils.

The Academy is on a journey from Good to Great and appointed a new Principal in September 2020 to ensure that this objective is realised. The recruitment of an experienced **Finance Manager** is crucial to the success of this journey.

About Us:

- We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
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- We have a high-quality teaching staff fully committed to supporting pupil's academic and personal development.
- We offer excellent opportunities for your own professional development.
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education.

Please note this post allows substantial access to children, therefore the successful candidate will be required to apply for, and hold, an enhanced DBS (Disclosure & Barring Services) certificate. The Academy will arrange this for you prior to you taking up your post.

To apply, please send a completed application form and monitoring form to: recruitment@skinnersacademy.org.uk

Please note that we do not accept CVs.

The closing date for applications is 9am on Monday 13th December 2021
Interviews will be held on Thursday 16th December 2021