



Head of Finance

Application Pack

January 2019

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Letter from the CEO & DFO

January 2019

Dear Candidate,

Thank you for your interest in the position of Head of Finance for the Girls' Learning Trust.

We are seeking to appoint an enthusiastic, qualified and experienced Head of Finance who will bring expertise and drive to lead the on-going development of Trust finance operations through the next exciting phase of our growth. The successful candidate will be positive, talented and energetic, ideally with past experience in a similar role.

The Girls' Learning Trust ('GLT') was formed on 1 September 2015 and was originally called the Nonsuch and Wallington Education Trust. At first, there were two schools: Nonsuch High School for Girls and Wallington High School for Girls. Then, in April 2018, Carshalton High School for Girls joined the Trust. All three schools are high performing, successful schools located in the London Borough of Sutton.

GLT is a trust that delivers a first class education to young women. Our priority is girls' education and we are the only all-girls multi-academy trust in the UK. In order to achieve our aims we require colleagues who share our enthusiasm for education.

Our website pages seek to provide a clear picture of our vision and aspirations for the future. However, please do not hesitate to contact us to seek further information.

We very much look forward to receiving your application.

Kind regards,



Jane Burton
Chief Executive Officer



Helen Latham
Director of Finance & Operations

Trust Overview

Strategic Aims

The Trust was formed in September 2015 and initially consisted of two schools: Nonsuch High School for Girls and Wallington High School for Girls. In April 2018, Carshalton High School for Girls joined and further strengthened our Trust. All three schools are located within the London Borough of Sutton and are within easy reach of each other.

With around 4,000 students, 400 staff and a highly effective operating model, GLT gives member schools the financial and operational strength to drive school improvement and provides increased opportunities for students and staff across the Trust. We currently aim to be a 5 school multi-academy trust by the end of 2020, retaining the all-girls identity and operating within the London and South East region.

Core Purpose

GLT exists as an all-girls trust that delivers a first class education to young women ensuring that they realise their full potential and are well prepared for their future.

This is achieved through:

- Delivering excellent standards of teaching and learning consistently across the Trust based on the setting of high expectations for all and an evaluative approach to improving performance that secures strong outcomes for all our students.
- Developing strong collaboration across the Trust ensuring each school is a giver and receiver of support where needed.
- Ensuring effective professional development and career progression opportunities across the Trust in order to recruit and retain excellent staff.
- Delivering effective pastoral provision to all our students ensuring they are supported, developed and well cared for during their time in the Trust.
- Developing a strong understanding of how best girls learn, develop and thrive and using this to underpin our approach to education across the Trust.
- Promoting and developing high aspirations for our young women allowing them to become the successful female leaders of the future.
- Creating an exciting, challenging and creative curriculum across the Trust, both inside and outside of the classroom, to allow all students to realise their full potential.
- Securing a financially viable Trust through strategic financial management and by working collaboratively to secure financial efficiencies.
- Communicating effectively with and valuing all of our stakeholders realising the important role they play in the Trust.

For more information on the Trust please follow the link below:

www.nonsuchschool.org/321/welcome-from-the-ceo

Our Schools

All three schools in the Trust (Carshalton, Nonsuch and Wallington High School for Girls) share many common characteristics and are held in high regard in the local community. They are high performing, deliver a broad, balanced and challenging curriculum, and set high expectations. Students across the Trust benefit from being taught by highly qualified, dedicated and committed staff who share their passion and knowledge of their subject.

Although the Trust plays an important role in each school, the GLT model ensures that each school retains its own unique identity, which can be seen when visiting the schools or looking at the school websites (see below).

More information on the schools in our Trust can be found here:



Carshalton High School for Girls

Headteacher: Ms. Vivien Jones

Students: Approximately 1,350 students

Address: West Street, Carshalton SM5 2QX

Website: <http://www.chsg.org.uk/>



Nonsuch High School for Girls

Headteacher: Ms. Amy Cavilla

Students: Approximately 1,350 students

Address: Ewell Road, Cheam SM3 8AB

Website: <http://www.nonsuchschool.org/>



Wallington High School for Girls

Headteacher: Mr. Richard Booth

Students: Approximately 1,450 students

Address: Woodcote Road, Wallington SM6 0PH

Website: <http://www.wallingtongirls.sutton.sch.uk/>

Trust Governance

Governance Structure

A summary of the governance arrangements for the Girls' Learning Trust is provided on our website:

http://www.nonsuchschool.org/uploads/asset_file/GLT_Governance_-_Exec_Team_Structure_030918.pdf

This document details the Members, Trustees and Governors of the multi academy trust, as well as documenting the constituent members of the Trust Finance Committee. It also provides a link to the Scheme Of Delegation, and terms of reference for Finance Committee, which are contained in our Governance Handbook September 2018.

Annual Report & Accounts

A copy of our GLT Trustees Report & Financial Statements 2017-18 is published on our website.

Please note that the published accounts for 2016-17 are for Nonsuch & Wallington (as a 2 school trust) trading as Nonsuch & Wallington Education Trust. Carshalton joined the Trust in April 2018.

<http://www.nonsuchschool.org/324/key-documentation>

Job Description

Head of Finance

Line Manager:	Director of Finance & Operations
Supervisory Responsibility:	Line management of 5 direct reports and direct supervision of a finance team comprising c. 9 staff
Grade:	Based on L12-L16 (£55,587-£61,104); salary will be determined subject to experience & qualifications
Hours:	Full time

Main purposes of the job

1. To lead on the statutory annual report & accounts and related DfE/ESFA reporting
 2. To develop the annual Trust budget and maintain the 3/5 Year Forecast
 3. To lead on GLT management accounting and reporting
 4. To lead on financial controls, procedures and systems
 5. To line manage the GLT finance team
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Main responsibilities and tasks

- 1. To lead on the statutory annual report & accounts and related DfE/ESFA reporting**
 - To oversee the production of the GLT annual report & accounts (£20 million turnover in 2018-19), as well as Nonsuch Business Enterprises (wholly owned subsidiary) and Nonsuch Charitable Trust (wholly separate entity).
 - To oversee the submission by the Trust (where necessary by each school) of all/any DfE/ESFA Reports required (Annual Return in December; Budget Submission in July).
 - To prepare and submit returns required for Corporation Tax returns.
- 2. To develop the annual Trust budget and maintain the 3/5 Year Forecast**
 - To manage the production of the GLT Annual Budget & 3/5 Year Plan, consolidating the budgets for GLT central functions, together with the school budgets, on a consistent basis in terms of approach and underlying assumptions.
 - To support the Payroll & HR Managers, in liaison with the CEO and Headteachers, in the preparation of a 'bottom up' payroll forecast for GLT and each school.
 - To support the Finance Officers, in liaison with the Headteachers & DFO, to establish a 'zero based' general expenditures budget for GLT and each school.
 - To support the Finance Officers to prepare an income forecast for the Trust, based on actual & projected pupil-numbers.
 - To prepare monthly & quarterly reports to Finance Committee (FC) on current year performance and maintain an up-to-date 3/5 Year Forecast. To advise FC accordingly.

3. To lead on GLT management accounting and reporting

- To manage the production of consolidated GLT monthly & quarterly management accounts for reporting to the GLT Finance Committee and Trust Board.
- To oversee the monthly reporting regime for internal controls on trial balances, debtors/creditors, bank reconciliations, payroll, etc.
- To monitor cashflow across the Trust.
- To oversee banking arrangements, including all Trust & school bank accounts.
- To oversee balance sheet, including fixed assets, depreciation and capital accounting.
- To oversee fund accounting and intra-company charges between the MAT and the schools.
- To oversee VAT reclaims.

4. To lead on financial controls, procedures and systems

- To be the key point of contact for the Trust's external auditors (Baxter & Co) in relation to internal audit visits and year end audit visits, and co-ordinate with Trustees and governors.
- To lead the GLT finance team on the on-going development and implementation of the PS Financials system, ensuring consistency and control at all times. To be a 'super user' and system administrator accordingly. To manage the Trust's relationship with systems suppliers (currently PS Financials, Orovia & Dataplan).
- To lead on the development & evolution of GLT Financial Procedures.

5. To line manage the GLT finance team

- To lead & motivate the newly transformed GLT finance team, bringing professional accounting expertise and strategic development to the function.
- To line manage the senior members of the team, and provide oversight across all aspects of the finance function, including purchase to pay functions, development office, payroll and finance officer functions. To provide support & guidance to the team as a whole through a period of significant change and re-alignment of job functions.
- To direct and manage the organisational set up and training for any new schools joining the Trust as part of the due diligence and transition process
- To liaise with GLT and school-based stakeholders (such as CEO/Accounting Officer and Headteachers), taking account of feedback and advice on enhancements to the service and/or organisational model, as needed.

General duties

- To be aware of and comply with GLT policies and procedures, including those relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require. The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time.
- To participate in training, other learning activities and performance development as required.

Person Specification

Head of Finance

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Knowledge and Experience	<ul style="list-style-type: none"> Finance degree, CCAB (ICAEW, ACCA, CIPFA, ICAS and Chartered Accountants Ireland), CIMA or equivalent qualification Experience of managing large and complex budgets, including budgeting and forecasting techniques. Experience of producing and presenting complex management accounts. Ability to introduce and maintain effective and robust financial systems & controls. 	<ul style="list-style-type: none"> Successful experience of working in a school or academy financial management role, or alongside schools e.g. LA or independent education. Engagement with wider educational partnerships spanning primary, secondary and local authority sectors e.g. TSAs, MATs or a Diocese. Experience of developing academies financial systems. Knowledge of Academies Financial Handbook. Knowledge of Charities SORP. Knowledge of PAYE and VAT regulations. Knowledge of using educational finance packages, including PS Financials, Orovia & Dataplan (current preferred systems). Evidence of relevant Continuing Professional Development (CPD). 	Application Form, Educational Certificates & Interview Day
Skills and Abilities	<ul style="list-style-type: none"> Outstanding communication skills. Ability to communicate effectively at CEO, DFO, Headteacher, senior staff and Chair of Trust & Chair of Finance Committee level, and to liaise effectively with internal and external auditors, as well as government & regulatory agencies. Outstanding line management skills and ability to motivate a new team. Ability to work effectively under pressure, managing conflicting priorities and meeting challenging deadlines. 	<ul style="list-style-type: none"> Ability to analyse financial issues and to interpret complex information and to offer sound, reliable professional advice. Commercial awareness & ability to achieve value for money. Ability to successfully manage initiatives for change, including transitioning new schools and staff into the Trust. Experience of advanced Excel skill, including the use of pivot tables and macros. 	Application Form, Educational Certificates & Interview Day

Personal Qualities	<ul style="list-style-type: none"> • A positive, enthusiastic outlook with energy, drive, enthusiasm and determination to succeed. • Proactive, not reactive, with a solution orientated approach. • Ability to cope resiliently with the responsibilities and demands of the post • Ability to work as a supportive member of a small team, acting flexibly to support colleagues at pressure points. Willing to 'lend a hand' to colleagues with Trust/school activities. • Valid driving licence and use of own car. • Ability to occasionally attend evening meetings as required (currently 4 Finance Committee meetings per year). • Commitment to and belief in equality of opportunity for all. • Commitment to safeguarding and promoting the welfare and development of young people and demonstrate a positive attitude to helping them achieve their potential. 		Application Form & Interview Day
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Application Process

General Terms & Conditions

The employer for this post is the Girls' Learning Trust.

The post will be based at Nonsuch High School for Girls.

The post requires the ability to travel and work directly with the academies in the Trust.

An enhanced DBS is required for this post.

A *sample* Contract of Employment is uploaded on the website.

The postholder will be eligible for enrolment in the Local Government Pension Scheme.

Application Process

Please visit our website – Vacancies and download the **Application Form**

<http://www.nonsuchschool.org/43/vacancies>

In the Application Form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples in the Statement of Suitability section of the Application Form to support your application. The completed Application Form should be submitted to Natasha Geoffrey, HR Manager at ngeoffrey@girlslearningtrust.org

Applications must be received by no later than **Monday 25 February 2019 at NOON**. Applications received after this time will not be included. Shortlisting will be finalised and shortlisted candidates notified on Wednesday 27 February 2019, or as soon as possible.

Interviews

Shortlisted candidates will be invited for interview on **Wednesday 6 March 2019** (timing to be advised). The interview process will consist of practical tests related to the Person Specification, alongside a formal interview(s).

Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Additional Information

If you would like further information, please email:

Natasha Geoffrey

HR Manager

Email : ngeoffrey@girlslearningtrust.org
