



The Collegiate Trust
Exceptional Education for All



FINANCE MANAGER

The Collegiate Trust
Central Team



Application Pack

FINANCE MANAGER

The Collegiate Trust
Central Team



Role Location	The main office is based in the Central Team offices at Riddlesdown Collegiate, Honister Heights, Purley CR8 1EX. Occasional travel to other schools, some working from home may be possible.		
Salary/Grade	P30 £38,824 – P34 £43,008		
Details	Permanent	Full-time (36 hours per week)	52 weeks per year (including 23 days paid annual leave plus bank holidays)
Start date	As soon as possible		
Application Closing Date	5 th April 2024, 9am		

A Message from the CEO

Thank you for your interest in joining *The Collegiate Trust (TCT)*. I hope that this information pack will help you to learn more about our fantastic family of schools and that you are excited by the prospect of joining us.

The Collegiate Trust is a dynamic place to work. Our mission is to collaborate to deliver an *exceptional education for all* and our culture of ambition is focussed clearly on our people and their learning. It is this culture which leads to the high academic standards and the enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Trust, and I hold the highest aspirations for what we will achieve in the future.

Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. We take our responsibility as an employer very seriously, always striving to do best by our staff and focusing on wellbeing, development and achievement.

Please do not hesitate to get in touch for an informal discussion if you feel that this role and our Trust may be right for you. We would be delighted to receive your application.

Yours sincerely

Mr Soumick Dey
Chief Executive Officer



Why work with us? The benefits.

At TCT, we understand that your time, wellbeing, career opportunities and work-life balance are key things you will look for when choosing where to work. We work hard to continually develop what we offer, striving to be recognised as an employer who looks after all our employees.

On top of our proactive and supportive approach to employee wellbeing and development, we offer a range of additional employee benefits – please click [here](#) to see more details.

We have a comprehensive CPD programme, designed to ensure all staff in all roles have the opportunity to grow and develop in their career. Our approach to Performance Development ensures that each and every member of staff is flourishing. Whether you are at the very beginning of your career or are looking to develop your experience, *The Collegiate Trust* is a great place for professional growth. ECTs and Apprentices benefit from a focused induction period, prior to appointment, and a well-established programme of support throughout the year, whilst more experienced colleagues have many opportunities to develop skills and extend their professional learning through an extensive and varied programme of professional development.

We are an inclusive and supportive Trust who understands that our employees have commitments beyond work. We have a generous approach to flexible working, annual leave, compassionate leave and supporting our staff in times of difficulty. Your wellbeing is of utmost importance to us!

An Introduction to the role

A Message from the Chief Finance Officer

Thank you for your interest in the post of *Finance Manager*. We are looking to appoint an enthusiastic, dynamic and highly organised individual with strong interpersonal skills to support the finance team in delivering our Trust's Financial Strategy. The *Finance Manager* will be responsible for a number of areas including preparation of management accounts, monthly pension returns and quarterly VAT returns. In addition, the postholder will provide support to the Director of Finance and Chief Finance Officer and assist to establish a culture of 'best value'.

This role provides an outstanding opportunity for an experienced finance professional to make a significant impact by strengthening the Trust's finance team and consequently, enabling an exceptional education for all. The successful candidate will have the ability to demonstrate sound knowledge of accounting, financial planning and regulatory requirements.

We would be delighted to receive an application from you if, upon consideration, you feel that this role and our Trust may be right for you. To apply, please submit an application via the TES portal, attaching a statement of no more than two sides of A4 outlining your suitability for the post. If you have any queries or would like an informal discussion about the role, please contact me at Lyla.Dey@tct-academies.org. I would be pleased to speak with you.

Best wishes,

Lyla Dey
Chief Finance Officer

About the Collegiate Trust

“Exceptional Education For All”

TCT has grown out of *Riddlesdown Collegiate*, a large, **outstanding** (OFSTED, March 2023) secondary school in Croydon with a longstanding reputation for high standards and an exceptional education. Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. The planned addition of a further secondary school in 2024 will bring our Trust to c.7000 pupils and c.1000 employees.

Each school within the Trust is supported by our Central Team who work with Principals and their teams on school improvement, teaching and learning, finance, facilities and operations, IT, HR and governance issues. This support allows the Principal and Local Governing Body (LGB) to focus on delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

Our strong culture of ambition is focussed clearly on **PEOPLE** and **LEARNING**. We ensure that the best interests of all those in our communities are always at the heart of our decision-making.

The work of *The Collegiate Trust* is informed by our core values of **Ambition** and **Collaboration** leading to the intended outcomes of **Achievement** and **Enjoyment**.

There are three particular themes that drive our work and can be described as our *keys to success*:

Partnership – We work hard to cultivate strong professional relationships with each other, with our pupils, with their families and the wider community as we see this as the foundation on which our Trust is built.

Progress – To us, progress means much more than academic improvement. We place a great focus on personal and professional growth for all members of our community and it is this emphasis on continuous improvement that enables our pupils to fulfil their potential.

Preparation – Whether for the next stage of education, for work or for a future that is uncertain, it is our view that the prime purpose of school is to prepare young people for the rest of their lives and it is our intention that pupils who attend a school in *The Collegiate Trust* will have the very best preparation to help them achieve their goals and to go on to enjoy happy and successful futures.



You can find out more information about our Trust on our website:

<https://tct-academies.org/>

What will I be doing?

Job description and details

Contract:	Full-time, Permanent
Salary:	£38,824 - £43,008
Grade:	P30-P34
Hours:	36 hours per week, 52 weeks per year (plus 23 days paid annual leave and bank holidays).
Location:	Based at TCT Office at Riddlesdown Collegiate, Croydon, with occasional travel to other schools; some working from home may be possible.
Reporting to:	Chief Finance Officer
Purpose of the Post:	To manage aspects of the financial operations across The Collegiate Trust

Main Responsibilities

- Support the CFO and Director of Finance to deliver the Trust's finance strategy
- Preparation of monthly management accounts for each school and supporting the preparation of the Trust management accounts, including journal entries, reconciliation of control accounts and bank accounts
- Monitoring and analysis of income and expenditure
- Preparation of quarterly VAT returns for the Trust and Trust's subsidiary company
- Authorisation of weekly invoices and preparation for payment runs for each school
- Posting of credit card transactions and preparation of credit card reconciliations
- Monitoring and reconciliation of school trip funds
- Ensuring HR data is updated for payroll purposes and preparing monthly payroll reconciliations
- Preparing and submitting monthly Teachers Pension MCR Returns and LGPS Returns
- Dealing with payroll queries
- Assisting with preparing information required for internal and external audits and other reviews
- Supporting with finance queries at school level
- Other ad hoc duties as required by the CFO and Director of Finance

The above is not an exhaustive list and the successful applicant may be required to carry out additional duties as required by the role.

Why am I right for this job?

We know that some applicants may not entirely meet all elements of the Person Specification but may still make an excellent addition to our team by bringing additional skills and experiences that add value to the role. If you think your skills and experience, make you a good fit for this role, please do not be put off if you do not match 100% of the desired criteria! The notes below indicate whether a particular element is essential for you to be considered.

Person Specification

Qualifications	Notes
Relevant finance qualification (part-qualified or early stages) , e.g. AAT, ACCA, CIMA, CIPFA	Essential
Experience	
Experience of month-end and year-end processes and procedures	Essential
Experience of working in a school or similar establishment	Desirable
Experience of financial software and databases, e.g. Sage	Essential
Knowledge of payroll and pension arrangements for teachers and local government support staff	Desirable
Experience of working in a dynamic workplace environment, working to tight deadlines	Desirable
Skills & Attributes	
Strong interpersonal and communication skills with the ability to communicate effectively orally and in writing at all levels	Desirable
Ability to develop sound working relationships with staff at all levels	Desirable
Ability to apply a methodical approach to problem-solving	Desirable
Ability to manage a complex and varied workload	Desirable
Ability to demonstrate effective organisational and time management skills	Essential
Detailed understanding and application of complex control processes and reconciliations	Desirable
Ability to work unsupervised and on own initiative, self-motivating and with the ability to multi-task	Essential
Ability to meet tight, conflicting deadlines when required, whilst maintaining attention to detail	Desirable
Willingness to work flexibly and being proactive when suggesting change	Desirable
Suitability to work with children	Essential

All our staff **MUST** be able to fulfil to following criteria:

- Undergo a full enhanced Disclosure and Barring Service check (which will confirm there had been no criminal activity that means you might be unsuitable to work with young people)
- Right to work in the UK
- Be medically suitable and safe to fulfil the role
- Provide 2 references that support your application, one of which must be your most recent employer (unless this is your first ever job, in which case we can advise on alternatives)

How to Apply

If you feel that this role and our Trust may be right for you, we would very much like to receive your application.

To apply, please use the TES application form, attaching a statement of no more than two sides of A4, identifying clearly how you meet the person specification.

If you have any queries or would like an informal discussion about the role, please do not hesitate to contact us at HR@tct-academies.org.

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and the *Disclosure and Barring Service*. Appointment will be dependent upon further health, medical, safeguarding and attendance checks.