



Recruitment Pack

Finance Manager (Exeter & East Devon)

Closing Date: 9am, Thursday 27th April 2023

Ted
Wragg TRUST

Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Welcome from the Ted Wragg Trust
CEO, Moira Marder**



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

Our Values



Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

Collaboration

- build **trust**
- build strong **relationships**
- be **stronger together**

How will we succeed?



Key Details



Job Title: Finance Manager (Exeter and East Devon)

Location: Exeter

Salary: H £40,478 to £44,539 (Pay award pending)
37 hrs p/w, all year round

Closing Date: 9am - Thursday 27th April 2023

Interviews: Week commencing 1st May 2023

Required From: As soon as possible

We are looking for a suitably qualified and experienced colleague to play a key role in leading the production and consolidation of financial management information for our Exeter and East Devon Schools.

You will:

- ensure the effective management, reporting and recording of the schools' finances including budget planning, monitoring, controls and communication of financial information for decision-making
- have exceptional communication, IT and problem-solving skills
- be resourceful, analytical, adaptable and organised with the ability to build rapport with Exeter and East Devon based colleagues



Join our team of
exceptional colleagues
who believe in
transforming lives
through learning

How to apply

If you would like an informal conversation about this role please contact Liam Dingle, Director of Finance via liam.dingle@tedwraggtrust.co.uk

Please use the application form available on the [Trust website](#) and email it to: HR@tedwraggtrust.co.uk

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.



Job Description

1. Key Purpose of Job

- Reporting to the Director of Finance, you will play a key role in leading the production and consolidation of financial management information for our Exeter and East Devon Schools. This will include ensuring the effective management, reporting and recording of the schools' finances including budget planning, monitoring, controls and communication of financial information for decision-making.

2. List Key Duties and Accountabilities of the post

Financial Management

- To link financial strategy, leading financial planning for the Exeter Schools to support the achievement of school/trust objectives.
- Co-ordinate local planning and budget processes, ensuring effective processes are maintained for the scrutiny, challenge and agreement of budgets.
- Provide high quality financial advice and guidance to the senior leadership team and staff operating at all levels.
- Monitor budgets and oversee the preparation of monthly management reports for schools within Exeter and East Devon, ensuring effective and proactive performance monitoring.
- To monitor salary budgets and update them via regular establishment meetings with School Headteachers.
- Implement effective operating procedures, ensuring consistency with Trust policy, and that colleagues understand and operate within procedure, providing training and support as necessary.
- Promote and embed a culture founded in the principles of Value for Money.
- Ensure compliance with the Academy Trust Handbook, regulatory requirements and proper practice.

Business and financial decisions

- Ensure key decisions are taken with a full understanding of the financial implications and that effective stewardship of public funds is maintained.
- Ensure decisions are supported by accurate option analyses and business cases to ensure value for money, with appropriate weight to financial implications.
- Ensure opportunities and risks are documented and fully considered and that decisions are aligned with strategy.
- Prepare capital and other grant bids for submission, monitoring compliance with terms and conditions, completing returns as necessary.

Financial accounting and reporting

- Prepare and co-ordinate Schools' input to the Trust's financial accounts, ensuring information is clear, relevant and robust and complies with regulatory requirements and proper practice.
- Ensure all statutory returns are completed and submitted within agreed deadlines.
- Assume overall responsibility for reconciliations of balance sheet accounts and funding analysis.
- Ensure VAT compliance.
- Lead and oversee the accounts payable and accounts receivable functions, including authorisation of bank payments, reviewing monthly aged creditors and debtors reports and effective working capital management.
- Audit and other liaison (the ESFA, bankers, Plymouth-based financial and systems managers etc.).

Payroll and Pensions

- Support the central payroll function overseeing submissions and reviewing output.
- Complete and return all statutory pay and pensions reports as necessary.

Leadership and Management

- Set expectations in terms of high quality, monitoring performance and ensuring appropriate training and staff development.
- Undertake, with discretion and in confidence, such tasks as directed which may be of a sensitive and confidential nature.
- Support training both of the finance team and staff with financial responsibilities within schools.
- Provide comprehensive financial support to onboarding schools, plan for conversion and support onboarding colleagues in developing skills to support effective financial management and understanding of the TWT policy and procedures.

3. Supervision / Line Management Responsibilities of the post

- Line management of the Exeter based management accountants.

4. Working Environment & Conditions of the post

- The post will be based at Cranbrook Education Campus and will be required to travel to and work from any school supported by the Ted Wragg Multi-Academy Trust.

5. Other Duties

- Develop an understanding of the MAT policies and procedures, complying with their contents and raising concerns in a timely manner influencing development.
- Identify personal training needs and participate in training and performance development whenever required.
- Actively participate in performance management processes.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the roles of the finance team and other professionals.
- Attend and participate in relevant meetings as required.
- Undertake any other duties appropriate to the grade of the post. In addition, the post-holder must be committed to safeguarding and promoting the welfare of children and young people.

Other Information

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- This post is based at Cranbrook Education Campus, but the post holder may be required to move their base to any other location within the Trust upon request.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be considered when they are relevant to the post.



Person Specification

Qualifications and Experience	Essential/ Desirable
Qualified Accountant / Finalist (Consideration will be given to candidates with demonstrable experience: e.g. preparing financial statements, effective working capital management, business case / options appraisal, knowledge of VAT).	E
Leading by example with training and CPD, ensuring appropriate investment in training and staff development.	E
Knowledge of Academy and/or charity accounts.	D
At least three years' experience within a senior finance role	E
Experience of financial management, using financial data, setting budgets, analysing and evaluating issues to support financial strategy.	E
Experience of working with colleagues and other stakeholders, ensuring colleagues understand and operate within procedures providing training and support.	E
Experience of people management, performance management, development, and identifying / resolving issues (absence, under-performance etc.).	E
Knowledge, Skills and Understanding	
A highly motivated team leader who is approachable and promotes positive relationships	E
A proven track record as a manager/assistant manager.	E
Excellent organisational skills including the ability to prioritise and meet deadlines.	E
Able to cope with the pressures of a demanding position.	E
Ability to communicate orally and in writing to a wide range of audiences.	E
Able to set and maintain high standards.	E
Professionalism and commitment to quality service	E
Resourceful, effective and able to solve problems.	E
Other	
Commitment to education, working in partnership with TWT	E
Honest, integrity and a confidential approach	E
Excellent ICT skills	E
Team player	E
A reflective professional, who wants to improve	E
Committed to equality of opportunity and the safeguarding and welfare of all pupils	E
This post is subject to an enhanced DBS disclosure	E



Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities in our Trust to access development and wider networks with some of the best schools, Trusts and leaders across the country.



Dixons Academies Trust – A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



Cabot Learning Federation – A multi-academy trust of over twenty academies serving communities in the South West of England. Valuing collaboration and ambition, the Trust works to accelerate school improvement and embed excellence in their academies.



Reach Academy Feltham – Reach believe in the power of all through, cradle to career, education, focusing on providing seamless transition from their nursery through to their Sixth Form.