



## **Job Application Pack Senior Finance Assistant**

Permanent, 37 hours per week, All Year Round  
Grade 8, Points 19 - 24, £24,799 to £27,905 per annum

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy and Bluecoat Primary Academy and more recently the Trust are pleased to have had The Nottingham Emmanuel School join.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

## Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position.



**Bluecoat Aspley**  
believe in yourself, in others, in God



**Bluecoat Wollaton**  
believe in yourself, in others, in God

## Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has over 780 learners aged 11-16 and is both distinctively Christian and inclusive with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its recent Ofsted inspection in 2018 and has a strong pastoral and academic reputation across the city. It is also pioneering some new approaches to curriculum and the celebration of knowledge at the heart of that. The school's outcomes place it in the top 10% in the country and visitors frequently comment on how the children are polite and keen to learn.

## Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale  
Academy**  
Believe, Belong, Achieve



**Bluecoat Primary**  
believe in yourself, in others, in God

## Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

## The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



**Bluecoat SCITT Alliance  
Nottingham**

## Bluecoat SCITT

Based at Sherwood Rise, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

## Business Services



Maria Lysenko, Chief Operating Officer leads a high calibre of business services which are provided to the academies within the Trust as follows:

### Governance Services

Effective governance requires the right people and the right processes. Our Governance Service is designed to support Governors from recruitment, induction and training through to ensuring boards have effective clerking and necessary advice on legal and constitutional matters.

### Corporate Services

We understand the need to provide efficient corporate services to support effective communication and the delivery of key projects within academies. Our Corporate Service advises on all aspects of the admissions code as well as interpreting and implementing data protection legislation. We provide checking and advisory services for school censuses as well as a line management and development package for the Academy office staff.

### Finance and Legal Services

Managing finances is one of the most complex and time consuming tasks for any academy, especially with the legal complexities and guidelines surrounding it. The Trust's Finance Team will manage all aspects of accounting for academies ensuring full compliance including the production of and managing the audit of the Trust Financial Statements. In addition, we can provide financial support and advice to ensure that academies are able to manage their budgets and resources. We work with academies to identify purchasing opportunities, which provide opportunities to secure improved value for money.

### Human Resources

Our Human Resources service is dedicated to working with academy Principals, the Board of Trustees, Governing Bodies and Senior Leaders to provide comprehensive and bespoke support to meet the needs of the Trust and the individual academies. We provide a responsive and flexible range of HR services to all academies within the Trust with our services being underpinned by an extensive knowledge of the workings and requirements of the educational sector.

### Health and Safety Services

We work with the academies to provide procedural guidelines, advice and support to enable them to ensure compliance with statutory requirements. This is underpinned with regular audits of health and safety records maintained at each academy as well as a line management development package for all site, cleaning and catering staff.

### Facilities Management

Trust wide contracts are negotiated for many building maintenance services within the Facilities Management teams in order to ensure best value. We provide cover services as well as project management of any larger projects. Our construction team can deal with many of the refurbishment needs of the academies.

### IT Services

Managing Information Technology can be complex and challenging for any academy. It is important to ensure that services run smoothly and IT 'just works'. The team work with academy Principals and key decision makers to simplify the inherently complex IT systems and develop our services to meet the exacting needs.



## Data Services

Timely and accurate data is regularly provided to Senior Leaders and Governors. Our data service provides consolidated reporting to the Trust Board, provides templates to academies, which follow good practice and offers advice to support academies with their data queries.

## The Vacancy

The Trust is looking to appoint a Senior Finance Assistant to input all payroll information into the payroll system for the Trust. The successful candidate will provide effective financial support and input to the payroll process function and be first line support to all staff and stakeholders across to Trust resolving payroll queries, banking and managing the Trust's petty cash and ensuring BACS payments are processed in a timely manner.



Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The post holder will be based in the Central Head Office at the Aspley campus but may be required at times to travel to the other sites to which currently make up Archway Learning Trust.

## Applications

For more information about Archway Learning Trust, please visit [www.archwaytrust.co.uk](http://www.archwaytrust.co.uk). To apply for the role please download the 'Support Staff Application Form' from the 'Vacancies' section on our website and submit to [recruitment@archwaytrust.co.uk](mailto:recruitment@archwaytrust.co.uk) clearly demonstrating your suitability for the role.



**Closing Date: 9am Monday 25<sup>th</sup> November 2019**

**Interview Date: Thursday 28<sup>th</sup> November 2019**

## Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

## We believe:

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members

- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

## Job Description

<b>POST TITLE:</b>	<b>Senior Finance Assistant</b>
<b>GRADE:</b>	<b>8, points 19 - 24</b>
<b>SALARY:</b>	<b>£24,799 to £27,905 per annum</b>
<b>RESPONSIBLE TO:</b>	<b>Senior Financial Control Manager</b>

### JOB PURPOSE

- To input all payroll related information into the payroll system for the Trust including starters/leavers, variations to contracts, changes to personal information, overtime and expense claims.
- To provide effective financial support and input to the payroll resources function of the Trust, ensuring that records are maintained and processes are followed in a timely and accurate manner;
- To be provide the first line support service to staff and stakeholders across the Trust to resolve payroll queries and provide appropriate support;
- Be responsible for the accurate and timely banking of cash to the Trust's bank accounts, managing the Trust petty cash and ensuring BACs payments are processed on a timely basis.

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined
10. Demonstrate a commitment to safeguarding children;
11. Be aware of and comply with relevant policies and procedures, including those relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to line manager;
12. Be aware of and support difference and ensure equal opportunities for all;
13. To develop own professional skills;
14. Work cooperatively as part of the Finance Team, and wider Business Support service, to ensure deadlines are met and to contribute to a good quality service provision to the Trust;
15. Provide cover for absent colleagues on the finance team as required to ensure a seamless service to all staff, students, parents and other stakeholders;

16. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## SPECIFIC RESPONSIBILITIES

### Responsibilities for financial and payroll related matters

- Be aware of coding structures and be vigilant for inconsistent usage of nominal or other codes reporting uncertain instances to the Senior Financial Control Manager;
- Filing and storing documentation including annual archive and purging;
- Interrogating the financial data and preparing reports and analysis as requested;
- Provide first aid as needed for staff, students and visitors.

### Payroll Responsibilities

- Liaise with the Trust's Human Resources team, wider Finance team, and external payroll provider to check and process accurately all new appointments, contractual variations and resignations to ensure they are reflected in the appropriate month's payroll run. Accurate and timely input of all relevant details to be made onto the external payroll providers system (EPM), and the staff database (SIMS);
- Liaise with the Trust's Human Resources team, Finance Business Partners and Director of Finance, and external payroll provider to check and accurately process monthly payroll variances such as overtime, casual work carried out, other payments and deductions in accordance with Trust procedures;
- Working with the external payroll provider to be responsible for processing of staff annual increments on the external payroll providers system (EPM), and the staff database (SIMS) once these have been agreed;
- Resolve payroll reconciliation queries in a timely manner, liaising with HR, the wider Finance team and the Trust's external payroll providers as appropriate, where appropriate escalating queries to the Director of Finance and beyond;
- To be responsible for maintaining the register of work place parking levy payers, issuing permits, and ensuring the appropriate deductions are made from payroll;
- Updating personnel details on SIMS and with the payroll provider as required, and adding details for temporary staff where appropriate;
- To be responsible for ensuring pension opt in and out documentation is accurately processed and sent to the relevant bodies;
- Dealing with pension queries from staff and liaising with the Teacher Pension Scheme and Local Government Pension Scheme, including following up queries on 52/53 pension forms with the payroll provider;
- Uploading documents, as required, onto the Teacher Pension Scheme web site.
- Assist the Director of Finance in the end of year documentation for the pension schemes.

### Specific Finance Responsibilities

- Possess a strong understanding of most financial processes at the Trust and provide on the job support to other finance team members as required.
- Maintaining the Trust petty cash, issuing cash, ensuring adequate approvals and reconciling the petty cash on an IMPREST system on a regular basis. Processing petty cash transactions on PS Financials;
- Responsibility for banking of cash (and cheques) into the Trust's bank accounts, ensuring all income is held securely and accurately recorded. Liaising with the cash collection company to arrange suitable collection times. Following up on any banking queries or discrepancies.
- Checking, processing and payment of staff expense claim forms in line with the Trust's Finance policy;
- Ensure BACs payment runs for payments to suppliers, staff and other creditors are made on a timely basis and are accurate;

- Arranging emergency BACS payments where needed, ensuring any appropriate recharge is made;
- Assist the Senior Financial Control Manager in preparing information for internal and external audit visits and requests;
- Calculation and processing internal recharges for reprographics, IT prints, catering and other recharges in line with the Central Services Brochure where necessary;
- Calculation and processing of recharges across academies and other service lines across the Trust, including the importing of information from the recharge database into the accounting system;
- Responsibility for refunds to parents for trips/activities, either through the online payment system or BACS
- Purchasing items using a Trust procurement card for the central services, or across the academies where appropriate.

## STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

Person Specification	Essential	Desirable
<b>Education and Training</b>		
Relevant administrative qualifications or evidence of on the job training	*	
Relevant accounting or finance qualification, e.g., AAT, CIMA, CIPFA or ICAEW. Part qualified candidates will be considered.	*	
Clear commitment to continuous professional development to develop own skills and experience, maintaining links with appropriate bodies in order to enhance knowledge and share best practice and information	*	
<b>Knowledge</b>		
Previous experience of working in finance processing transactions and preparing reports	*	
Previous experience of handling cash and all forms of income and expenditure	*	
Experience of using computerised accounting packages.	*	
Experience of using computerised payroll packages		*
Knowledge of Data Protection legislation	*	
<b>Experience</b>		
Previous experience of working in a busy finance office and developing processes to secure efficiency and quality of work	*	
Previous experience of Microsoft Office including word and excel to a proficient standard	*	
Ability to work flexibly to take on and change responsibilities and task to meet the ever changing needs of the Academy trust	*	
An ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within specified deadlines and financial control cycles	*	
Possess excellent organisational and communication skills and relate well with a wide range of audiences	*	
<b>Professional Skills</b>		
Excellent interpersonal skills and a track record of establishing and promoting effective working relationships with a variety of stakeholders.	*	
Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards whilst working accurately and effectively.	*	
Customer focused attitude and proven ability to deliver service improvements and work to deadlines.	*	
Sound evidence of accurate, logical thinking in order to plan for processes, manage data and produce reports.	*	
<b>Personal Qualities</b>		

Confident, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these.	*	
Friendly with a sense of humour	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian ethos of the Trust	*	
Work on own initiative with the ability to seek support and assistance where appropriate.	*	
Ability to prioritise own workload and manage conflicting deadlines effectively.	*	
Resilience and a proactive attitude	*	
<b>Suitability to work with children</b> Commitment to safeguarding and a satisfactory Enhanced DBS Check	*	