

Academy
Transformation
Trust

Head of Finance

Academy
Transformation Trust



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01. About Academy Transformation Trust

Our Mission

Transforming lives by *putting education first*.

Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.

Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.

Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

Our Values

Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.

To learn more about our story/journey, please read our [ATT Magazine](#)

Welcome

to Academy Transformation Trust

At Academy Transformation Trust, we're on a mission. We want to transform education, performance and lives, and we're giving young people the best possible start to their careers across our fast-growing network of academies. A not-for-profit trust, we focus on our students' interests in everything we do, and we are passionate about using innovative technology to accelerate learning. We work inclusively within our communities, embracing the varied localities we serve while sharing our common vision and values. At ATT we are passionate about Diversity, Equity and Inclusion and welcome all applications.

ATT's finance function is going through one of its most exciting periods since the formation of the Trust. It is moving into the closing stages of its First Class Finance change programme, that has already seen it refresh policies, processes and procedures this academic year – with implementation of a new finance system to come this summer – which is moving ATT finance to the cutting edge for finance support within the Multi Academy Trust sector.

Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

Strategic Aims

- To plan and deliver a curriculum which enables students to reintegrate with learning, delivers improving progress and outcomes for all learners and demonstrates that lessons have been learned from the pandemic experience.
- To create the conditions in which our people can demonstrate independent, thoughtful and confident behaviours in pursuit of our vision and aims.
- To continue to improve our financial performance alongside an enhanced reputation in business operations and governance.



ATT | 21 Academies

Local Authority Areas | 10

Staff | 1720

Primary | 409

Secondary | 1130

Special | 30

FE | 76

Other | 75

Learners | 13,334

Primary | 2711

Secondary | 9280

Special | 45

FE | 1298

Governance

People Engaged | 120+

Trustees | 10

Members | 4

Finance

£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

Headline Performance Measures

- **Record progress scores** for many of our academies in 2019.
- **Rising Attainment 8** and **Progress 8** rates for three years running across all secondary academies.
- **Rising Key Stage 5 average points scores** across all academies for three years.

Academy Ofsted Ratings

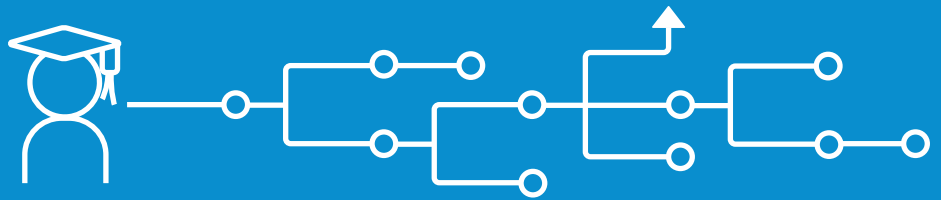
1 Outstanding

18 Good

1 Requires Improvement

1 Inadequate

02. Career Testimonials



Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

Martin Sexton | Lead for Computer Science and STEM Coordinator

Working for ATT has given me many opportunities to progress my career. A move from Westbourne Academy to Mildenhall College Academy 5 years ago gave me my first step up from teacher to leading Computer Science. I received an ATT award for STEM which led to me becoming the STEM coordinator. To help develop my career further I now lead Team Network Group meetings with other Computing teachers from across the trust. ATT has also allowed me to develop my skills knowledge through attending a range of CPD with Computing at School, Barefoot, and Digital Schoolhouse all of which are helping to develop my practice.

Nicola Powling | Faculty Leader, Humanities

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

[Click to Learn More](#)

Transformational Teaching

[Click to Learn More](#)

Transformational Services

[Click to Learn More](#)

Professional Development at ATT:

03. The ATT

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

academytransformationtrust.co.uk/institute

04. Job Description

Head of Finance

Purpose of the job

To be responsible for the financial sustainability and development of the Trust; alongside the Deputy CEO (Finance and Operations).

To provide high quality leadership and management of The Trust's finance function to enable the Trust to run smoothly, efficiently, and effectively in the delivery of The Trust's core aims. To lead the promotion and delivery by the whole organisation of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently, and effectively.

Key Responsibilities and duties:

- Maintaining a secure overview of the management of all financial issues within each of the Trust's academies; thus ensuring the financial sustainability of The Trust as a whole.
- Keeping the CEO, DCEO (F&O) and the Board up to date with the latest Education & Skills Funding Agency (ESFA) changes and other statutory guidance and providing filtered briefings.
- Advising the NOFD, CEO and the Board on all matters relating to the financial strategy, on the impact of their decisions on the financial position of The Trust and on strategic matters, within the framework for financial control determined by the Board.
- Upholding good governance and ethical behaviour including good accounting practices and internal control within the finance function.
- Maintaining effective systems of internal audit control.
- Reviewing Trust policies, processes and procedures to ensure compliance with various external regulations including filing deadlines regarding VAT, PAYE, ESFA, DfE, HMRC and Companies Act.
- Ensuring all forms and returns required by the ESFA and The Trust's Board are prepared and submitted in the formats specified by the ESFA/DfE and filed by the relevant filing deadline.
- Ensuring the Annual Report and Financial Statements are audited and filed by the 31st December each year.
- Maintaining a strategic financial plan including a 3-5 year budget plan for the organisation.
- Advising the CEO, DCEO (F&O) and the Board if fraudulent activities are suspected or uncovered.
- Authoring and maintaining the Risk Register and attending the Audit & Risk Committee.
- Liaising with external regulators such as the ESFA/DfE, Charity Commission, Companies House, external auditors, and internal auditors as required.
- Maintaining the Trust Finance Policy – and other finance-related policies - that sets out the Trust's operational procedures governing The Trust, combining best practice with the latest Accounts Direction / Academies Trust Handbook issued by the ESFA.
- Managing the budget setting process across the Trust, including the setting of finance assumptions and the development of an effective budget model.
- Implementing an effective ICFP (integrated curriculum financial plan) model and monitoring procedures across the Trust.
- Ensuring effective financial management support is provided to Principals and other budget holders.

- Providing support and guidance to any staff in individual Academies with financial responsibility.
- Attending relevant committee meetings (Finance, Audit, LGB, Board) as required to maintain the presence of the finance function and ensure broader financial aspects of key decisions are fully considered and communicated.
- Alongside the DCEO (F&O), researching, leading, and advising the CEO and principals on additional funding, revenue/income opportunities and additional business opportunities.
- Alongside relevant colleagues, preparing appropriate bids or tender documents to acquire identified additional funds or grants (responsibilities are developed collectively).
- Managing the finance team by:
 - a. Ensuring the finance team is efficiently resourced; and
 - b. leading upon appropriate performance management and development.
- Supporting effective and compliant procurement and contract management.
- Ensuring surplus funds generate optimum additional income through careful treasury management and in line with the Trust's Investment Policy.
- Performing other ad hoc duties and assignments as may be determined by the DCEO (F&O).

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head of Finance will carry out. The postholder may be required to do other duties appropriate to the level of the role.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

ATT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's safeguarding policies and procedures.

05. Person Specification

Head of Finance

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> • Relevant financial qualification (ACA, ACCA, CIMA or equivalent) • Up-to-date appropriate technical knowledge 	
Experience	<ul style="list-style-type: none"> • Experience of working within a central or shared finance team • People management experience • Experience working in a complex multi-site organisation • Demonstrable experience in a financial management position 	<ul style="list-style-type: none"> • Experience within the education or similar sector • Experience of procurement and contracts • Experience of PS Financials and IMP Planner (forecasting)
Competencies	<ul style="list-style-type: none"> • Strong focus on controls and processes and a high attention to detail • Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative • Effective partnership working skills – able to build and draw on the strengths of others to generate outstanding results • Strong verbal and written communication skills • Ability to interpret complex data • Excellent report writing skills • Excellent IT skills, including the ability to use MS Office software packages such as Word, Excel and Outlook, Sharepoint • Knowledge and understanding of budget management and financial systems • Being available and approachable to staff at all levels with varied knowledge • Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards 	

Values	<ul style="list-style-type: none"> • An unwavering commitment to ATT's vision, values and resulting behaviours • Determination to secure the sustained financial improvement of the Trust's academies • Confidence to challenge the Deputy CEO (Finance & Operations) whilst maintaining a positive working relationship • Highly approachable, very grounded and makes sensible judgements • A deep sense of purpose that things can change and be transformed • Outwardly focused and innovative coupled with the highest standards of personal integrity • Inspires confidence with a wide range of audiences • Relishes accountability and takes personal responsibility for their own actions • Excellent critical thinking skills; has intellectual curiosity and rigour • Able to build trust and mutual respect between colleagues • Strong interpersonal written and oral communication skills 	
Other position specific requirements	<ul style="list-style-type: none"> • This post is subject to an enhanced DBS disclosure • The post holder must be committed to safeguarding the welfare of children • Willingness and ability to travel when required (Midlands, East of England and South East) 	

06. How to Apply

Head of Finance

Applying:

Please apply by visiting our vacancy site.

[Vacancies - Academy Transformation Trust](#)

To discuss the role in more detail, please contact:

Mo Chatra, Deputy CEO (Finance & Operations) on mo.chatra@atrust.org.uk

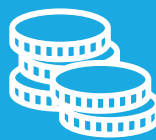


Status:

Full time, Permanent

Salary:

Spot Salary - £70,000 - £80,000



Closing Date:

9am on 17th May 2024

Start Date:

As soon as possible



Interviews:

23rd May 2024

