



Job Application Pack Finance Business Partner

Permanent, 37 hours per week, All Year Round
Grade 13, Points 46 - 50, £41,846 - £45,665 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 Finance Business Partner is responsible for a cluster of academy schools in Nottingham and Grantham reporting directly to the Finance Director. The growth of the Trust presents an incredibly exciting time to join us as the function and scope of the Finance Department evolves.

The Finance Department is led by the Finance Director providing a comprehensive service throughout the entire Trust.

The main duties of the role are:

- To provide effective and efficient financial management for a cluster of academies (approximately 3,500 students) within the Trust including the provision of monthly Management Accounts, budgetary and financial planning
- Support each academy in ensuring they are compliant with Financial Regulations
- Development and implementation of relevant procedures within the cluster to ensure an effective and comprehensive finance service modelling best practice, compliant with legislation, whilst meeting the business needs of the academies and the Trust
- To provide advice and guidance to senior staff and budget holders within the cluster on all finance matters
- Where the designated cluster of academies is not at full capacity work on Trust wide projects as directed by the Finance Director
- Support Trust wide finance work and processes, to include assisting in the development and implementation of the Trust's Finance Strategy which supports Academy Improvement Plans

The successful candidate will need to demonstrate experience of working in a demanding environment and the ability to work in an independent, organised and methodical manner. They will need to demonstrate an ability to manage and prioritise their own workload whilst supporting the other members of the team to manage conflicting demands to ensure deadlines are met.

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's working time will be divided between the academies within their designated cluster and one day per week at the Central Business Services' Office providing a presence at the academies and working closely with the Financial Control section at the Business Services' Head Office. Please note, the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.



Applications

For more information about Archway Learning Trust, please visit 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 clearly demonstrating your suitability for the role.

Closing Date: 9am Monday 22nd April 2019

Interview Date: w/c Monday 29th April 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

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|------------------------|-------------------------------------|
| POST TITLE: | FINANCE BUSINESS PARTNER |
| GRADE: | 13, POINTS 46 - 50 |
| SALARY: | £41,846 to £45,665 per annum |
| RESPONSIBLE TO: | FINANCE DIRECTOR |

JOB PURPOSE

- To provide effective and efficient financial management for a cluster of academies (approximately 3,500 students) within the Trust including the provision of monthly Management Accounts, budgetary and financial planning
- Support each academy in ensuring they are compliant with Financial Regulations
- Development and implementation of relevant procedures within the cluster to ensure an effective and comprehensive finance service modelling best practice, compliant with legislation, whilst meeting the business needs of the academies and the Trust
- To provide advice and guidance to senior staff and budget holders within the cluster on all finance matters
- Where the designated cluster of academies is not at full capacity work on Trust wide projects as directed by the Finance Director
- Support Trust wide finance work and processes, to include assisting in the development and implementation of the Trust's Finance Strategy which supports Academy Improvement Plans.

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
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
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 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.

SPECIFIC RESPONSIBILITIES

Management Accounts

- To provide monthly Management Accounts to the Finance Director ensuring that month-end accounting procedures are processed in an efficient and timely manner in accordance with set deadlines

Budgetary Control

- To work closely alongside the Principals and senior leaders and stakeholders within a designated cluster of academies to lead and manage an effective and efficient Finance service which is responsive to business needs
- Ensure that accounts are managed effectively, including active monitoring to prevent overspend and taking remedial action as appropriate ensuring compliance with the Trust's financial policies
- Review all expenditure for the cluster of academies for value for money, appropriateness of statutory codes and budgetary cover
- Review all applications for new and replacement staff posts, fixed term contracts and extensions, for strategic relevance and budgetary cover and approve for onward authorisation as appropriate

Budget Forecasts

- To provide Annual Budget Plans along with Five Year Forecasts to the Finance Director to ensure they are in accordance with both the Trust's and the local academies' strategic objectives

Financial Information

- Producing ad-hoc financial management information (in a format accessible to non-finance specialists), monitoring outturns of each academy's various activities against plans, updating forecasts and dealing with queries arising. To be responsive to the needs of the Principal and other budget holders in providing advice and management information in a timely and user-friendly format
- Advise Principals and their management teams and staff on all aspects of financial management

Training

- Train and communicate with budget holders to ensure that they are adequately skilled in the use of essential reports for operational budget management and financial systems

Financial Control

- To liaise with the Trust's Financial Control function to ensure all academy transactions adhere to Trust policy, timetables and guidelines
- To co-operate with requests from Financial Control in managing audit procedures as necessary

Funding Applications

- To produce funding applications to external bodies, working with external agencies as appropriate
- To prepare/or liaise with the Finance Director to submit bids and appraisals for funding initiatives, capital expenditure and projects for long term initiatives for the Trust
- In conjunction with the Financial Control ensuring that all funding due is received on a timely basis
- Review all applications for funding bids and approve for onward authorisation as appropriate

Tax Issues

- Adhere and implement Trust policy and guidance in relation to the Academy's tax affairs

Capital

- Monitor and control capital expenditure on buildings and grounds, placing of contracts and/or liaising with Business Services' departments where these have been procured to manage projects on behalf of the Trust

Financial Year-End

- To ensure that year-end accounting procedures are processed in an efficient and timely manner in accordance with set deadlines working closely with the Financial Control

Business Case

- Preparing and presenting business cases of varying levels of complexity including for new courses, equipment spend and recruitment of staff. Working closely with academic colleagues and the Finance Director to bid for additional resources

Procurement

- Managing the tendering for all local Academy service contracts including the preparation of tender documents; procuring specialist procurement advice and or work to prepare tender documents where expenditure exceeds financial limits .To assist the Finance Director with Trust wide procurement, producing tender specifications, tender documents, facilitating procurement through frameworks, obtaining Trust wide quotes and assisting in the negotiation of Trust wide contracts

Governance

- Attend meetings of the Governing Body or its committees as requested by the Principal
- Report to the Trust in accordance with the Trust reporting cycle Policy
- To ensure the Academy adheres to Trust finance policies and develop systems/procedures to enable this

Other

- Other duties as requested by the Finance Director. This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed
- Developing and maintaining effective working relationships as appropriate to ensure an effective and professional Finance service is provided

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 – FINANCE BUSINESS PARTNER

| | Essential | Desirable |
|--|-----------|-----------|
| Education and Training | | |
| Fully qualified accountant - CCAB recognised accountancy qualification or working towards or substantial relevant experience | * | |
| Take responsibility for own professional development and of maintaining links with appropriate bodies in order to enhance knowledge and sharing of information | * | |
| Knowledge | | |
| Knowledge of academy financial controls and regulations | | * |
| Ability and knowledge to produce budgetary estimates, reports, cash flow and financial and statistical summaries, ideally combined with operational experience | * | |
| Knowledge of principles and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of management accounts | * | |
| Experience | | |
| Financial management experience preferably including some experience in the public/not for profit sector | * | |
| Experience of budgeting and monitoring complex activities | * | |
| Previous experience of working within an educational setting | | * |
| Experience of leading services that are delivered across multiple locations | * | |
| Experience of working flexibly in an environment of constant change | | * |
| Successful Funding Bid experience | | * |
| Experience of liaising effectively with outside agencies | * | |

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|---|---|--|
| Professional Skills | | |
| Strong interest in systems and processes which will add value and assist in managing change in a Finance environment | * | |
| Excellent interpersonal skills and a track record of establishing and promoting effective working relationships | * | |
| Clear and persuasive communication skills, written and oral, including the ability to negotiate effectively | * | |
| Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively | * | |
| Customer focused attitude and proven ability to deliver service improvements and work to deadlines. | * | |
| Personal Qualities | | |
| Assertive, enthusiastic, motivated and committed | * | |
| Ability to work as part of a team understanding Trust and Academy roles and responsibilities and your own position within these | * | |
| Friendly with a sense of humour | * | |
| Commitment to Equal Opportunities | * | |
| Proactive, positive and resilience | * | |
| Willingness to work within the Christian framework of the Trust | * | |
| Suitability to work with children | * | |