



Wren  
Academy

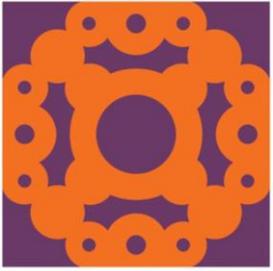
# Wren Academies Trust

Trust Financial Controller

Start date: September 2025

Closing date: 9.00am, Monday 2 June 2025

Interviews: w/c 9 June 2025



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Academy**

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# Introduction

Welcome to the Wren Academies Trust. We are a dynamic and highly ambitious Trust committed to providing the best possible all round education to our pupils and students. Our purpose is to empower schools to create inspirational learning communities and a rich curriculum which enable all children to flourish.

Our Trust currently comprises of two schools:

## **Wren Academy Finchley**

An all through school with over 1600 children aged between four 18.

## **Wren Academy Enfield**

A secondary school which opened in 2020 and is set to grow in 2027 to over 1200 students with a strong academic Sixth Form.

A third school is in the process of joining the Trust :

## **St Mary's and St John's (SMSJ) CE School, Hendon**

An all through school with over 1800 children aged between three and 18.

The three schools have experienced considerable success through impressive academic outcomes and achieving successful Ofsted and SIAMs reports. This has been achieved through a commitment to providing an excellent education with a focus on excellent personal development. As a result, all the schools are highly oversubscribed and have excellent reputations in their local communities and across London.

Our schools are also characterised by being rewarding places to study or work in with a focus on developing the quality of our relationships. Students and pupils like and respect each other and value their opportunities to learn. They get on exceptionally well with staff, as adults and children work together in a productive and trusting atmosphere. Children thrive by being given a high degree of responsibility and this leads to high standards of behaviour and the creation of a caring environment where they feel secure. Student leadership is at the heart of our philosophy. We believe that pupils and students should be given every opportunity to learn, to encounter positive life experiences and to excel.

Underpinning all of our work with students and staff is our vision which is based on widely recognised Christian moral and social values and informs all aspects of our provision. We have built communities which provide an education that enables all pupils and students to live in all its fulness both now and when they are adults. Our aim is that they become lifelong learners who reach their academic and social potential to make a positive difference to the world in which they live.

**Gavin Smith, Executive Principal**



# Vision and Ethos

We aim to create an inspirational community of learning rooted in Christian values, providing outstanding educational opportunities and experiences for all students regardless of age, ethnicity, ability and background. We combine our ambitions for students' outstanding academic attainment with an emphasis upon their personal growth as individuals, citizens and active learners. The values and vision which grow from our Christian ethos have helped create a positive and inclusive atmosphere, in which students and their families are welcomed. We find that having many different faiths in a school and taking faith issues seriously, generates understanding, tolerance and mutual respect in young people.

We are inspired by the Biblical account of the Good Samaritan as well as the encounter between Jesus and Zacchaeus to build a community and provide an education which enables all students to flourish and reach their full potential. This is done so that we all may have a positive impact on the world motivated by our foundational Bible passage:

*Do justice, love kindness, walk humbly with your God - Micah 6v8*

*We support and challenge each member of Wren to grow into life in all its fullness, just as God intends.*



# What makes the Wren Academies Trust distinctive?

We have clear and high expectations for the personal development of our students and aspire for all to achieve the following:

- Have a keen understanding of moral issues and recognise the difference between right and wrong. Wren students will be supported in speaking up for what is right.
- Be aware of their own spirituality and the importance of spirituality to personal happiness and fulfilment.
- Know that they are valued, confident and secure as members of the Academy community.
- Feel that their individual gifts are recognised and celebrated.
- To succeed in whatever areas they possess talent and a desire to achieve.
- Make as much academic progress as they are capable of and achieve as highly as they can.
- Be unique individuals, willing to express themselves with humility.
- Have a broad cultural, scientific and historical awareness.
- Be active, constructive and resourceful young citizens.
- Be creative thinkers, capable of taking risks in their learning and of studying independently.
- Be responsible, considerate towards others and always behave impeccably.
- Be articulate, socially adept and confident in conversation.
- Be environmentally aware and knowledgeable global citizens.
- To have a keen sense of justice which prompts them to make a difference to their marginalised and dispossessed.



- Have a commitment to equality and inclusivity and to embrace diversity.
- Appreciate and learn from the experience of belonging to active and celebratory Christian communities.
- To have a keen sense of justice which prompts them to serve and make a difference to their marginalised and dispossessed.

*Our 6Rs — characteristics that will see Wren learners flourish throughout life:*

*Resilient, Reflective, Relational, Reverent, Redemptive, Resourceful.*

# Key attributes of the Wren Academies

- Wren Academies Trust is a state funded multi-academy trust, has two sponsors, the London Diocesan Board for Schools and Berkhamsted School.
- Wren is co-educational, but the core secondary subjects of English, Mathematics and Science are taught in single-sex classes.
- Teachers are provided with outstanding professional development on a weekly basis which is incorporated into the Academy day.
- Wren bases its approach to teaching and learning around the Building Learning Power philosophy. This means that we seek to give students the skills and learning dispositions which will serve them well throughout their school careers and then their lives beyond school.
- A longer school day accommodates enrichment activities such as sports, debating, Art, performance classes, community service or academic extension work.
- Everything that students experience is seen as part of their wider learning experience. We believe that learning does not just happen in lessons.
- Wren's specialism, Design and the Built Environment, permeates the curriculum and wider Academy life.



# Wren Finchley

**Primary Phase:** We opened our new primary phase to Wren Academy Finchley in September 2015, offering primary children an exciting and unique opportunity: by creating an all through school we are helping to smooth children's transition from primary to secondary education and develop their overall experience of school life.

**Wren Secondary Academy:** Since opening in 2008, our students have achieved excellent exam results. Our success is underpinned by a close and inclusive community with a strong Christian vision. We are a school where everybody matters and each individual is celebrated for all their gifts and talents. It is important to us that all children make the best progress possible, regardless of their academic starting point and this is reflected by exceptional academic success. The social dimension to education matters as much to us as academic achievement. We want our students to be happy, confident and secure so that they can make the most of all the opportunities they are given. Our ethos, rules, tutorial and house systems are all set up to help children flourish in a disciplined yet caring environment which balances responsibilities and privileges.

**Wren Sixth Form:** With a reputation for academic excellence, great study support and a rich and varied extra-curricular programme, we have proved our ability to help students achieve their ambitions by gaining access to the best university courses and apprenticeship opportunities. Each year significant numbers of students go on to start degrees at Oxbridge and Russell Group universities studying highly competitive courses.



## Wren Enfield

Opening in 2020, the school has grown a year group at a time to now have students in Years 7 – 11. Located in new state of the art school buildings on the Chase Farm Hospital site the school benefits from an impressive site designed by award winning architects Jestico+Whiles. The stunning views across London and the Green Belt help create an inspiring learning environment where staff excel and provide outstanding teaching and learning experiences for all our students. This has led to Wren Enfield quickly becoming one of the most over subscribed schools in the borough with long waiting lists for every year group.

The progress made so far indicates that results will be impressive, providing a strong platform for the creation of an academic Sixth Form which will offer a range of A Levels to Enfield young people. It is anticipated that the Sixth Form will mirror the success of Wren Academy Finchley and achieve similarly impressive academic outcomes and post 18 destinations. This will include access to the most competitive universities and courses in this country and abroad.



# Trust Financial Controller

Wren Academies Trust

## Purpose

To oversee, drive and manage the Trust's financial compliance, strong financial controls, reporting and strategic financial planning. The Trust Financial Controller (TFC) will support the Director of Finance and Operations in managing financial risk, reporting, and decision-making across the Trust.

## Working Time

- 3-4 days per week; the pattern of working hours could be flexible to suit the candidate but must meet the Trust compliance requirements, to be discussed at interview.
- 52-week contract with 25 days of annual leave (plus Bank Holidays); alternatives would be considered.

## Salary Scale

- NJC37-41 from £30,500-£44,200 depending on hours (and depending on Government increase due in September 2025).

## Contract Type

- Permanent.

## Reporting to

- The Trust Financial Controller reports to the Director of Finance and Operations and works closely with the Trust Finance Manager and other senior leaders within the Trust.

## Key responsibilities

### Financial Reporting & Compliance

- Prepare and oversee monthly management accounts, year-end financial statements, and statutory reports.
- Ensure compliance with the DfE and other government department requirements and financial regulations.
- Manage the preparation and submission of all statutory financial returns, including VAT, payroll, pensions, Gift Aid, and financial reports to the DfE.
- Work with external auditors and oversee the annual audit process, ensuring timely and accurate financial reporting.
- Work with other external compliance bodies, internal scrutiny and annual pensions audit.
- Oversee pension scheme compliance, including TPS and LGPS contributions and reporting requirements.
- Ensure accurate payroll journal entries and reconciliations whilst liaising with external payroll providers and HR.
- Ensure accurate payroll processing in reconciling payroll-related costs within management accounts.
- Identify and implement process improvements within financial systems and reporting frameworks.

### Financial Strategy & Planning

- Lead financial planning, budgeting, forecasting and cash flow projections process to support the Trust's strategic goals.
- Develop and implement financial policies and procedures to enhance financial efficiency and compliance.
- Provide financial analysis and advice to the Director of Finance and senior leadership team.
- Ensure the financial stability and sustainability of the Trust, identifying and mitigating financial risks.

## Key responsibilities (cont)

### Monthly Management Accounts & Reporting

- Reviews and month-end closure documentation monthly management accounts at school level, including financial analysis and narrative reporting, ensuring compliance, completeness and accuracy in a monthly scheduled review with Trust Finance Manager.
- Provide timely financial reports for the Trust's leadership and external bodies.
- Ensure compliance with financial policies and regulatory requirements.
- Maintain Trust financial procedures manual in line with DFE requirements, reviewed annually by Director of Finance and Operations.

### Internal Controls & Risk Management

- Develop and maintain strong internal financial controls to safeguard Trust assets and ensure transparency.
- Ensure adherence to best practices in financial governance and risk management.
- Ensure effective consistent use of financial software, particularly Access Finance and Budgets.
- Oversee internal audits and implement recommendations to enhance financial processes.

### Professional Behaviour & Expectations

- Maintain high standards of professionalism and integrity in all interactions.
- Uphold the Trust's policies, including safeguarding procedures.
- Demonstrate flexibility and a proactive approach to problem-solving.
- Adhere to the Trust's dress code and conduct standards.
- To carry out duties in a friendly, helpful and professional manner.
- To take part in the Academy's staff duty rota.

## Key responsibilities

### Performance Review & Development

- Engage in the Trust's performance review process, setting and achieving professional development targets.
- Commit to continuous learning and professional development, including relevant financial qualifications where applicable.

### Additional Responsibilities

- Contribute to the overall success and financial sustainability of the Trust.
- Participate in Trust community events and activities as required.
- Undertake other duties commensurate with the role as directed by the Director of Finance and Operations.

This Job Description is current at the date shown but, in consultation with you, may be changed by the Executive Principal, to reflect or anticipate changes in the job commensurate with the salary and job title.

**Date: May 2025**

# What we are looking for

## Professional Skills and Experience

1. Possess an appropriate accountancy qualifications for the role.
2. Ideally possess relevant experience or experience in a similar environment.
3. Be an excellent professional with the ability to inspire others.
4. Show evidence of continued professional development.
5. Be able to take an overview of the school and its needs.
6. Be aware of relevant financial standards and responsibilities in a school environment.
7. Be confident to provide colleagues with support in school finance matters.
8. Be able to manage aspects of financial management systems and budgeting.
9. Possess ICT skills commensurate with the position.
10. Possess leadership and management skills.
11. Demonstrate knowledge of effective financial management systems.
12. Possess the ability to time manage and prioritise effectively.
13. Experience using financial software, including Access Finance, Access Budgets.
14. Utilise Microsoft Office 365 for reporting, communication, and financial analysis.

## People, Relationships and Communications

1. Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy.
2. Be able to relate to all students and staff in a positive and constructive way.
3. Be part of a whole Academy team which seeks and develops a variety of opportunities to support and work with students.
4. Have qualities which earn the trust and respect of students, staff, parents and governors.
5. Possess the abilities to work effectively as part of a team, and to build on the strengths and expertise of individuals.
6. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
7. Possess good written and verbal communication skills.
8. Be able to build constructive working relationships with local schools and colleges, employers and the local authority.
9. Appreciate the balance between academic and social development of young people, needed to create an outstanding school.

# How to Apply

## Application deadline

Completed application forms must be received by 9.00am, Monday 2 June 2025, but applications will be considered as they are received.

## Completing your application

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Please complete your application through [MyNewTerm](#). CVs will not be accepted.

## Selection process

The selection process may have a combination of tasks, activities, lesson observations and interview. Further details will be provided to the candidates shortlisted for interview.

## References

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

## Equality, Diversity and Inclusion

The Trust is committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know what you would require when you submit your application.

## Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Trust may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Trust is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

## GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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