

Financial Controller

Candidate Information Pack

Contents

The background of the slide features a photograph of two students, a young man and a young woman, in a library or study hall. They are both smiling and looking at a book. The young man is pointing at something in the book. The background is slightly blurred, showing other students and bookshelves. The image is overlaid with a dark red geometric shape in the top left corner and a white geometric shape in the bottom left corner.

01 Introduction to the Redhill Academy Trust

02 Advert

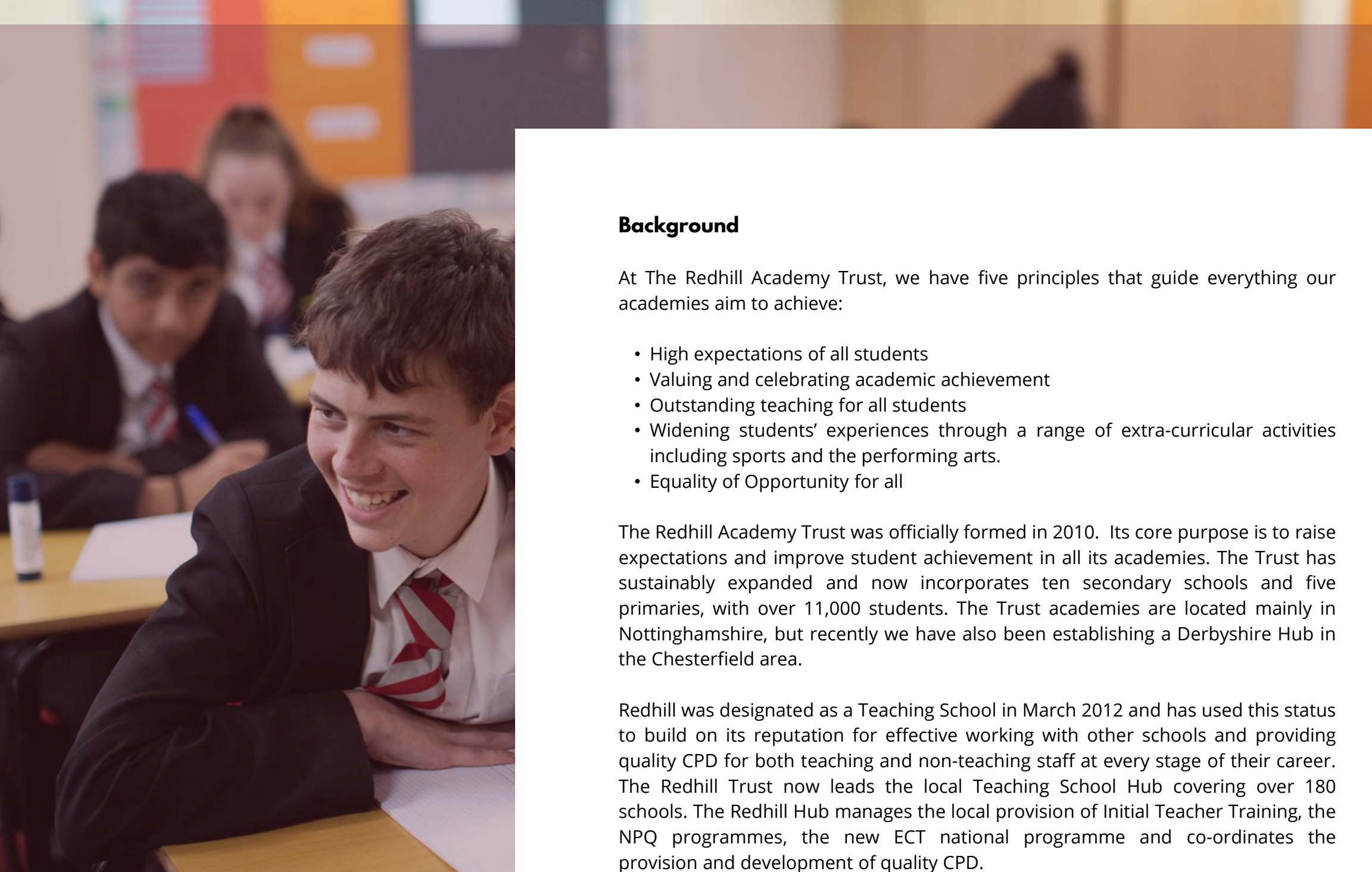
03 Job Description

04 Person Specification

05 Application and Selection Process

06 Structure for the Finance Section

07 Structure of the Trust



Introduction to The Redhill Academy Trust

Background

At The Redhill Academy Trust, we have five principles that guide everything our academies aim to achieve:

- High expectations of all students
- Valuing and celebrating academic achievement
- Outstanding teaching for all students
- Widening students' experiences through a range of extra-curricular activities including sports and the performing arts.
- Equality of Opportunity for all

The Redhill Academy Trust was officially formed in 2010. Its core purpose is to raise expectations and improve student achievement in all its academies. The Trust has sustainably expanded and now incorporates ten secondary schools and five primaries, with over 11,000 students. The Trust academies are located mainly in Nottinghamshire, but recently we have also been establishing a Derbyshire Hub in the Chesterfield area.

Redhill was designated as a Teaching School in March 2012 and has used this status to build on its reputation for effective working with other schools and providing quality CPD for both teaching and non-teaching staff at every stage of their career. The Redhill Trust now leads the local Teaching School Hub covering over 180 schools. The Redhill Hub manages the local provision of Initial Teacher Training, the NPQ programmes, the new ECT national programme and co-ordinates the provision and development of quality CPD.

Importantly, the success of our Trust and its growing reputation for raising the achievement of young people in the schools we work with means that we are able to attract and retain quality staff at all levels. This in turn has enabled us to build up our capacity to undertake the vital outreach work which is the key to improving standards in schools joining the Redhill Academy Trust. We are committed to recruiting and retaining the best teachers and offer our staff an extensive, widely-praised Continuous Professional Development programme.

Our academies

Secondary

- The Redhill Academy
- The Carlton Academy
- Hall Park Academy
- Oakwood Academy
- Park Vale Academy
- South Nottinghamshire Academy
- Colonel Frank Seely Academy
- The Bolsover School
- Brookfield Community School
- Tupton Hall School

Primary

- The Carlton Junior Academy
- The Carlton Infant Academy
- Robert Mellors Primary Academy
- Tupton Primary & Nursery Academy
- North Wingfield Primary & Nursery Academy

The executive leadership team for the Trust, comprising the headteachers of each individual school, the executive headteacher and the Trust Principal, meet on a three-weekly basis to agree policy and overall strategy. Executive headteachers work over a cluster of between three and five academies, supporting and advising the Headteachers. Each academy has its own Local Academy Board of governors who work closely with the Headteacher and the Executive Headteacher with clear division of roles and responsibilities, documented in the Trust's Scheme of Delegation. The Trust's Executive Board encourages collaboration and good communication at all levels and has established a Chair of Governors Forum that meets each term.

Each academy in the Trust has an Operations Manager on site. The Director of Operations advises and supports these Academy Operations Managers, holding regular individual and team meetings. The Director of Operations is a member of the Trust's Senior Executive Leadership Team. The Directors of Finance and Operations work closely together and are both line managed by the CEO.

The mean P8 score per student in schools working within the Trust was -0.27 in 2018. This reflects the fact that the Trust has, in recent years, taken on a number of struggling schools with low student outcomes. In 2019, the same schools achieved a P8 of -0.11 per student which represents a significant improvement. Last year's DfE Trust score was +0.07, which applies to schools that have been in the Trust for 3 years or more.

Financial Controller

Contract: Full Time
Salary: £40,609 - £44,824
Start date: ASAP

The Redhill Academy Trust is looking to recruit an outstanding Financial Controller to work across its 10 secondary and 5 primary academies.

The successful candidate will be tasked with supporting the Finance Director in leading all transactional and financial accounting activity across the Trust, with the primary purpose of achieving outstanding educational outcomes for the Trust's students. This will be done in conjunction with the Head Teachers, Director of Operations and Academy Operations Managers.

Based at our offices in Calverton, the primary criterion for the role is to lead and work with the Finance Clerks to provide an excellent first class transactional finance service. Reporting directly to the Finance Director you will line manage the 6 Finance Clerks being accountable for their level of performance and ensuring overall financial compliance with statutory and legal requirements and monitoring process against the Trust Accounting Policies and procedures.

This role would ideally suit someone looking for support in strengthening their financial management skills, with a desire to be further developed to work at Finance Director level in the future.

If you would like a confidential discussion about the role with Brian Dinsmore, Finance Director please contact b.dinsmore@redhillacademytrust.org.uk

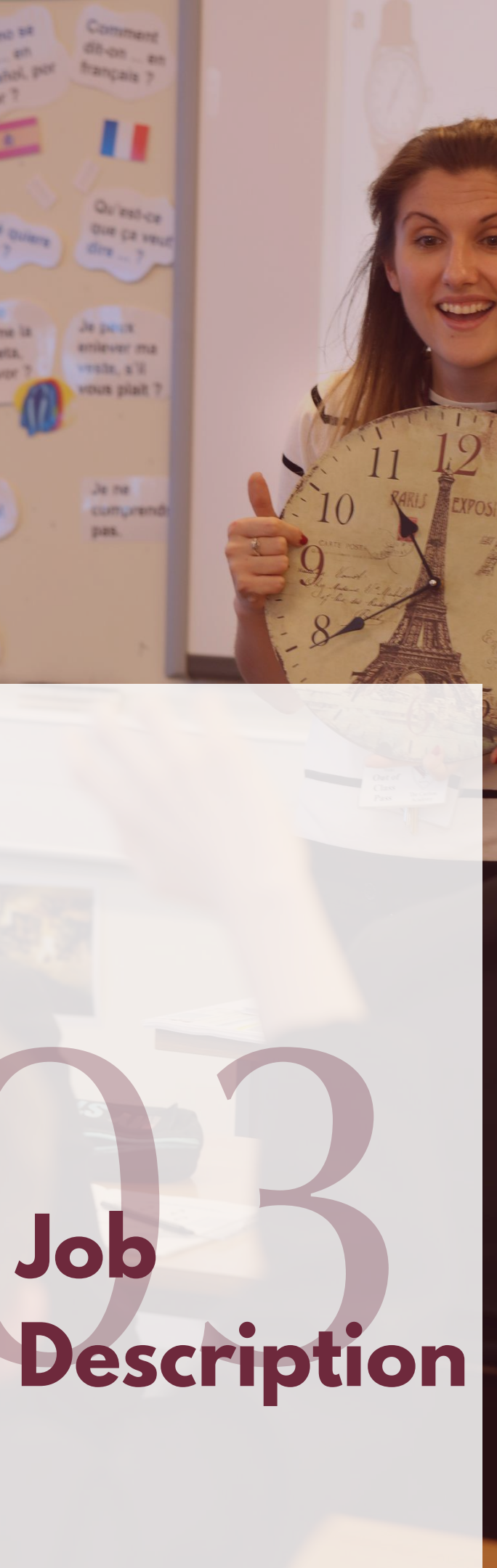
Candidates will be subject to an enhanced Disclosure and Barring Service check.

An application form can be downloaded from the Trust website www.redhillacademytrust.org.uk.

Closing date: Friday 10 December 2021

Assessment & interview dates: Week commencing Monday 13 December 2021





Job Description

Job Purpose

- Support the Finance Director in the execution of their duties
- Responsible for ensuring the effective provision of technical Finance Systems for all Academies and other reporting units in the Trust, including new Academies as they join.
- Ensure financial regulatory and compliance, as specified in Trust policies, the Academies Financial Handbook, Company Law and by the Charities Commission is adhered to at all times by all employees in the Trust
- Preparation and monitoring of actual income and expenditure on at least a monthly basis, including preparation of accruals and prepayments for material items of income and expenditure
- Ensure the positive cash flow position of the Trust is monitored and maintained on a daily basis, through effective cash management activities
- Ensure balance sheet items are managed and monitored, including preparation of monthly reconciliations for all key balances
- Prepare regular (at least monthly) reports to assist in the preparation of management accounts for informing the wider process of the financial review, budget monitoring, forecasting and decision making
- Carry out all elements of finance administration for all Trust Academies and other reporting units. Supervise and be responsible for all work of the Trust Assistant Finance Managers
- (other than that completed under the direction of the Planning & Analysis Manager), including organising training and development opportunities
- Ensure internal Finance policies are up to date and adequately address key risks and external regulatory requirements
- Finance project leadership/support

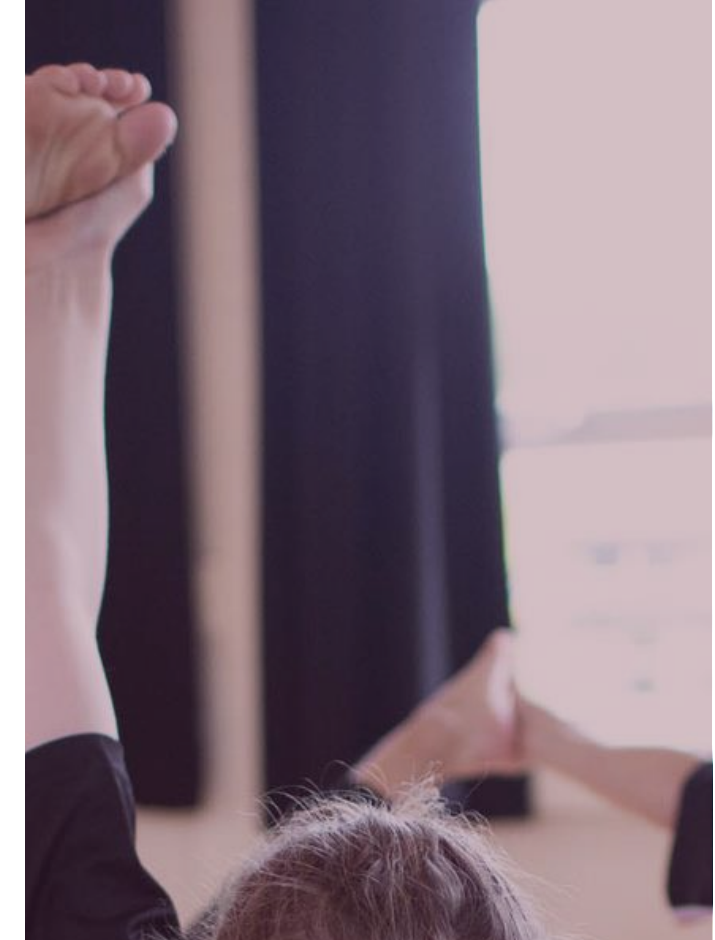
Responsibilities:

- Ensure the effective development, implementation and use of financial software, procedures and processes across the Trust (e.g. core Finance system and other system developments)
- Ensure new budgets are implemented onto the finance system for each academy and other reporting units in a timely manner, at the beginning of the academic/financial year ensuring balances agree with budgets agreed by Governors (or equivalent)
- Carry out Financial Due Diligence support of potential new academies joining the Trust.
- Implementation and set up of finance systems for new academy's joining the Trust in line with Trust Chart of Accounts, and agreement of opening balances to transfer.
- Maintain the consolidation database, ensuring that meaningful reports can be generated from the system each month for each academy, at regional level and at trust board perspective
- Monitor and review the output and accuracy of transactional work in all databases to ease consolidation, reporting errors where necessary.
- Provide Internal Audit for all Academy School Fund functions
- Implement DfE and financial audit reporting requirements and structure changes into the accounting processes across the Trust.

- Work with Internal Audit on regular audit inspections; when required submit accurate records for analysis by auditors, and be prepared to discuss and explain all entries.
- Support the Finance Director in the identification and implementation of opportunities to improve finance policy across the Academy Trust.
- Ensure that all the requirements of the MAT finance procedures are complied with at all times for all academies, especially with regard to purchasing, obtaining quotes and tenders.
- Ensure relevant information is available for year-end accounts and all external reporting
- Monitor best value purchase for all supplies and services to ensure the effective use of resources.
- Administer the central top slice values received by all academies and return surplus GAG to each academy bank account on a monthly basis.
- Prepare and submit a consolidated monthly group VAT return ensuring its data is accurate and correct and ensure VAT due to the MAT is received from HMRC and on receipt that each academy is paid the balance due to it.
- To undertake responsibility for the day to day administration of all the Trust's financial administration including:
 - Ordering goods
 - Authorising orders (up to limits of delegated authority)
 - Processing invoices
 - Raising invoices
 - Complete monthly VAT returns
 - Authorising invoices (up to limits of delegated authority)
 - Processing BACS to suppliers
 - Monthly reconciliation of income and expenditure (pay and non-pay) Maintain Financial Fixed Assets Register
 - Process and oversee all debit card spending and carry out monthly reconciliation process
 - Maintain records of Direct Debits and Standing Orders and update as required
 - Assist the Payroll team, (as and when required) including monitoring of payments to the various pension schemes and other salary connected payments in which the Academy participates, in particular, to ensure funds are available to make payment.
- Be responsible for the approval process for alterations to the chart of accounts and ledger systems

Organisation & Support- Staff

- Supervise and be responsible for the work of the Trust Finance Clerks. Ensuring they are supported to meet the demands of their role.
- Liaise with Academy Finance Assistants for School Voluntary Fund to ensure correct procedures are being followed and in preparation of year-end audit requirements.
- Liaise with Academy Finance Assistants for all financial matters relating to the online payments system, including school dinner money.
- Carry out Performance and Development Reviews for the Finance Clerks, identifying training needs, acting as reviewer and coach for the purposes of performance management.
- Ensure the Shared Services finance team delivers effective financial record management
- Organise or provide refresher/update finance training to all Trust staff as required



04

Person Specification

The skills, qualifications, attitudes and associated professional experiences essential for the role of Director of Operations are:

REQUIREMENT	ESSENTIAL	DESIRABLE
Qualifications & Experience		
Degree or equivalent in Business, Leadership & Management or particular operational discipline (HR, ICT etc)	✓	
Accountancy Qualification ACA/ACCA/CIMA		✓
Evidence of Post Graduate study		✓
At least five years' experience of leading transactional processing teams	✓	
Personal Skills		
Highly motivated, dependable, open and reliable	✓	
Excellent verbal and written communication skills.	✓	
A positive, proactive and innovative approach to problem solving and decision making	✓	
Commitment and loyalty to the organisation and its values	✓	
Depth of character and mature leadership skills	✓	
Knowledge & Skills		
Leading and motivating teams, particularly through periods of change	✓	
Proven people management skills; leading, motivating, mentoring, restoring efficiency and disciplinary.	✓	
Able to identify, define and quantify risk	✓	
Considerable experience in managing and engendering health and safety culture	✓	
Proven ability to manage and prioritise workloads	✓	
Proven ability to innovate and implement systems that work more effectively and efficiently	✓	
Ability to contribute effectively at a senior level to assist in shaping and developing the organisation into the future.	✓	
Ability to engage and communicate at all levels.	✓	
Ability to work on own initiative with minimal supervision	✓	
Ability to see projects through from start to finish managing time and tasks effectively	✓	
High level of IT skills	✓	
Ability to work under pressure	✓	
Additional Requirements		
This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position		
Full Driving Licence required		
Required to travel regularly to other offices and sites		
Able to work extended hours when necessary		



Further Employment Benefits

- Generous annual leave entitlement
- Access to flexible working arrangements
- Access to Local Government Pension Scheme
- Benefit from Christmas shutdown for all
- Access to Childcare Voucher Scheme
- Access to Cycle to work Scheme
- Various other purchasing schemes, such as Totum, Benefits 4 Teachers etc..

05 Application & Selection Process

To apply:

Thank you for your interest in this post. The closing date for applications is 12 noon on Wednesday 10 December 2021 and interviews will be held week commencing Monday 13 December 2021.

To assist you in your application this candidate information pack includes a job description, person specification and information on the Trust.

If you would like to be considered for the post, your application form should be returned to HR@redhillacademytrust.org.uk and your accompanying letter should include:

- How your skills and experience have prepared you for the post?
- Any examples of particular projects or initiatives that have had real impact
- What would be your priorities in the role?

If you need any further information, please contact the HR department at: HR@redhillacademytrust.org.uk

Finally, I would like to thank you for your interest in the post and look forward to receiving your application.



Andrew Burns
CEO

