



# TRUST ACCOUNTANT (PRIMARY LINK & TEACHING SCHOOL) INFORMATION PACK

**Central RSA Academies Trust**

Social Justice Through Exceptional Schools



START



# INTERESTED IN WORKING AS PART OF AN ORGANISATION WITH A POWERFUL VISION AND STRONG VALUES?

We are a group of schools with a strong and powerful relationship with The Royal Society for the Encouragement of Arts, Manufactures and Commerce (The RSA).

The RSA has a strong history of supporting educational innovation, thinking and approaches, going back as far as the Nineteenth Century.

Today the Central RSA Academies Trust (CRSAAT) work together as a group of schools, working closely with the RSA, to ensure the best possible educational outcomes for young people in our schools. We aim to ensure excellent test and examination results for our students, and ensure they are fully prepared for a happy and fulfilling life.

## WE BELIEVE IN BEST!

# THE HISTORY OF THE CRSAAT

2012	The Trust is founded by Arrow Vale RSA Academy
2013	Ipsley CE RSA Academy joined the Trust
2014	Arrow Vale RSA Academy achieve 'Outstanding' by Ofsted
2015	Arrow Vale RSA Academy becomes a National Teaching School
2016	Church Hill Middle RSA Academy & Abbeywood First RSA Academy join the Trust  Ipsley CE RSA Academy Achieves 'Outstanding' SIAMS inspection
2017	CRSAAT becomes the accounting body for the RSA Academies Teaching School Alliance (TSA)  RSA Academy Tipton joins the Trust  The Trust is renamed Central RSA Academies Trust & central office in Birmingham opened
2018	Abbeywood First RSA Academy becomes a Teaching School
2019	Sutton Park Primary RSA Academy joins the MAT

## TRUST IN NUMBERS

500 Staff

6 Academies

3200 Pupils

# THE ROLE

Trust Accountant (Primary Link & Teaching school)

Salary: S01/S02 (£26,999-£31,371)

Type: Full time – all year round

## JOB PURPOSE

- To ensure the CFO, Head of Finance, individual school leaders, and Trustees are kept informed of financial performance of their schools to which you are allocated through regular analysis and reporting of monthly management accounts.
- Assist the Trust Head of Finance in budget and forecasting process to ensure that your individual school's budgets designed to facilitate Trust and School Leaders plans for school improvement
- To monitor the quality of Trust financial records and reconciliation's are completed.
- To be responsible to the Trust Head of Finance from whom they will receive formal supervision and who will allocate work when necessary.
- Taking the lead on VAT returns and other returns to HMRC, and any other pension or other returns that are necessary from time to time.
- The post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work.
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.
- Contribute to the production of any report to the Trust Board as required.



### Context:

Working together as part of the RSA Family of Academies, our exceptional schools create learning that is inspirational for all: igniting imagination and enabling creativity and curiosity which result in the highest achievement. People are valued and happy, developing the skills and networks for success and fulfilment.

The Trust is committed to deliver on the following strategic objectives so this role will be a key part of that delivery:

### Outstanding Professionals

- Developing workforce expertise for all (SO 1.3)

### Innovative Systems Enabling Creative Schools

- MAT growth (SO 2.1)
- Financial health (SO 2.3)

### Exceptional Learners

- Exceptional outcomes (SO 4.6)



# MAIN DUTIES

## **Monitoring finance teams**

- Under the direction of the Trust Head of Finance:
- Review of your school's management accounts, liaising with finance staff to ensure month end timetable is adhered to, and explanations provided to support financial data;
- Support and identify breaches of internal controls within your schools, including liaison with the auditors and overseeing implementation of recommendations.
- Monitoring your academies adherences to budgets, and challenging academy finance staff on variances and outliers;
- Implement and monitor the delivery of documentation and guidance for your academies finance staff covering:
  - Month end close down processes
  - Month end management accounts reporting
  - Common chart of accounts
  - General financial procedures for academies to comply with the Academies Financial Handbook
  - Internal controls within individual academies and across the Trust
  - Accounts timetable and data requirements
  - Other data requests to support Trustees

## **Supporting trust schools**

- Support your allocated school leaders to identify cost-savings, efficiencies and other financial improvements
- Providing advice on finance-related issues, including reporting and procurement. This will include supporting the generation of procurement savings
- Collate, assess and report on financial benchmarking data across the Trust and, where appropriate, to compare with other academies
- Building a relationship with your academy school lead and working with the Trust Head of Finance to hold them accountable for delivery within their agreed budgets

## **Other**

- To work under supervision to the mandatory guidelines within the Academies Financial Handbook and the Trust Financial Procedures
- To use the trusts financial packages, currently Sage for the management of the Trust accounts and HCSS budgeting software for the recording and calculation of the Trust and individual school's budgets
- Develop constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings sharing experience and skills with others
- To support/assist the supervision of Trust Finance staff and individuals based at schools

# REQUIRED SKILLS/KNOWLEDGE

## **Skills & Attributes**

- Clear strategic thinking and the ability to see initiatives through to the end
- Good project management and administration skills
- Excellent communication skills and the ability to work effectively with stakeholders at all levels
- Proficiency in data manipulation and presentation
- Collaborative and responsible
- Self-starter
- Self-organised
- Can act with integrity, openness, and authority
- Flexible hands-on approach

## **Experience, Qualifications & Training**

- Qualified accountant
- Previous experience in education an advantage
- Experience of operating and managing accounting systems
- Experience of consolidating financial data an advantage
- Experience of management reporting, forecasting and budgeting
- Evidence of successful implementation of new systems and structure

## **Additional Factors**

- This role supports flexible working, and requires mobility between academies
- A pro-active and self-motivated approach
- Customer focused, can-do attitude
- A professional and friendly disposition
- Ability to maintain confidentiality
- Ability to remain impartial
- An openness to learning and change
- Ability to travel to meetings.

## **Location, Line Management structure & responsibilities**

Your direct line manager will be the Trust Head of Finance and your line reports will be finance staff within your academies. Your working base will be the Central Trust Office, but you will be expected to move around your academies on a rotational basis, or as required.

# RSA COMMITMENT (OUR SPONSOR)

As part of the evolving journey of RSA Academies and our relationship with our schools and the communities they serve, we have been exploring our 'distinctiveness' and asking, 'what makes an RSA school?'

As a considered response to this the RSA have created three school-wide 'commitments' that relate to the arts, creativity and cultural education and to the world beyond school. Here they are:

Arts, Creativity and Cultural Education Commitment  
Preparing for the World Beyond School Commitment  
Inclusion, Mental Health and Well Being

They have been developed by the RSA Academies team, in close consultation with the RSA Academies' Board and the Chairs of Governors and Principals of all the RSA schools. As such, they are a commitment that everyone has signed up to and has a part to play in making happen. They are a journey however, and each school is at a different starting point with ideas and activities to share as well as areas to learn. The RSA's role is in supporting and providing opportunities for the schools to do this, whether through our 'resource packs', connections with RSA Fellows or wider local, national or international networks.

The commitments are about the culture of the school fundamentally, and their sense of place in local community as well as ways to work with other schools in the RSA Family of Academies – in short about the opportunities open to the children and staff.



# HOW TO APPLY

For a private and confidential discussion about this exciting post please contact the Central Office on 0121 270 3117 or email [info@centralrsaacademies.co.uk](mailto:info@centralrsaacademies.co.uk) to arrange a telephone conversation with the CFO.

We also encourage applicants to visit all our Academy websites as well as our Trust website: [www.centralrsaacademies.co.uk](http://www.centralrsaacademies.co.uk).

If you wish to organise a visit in person please call Fiona Thompson on 0121 270 3117 To apply, please complete the [application form](#) and email it to us with an up to date CV

**Closing date is 9:00am Thursday 18<sup>th</sup> July**

Central RSA Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS clearance.





