



Information Pack

Finance Manager



'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'

Bravery | Respect | Integrity | Drive | Grit | Excellence

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Dear Applicant,

Thank you for requesting an Information Pack for the post of **Finance Manager**.

The Bridge Academy is a diverse and vibrant school that is rapidly improving and is focused on securing excellence for all our students and staff. Our award winning building is outstanding. We have state of the art facilities, which a wide variety of community groups we work with, also benefit from.

We offer a professionally stimulating and supportive working environment, with a strong commitment to professional development. We value our staff members and they enjoy a range of rewards and benefits, outlined on page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

We look forward to receiving your application by the closing date: **9:00am on Tuesday 22nd August 2017**.

Thank you again for your interest in this position.

Yours faithfully,

A handwritten signature in black ink, appearing to be "C Brown", followed by a long horizontal line.

Mr C. Brown
Principal

THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are a school with a simple mission: to ensure that when students leave the Academy every one of them can go on to University or a high quality equivalent, thrive in their chosen field and live a great life. In this way, The Bridge Academy truly is 'A Bridge to their future'.

This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

Bravery: We meet our fears head on. We embrace challenges in order to thrive

Respect: We value everyone equally. We treat others as we would wish to be treated

Integrity: We do the right thing, even if no one is watching

Drive: We are determined to succeed. We never stop trying to get better.

Grit: We never give up, even when things get tough

Excellence: We go above and beyond, without excuses, to achieve the best.

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

STAFF REWARDS AND BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies – we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

Annual Salaries

We offer competitive salaries for both Teaching and Support staff, (Inner London Weighting) including recruitment and retention allowances, in some cases.

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.

Barbican Card

<http://www.barbican.org.uk/>

The Barbican card through UBS, is free for all staff members who request it. This card gives priority booking for events at the Barbican with no booking fees, unlimited access to exhibitions, discount on cinema tickets and special offers in the restaurants and bars. 25% off selected music and theatre events, 25% off all new release films, 15% off all Barbican bars and restaurants except Searcy's and Benugo.

Childcare

<http://www.childcarevouchers.co.uk/>

We understand that the cost of having children doesn't stop at keeping them cared for while you're at work. That's why you can choose to take part of your salary in Childcare Vouchers to take advantage of important tax and National Insurance savings.

- You enroll on the scheme by completing a salary sacrifice agreement.
- You receive a welcome pack, with details for your carer if they aren't already affiliated with the scheme.
- You receive paper vouchers which you give to your childcare provider. They then return them to Edenred for redemption.

Some of our staff choose to make use of the very nearby nursery at Hackney Community College which is graded Good by Ofsted and has very competitive rates. It is close enough to drop off your child and walk to work easily.

Cycle Scheme

<http://www.cyclescheme.co.uk>

Our cycle scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32% of the total cost. Payment(s) are deducted via payroll over a set 12 month period.

Gift Vouchers for 100% Attendance

We really value the commitment of staff members to each working day and as a token of this, each term, staff who have achieved 100% attendance participate in a selection of prize draws, offering them the prospect of winning £100 worth of vouchers from top stores including online internet sites such as Amazon.

Health Matters Portal

The well-being portal is in partnership with our sponsor, UBS. This site hosts a wide range of health and wellbeing topics and resources for all staff to access online. The site includes articles on topics such as healthy eating, fitness, smoking and drinking, health at work, mental wellbeing, travel advice, health issues, with a wealth of links to further information and other well-known sites.

Our Award Winning Building

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities and fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

Art Floor

- 3 designer classrooms
- A Kiln room
- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower

ICT suites

- 3 purpose built ICT suites, with retractable I-desks
- ICT facilities on all floors within the Academy

Music Facilities

- A large separate and dedicated, fully equipped music area, with three large classrooms and 12 practice rooms
- A separate music media suite, equipped with bespoke Mac desks and music keyboards
- Hi-tech recording studio

Performance Hall

- 370 seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels
- Cinema projection capability, instruments and AV lighting and sound systems

Sixth Form

- A bespoke Sixth Form block
- The only Academy in the UK, which provides both Cisco training and a Microsoft Academy in-house at the Sixth Form

Sports Facilities

- A large sports hall, with a variety of sports resources
- Basketball facilities including the latest specification National League court markings
- An Off-site Multi User Games Area (MUGA) and two Astro turf football pitches

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.

Relocation Support for Teaching Staff

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

Social Events

Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

Work and Family Webinars

Staff members have access to webinars on a range of subjects relating to family life. These webinars run live during the day, but can be accessed at any time after the event.

JOB DESCRIPTION

Job Title:	Finance Manager
Reporting to:	Finance and Resources Director
Salary Scale Range:	Point 40 - 44
Contract Details:	Permanent. Term-time only: 39 weeks per academic year + 1 week non-term time
Responsible For:	Dotted line supervision of the Finance Assistant/Office Manager
Working Hours:	32.5 hours per week during term time. Flexibility will be required in relation to working hours during non-term time

Job Purpose

- To ensure the smooth running and day to day management of the finance department.
- To assist the Finance and Resources Director in the overall management of the budget, financial systems, processes and value for money at the Academy.

Key Responsibilities

1. Procurement, Orders and Processing

- Supervise the Finance Assistant/Office Manager in the processing of all purchase orders for supplies and services.
- Supervise the Finance Assistant/Office Manager in recording these transactions and processing invoices for payment, including preparing cheque and BACS payments for approval.
- Ensure prompt payment for all goods and services provided to the Academy.
- Support value for money through sound procurement practices when processing all orders.
- Maintain the register of contracts.
- Direct and support cost centre managers in their procurement needs, ensuring procedures are explained, followed and budgets not exceeded.
- Review and maintain the outstanding commitments record/register.
- Process credit card purchases, ensuring these are properly authorised and recorded.

2. Planning and Budget Setting

- Assist in the development of the annual budget.
- Maintain an up to date rolling financial forecast for all the Academy's activities, including monitoring, recording and reporting on these activities.

- Support Departmental Heads in budget setting, budget bids and costing activities and in managing their budgets.
- Liaise with the Finance and Resources Director in monitoring cost centres so that best value is achieved by all cost centre Managers and Academy funds are spent wisely.
- Support the Finance and Resources Director in the development of statutory accounts schedules and working papers for the external audit process.
- Maintain the cash flow forecast and ensure cash is available as required.

3. Financial Accounting

- Prepare the monthly management accounts.
- In conjunction with the Finance and Resources Director, analyse management accounts and compare them to the budget and forecast.
- Carry out monthly reconciliation of all accounts including bank reconciliations.
- Manage the data input to the accounting system.
- Maintain and monitor all Academy accounting records including nominal ledger, purchase and sales ledgers, cash book and fixed asset registers.
- Ensure compliance with the Academy's financial administration and accounting procedures, in accordance with financial scheme of delegation.
- Take responsibility for all financial returns for the EFA and other central and local government agencies e.g. Academy Annual Accounting Return to EFA and Budget Forecast Return.
- Produce draft annual statutory accounts following the template provided by the Academy's auditors.
- Provide schedules and backups to the accounts and assist external auditors with queries and ensuring statutory accounts are completed on time.
- Prepare journal entries for corrections, reallocations, and to ensure accuracy of the accounts.
- Monitor and manage all bank accounts, ensuring regular reconciliations and up to date recording of transactions.
- Process changes to bank account mandates and act as the main point of contact with the bank over routine matters.

4. Systems and Processes

- Assist in maintaining and updating the procedures manual, financial regulations and delegation of authority schedules at least annually.
- Assist with payment processes, income receipt banking and debt recovery.
- Provide support and assistance to Academy staff, ensuring they understand their responsibilities and follow procedures correctly.

5. Cash Payments and Receipts

- Supervise the Finance Assistant/Office Manager in disbursing and recording petty cash and replenish this as required.
- Ensure the safe collection and recording of cash receipts to the Academy, e.g. for trips and visits.
- Ensure the reconciliation and proper recording of income received for school lunches via Parent Pay.

6. Sales Ledger

- Issue and record sales invoices for miscellaneous income.
- Monitor debtors and ensure debts are collected.

7. Payroll

- Reconcile payroll entries on a monthly basis.
- Record payroll entries and agency staff costs in the forecast file to allow accurate monitoring.

8. General

- Prepare and submit V.A.T. returns on a monthly basis.
- Prepare and submit gift Aid claims on a timely basis.
- Resolving any issues that arise with the cashless catering system.
- Liaise with UBS to ensure proper recording of donations to the Academy and that funds are transferred correctly.
- Provide reports to UBS as and when required.

9. Other Administrative Duties

- To work as a team in the Academy office dealing with appropriate administrative tasks as required.
- To help with the availability of resources for parents' evenings or similar functions.
- Carry out duties and responsibilities commensurate with the post necessary for the smooth running of the Academy as required by the Finance and Resources Director and, the Principal.

JOB SPECIFICATION

	Essential	Desirable
Education and Qualifications <ul style="list-style-type: none"> • Educated to degree/A level or equivalent. • Qualified by experience or part qualified. 	*	*
Experience and Knowledge <ul style="list-style-type: none"> • Experience of working in finance within the educational sector. • Experience of working in Academy finances. • Management experience. • Knowledge of charity finance and charity SORP. • Knowledge of Civica Resource Software. • Good knowledge and experience of excel 	*	* * * * *
Skills and Abilities <ul style="list-style-type: none"> • Excellent communication skills, both written and oral. • Excellent numeracy, methodical and analytical skills. • Proficient in Microsoft Office, and accounting systems etc. • The ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach. • The ability to avoid and resolve conflicts. • The ability to deputise in the absence of the Finance and Resources Director. 	* * * * * *	
Personal Qualities <ul style="list-style-type: none"> • Strong commitment to excellent service delivery. • Able to work under pressure, prioritise, manage time effectively and meet deadlines. • Adaptability to changing circumstances and new ideas 	* * *	

Finance Manager

Dates: Apply by 9:00am on 22nd August 2017
Job start: Immediate
Location: South Hackney
Salary Point Range: 40 - 44
Annual Salary: Pro Rata: £30,124 - £33,018 (FTE: £39,824 - £43,650)
Contract Term: Permanent

This is a term time only position: 39 weeks per academic year + 1 week, non-term time
The working hours are: 32.5 hours per week

Do you want to join a team that believe every child deserves the chance to succeed and will work hard to make sure that happens? Do you want to join a school that is rapidly improving and is focused on securing excellence for all of our students and staff?

The Bridge Academy is the most improved secondary school in Hackney with progress in the top 15% nationally. Our mission is to ensure that all our students will go on to university or a high quality equivalent, thrive in their chosen field and live a great life.

Our award winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

Our sponsors UBS, provide significant support to the Academy. We also work with a wide variety of community groups to ensure the best for all our students.

We are currently seeking a Finance Manager to join our operations support team. The successful candidate will be responsible for the day to day management of the finance department, and will assist the Finance and Resources Director in the overall management of the budget, financial systems, processes and value for money at the Academy. This is a great opportunity for someone who is passionate about attaining the highest standards. If you are up for the challenge, then we would love to hear from you.

We offer:

- An ethos of high expectations for students and staff;
- A professionally stimulating and supportive working environment;
- A strong commitment to the professional development and progression of all staff.

To apply for this position, please download the information pack, and complete the online application form.

The deadline for applications is: 9:00am on Tuesday 22nd August 2017. **We look forward to receiving your application. The Bridge Academy is committed to safeguarding children and all appointments will be subject to receipt of a satisfactory Enhanced DBS check and references.**