

# Generations Multi Academy Trust



## Finance Manager

### Information for Applicants





## GENERATIONS MULTI ACADEMY TRUST

### FINANCE MANAGER

H9 point 34 to 37 (£30,756 – £33,133 plus Fringe £857 per annum)

Full time 25 days annual holiday rising to 27 days after 5 years

#### **Required as soon as possible**

We are seeking to recruit an enthusiastic and committed Finance Manager to oversee the day to day financial activity of the Generations Trust, reporting directly to the Chief Financial Officer.

The post is full time, 37 hours per week. The successful candidate will need to be flexible regarding working hours and location in order to meet the needs of the business.

#### **The ideal candidate will be able to demonstrate:**

- proven track record in managing a finance function to the highest standard, constantly striving to seek improvements in processes
- strong interpersonal skills with the ability to engage with staff at all levels including Trustees
- strong IT skills and the ability to manage, manipulate and interpret data, with experience of managing and operating key financial systems
- the ability to manage time, and a finance team of currently two full time staff, delegating as appropriate, multitasking and working to tight deadlines

#### **In return the Trust can offer you:**

- a forward looking, positive, and oversubscribed working environment
- the opportunity to work with professional, committed and ambitious colleagues in a financially secure and innovative organisation
- outstanding, highly personalised professional development opportunities
- the opportunity to work with young people in schools described by Ofsted as being one where “students work together exceptionally well,” and where “students are overwhelmingly enthusiastic about school”
- a comprehensive staff benefits package

**For further details about the recruitment process, please contact Tracey Backman, HR Director on 01992 624375 Ext 5817, or by email at [tba@generationsmat.herts.sch.uk](mailto:tba@generationsmat.herts.sch.uk)**

**Closing date for applications: 9:00am 9th November 2018**

**Interviews will be held week commencing 12th November 2018**

The Trust is committed to safeguarding children and young people  
All postholders are subject to a satisfactory enhanced DBS check





# **JOB DESCRIPTION**





## JOB DESCRIPTION

<b><u>Job Title:</u></b>	Finance Manager
<b><u>Grade:</u></b>	H9
<b><u>Purpose of your Role:</u></b>	To work in close Partnership with the Chief Financial Officer overseeing the Trust's finances, and to lead the daily work of the Finance Office ensuring good financial governance in support of student achievement and the strategic priorities of the Trust
<b><u>Reporting to:</u></b>	Chief Financial Officer
<b><u>Staff Reporting to Job Holder:</u></b>	Finance assistants x 2
<b><u>Contacts Within the Trust:</u></b>	<ul style="list-style-type: none"> <li>• Trustees</li> <li>• Chief Finance Officer (CFO)</li> <li>• Executive Principal</li> <li>• Principals of each Academy in the Trust</li> <li>• Director of Income Generation</li> <li>• Teaching and Support Staff of each Academy in the Trust</li> <li>• Students of each Academy in the Trust</li> </ul>
<b><u>Contacts Outside the Trust:</u></b>	<ul style="list-style-type: none"> <li>• The Department for Education (DfE), The Education and Skills Funding Agency (ESFA) and their representatives</li> <li>• The Trust's auditors</li> <li>• The Trust's bankers</li> <li>• Creditors and Debtors</li> <li>• Software providers (Civica, Pegasus, Wisepay etc.)</li> <li>• Teacher's Pensions and the Local Government Pension Scheme</li> <li>• HMRC</li> <li>• Parents and Carers of students attending the Trust's academies</li> </ul>
<b><u>Main Tasks and Responsibilities:</u></b>	<p><b>Strategic Oversight</b></p> <ul style="list-style-type: none"> <li>• To lead in ensuring the financial efficacy of the Trust and all the schools in the Trust</li> <li>• To ensure compliance with statutory financial requirements of academy Trusts in line with the ESFA guidance, company and charity law and best industry practice</li> </ul> <p><b>General Management</b></p> <ul style="list-style-type: none"> <li>• To lead the Finance Function including the allocation of tasks, such that work is completed accurately and on time</li> </ul>

- To recruit, induct, train and performance manage the Finance team

**Statutory Compliance**

- To prepare for the annual audit and Responsible Officer (internal audit) program of checks in line with the agreed timetable, and act in a timely fashion to any recommendations made
- To prepare statutory financial returns required by the ESFA, TPS, LGPS and HMRC (including VAT) as required
- and evidence of the Trust's compliance with the Academies Financial Handbook or its replacement

**Management Accounting**

- To prepare the Trust's management accounts on a monthly basis in line the month end timetable and the Trust's accounting policies and explain variances to budgets and forecasts
- To support the Chief Financial Officer through providing accurate and timely budget and forecast information as needed
- To provide training, advice and support to Principals of the Trust's academies and their budget holders, to assist them in managing their budgets
- To prepare MIS reports including budget information
- To attend Trustee and Senior Leadership Team meetings at schools in the Trust to present financial updates
- To apply best value principles

**Financial Accounting**

- To operate the Trust's bank accounts (including management of access and appropriate signatory panels) for public, private and charitable funds and reconcile on a monthly basis, including charge card payments
- To manage cash flow to ensure the Trust has adequate funds to fulfill its obligations
- To maintain and update the approved supplier list and the contracts register
- To arrange for the payment of suppliers in line with the agreed terms and conditions
- To manage the invoicing process and debt recovery
- To maintain an accurate fixed assets register and inventory
- To manage the payroll; processing the payroll on a monthly basis including payments made to HMRC, TPS and LGPS and reconciling same
- Respond to personnel payroll issues as they arise e.g. payroll queries, maternity, paternity etc.
- To manage the finance system, upload budget information and maintain accounting structures within it
- To monitor developments in accounting systems, software and equipment and make recommendations for change as appropriate
- To own, update and implement the Trust's financial procedures in line with the Academies Financial Handbook and all other financial guidance issued by the ESFA, and best practice
- To hold financial and non-financial records securely and dispose of according to requirements and regulations
- To manage grants received by the Trust in accordance with their terms including 16-19 bursary funds

	<ul style="list-style-type: none"> <li>• To be responsible for the financial oversight of trips</li> <li>• To manage the funds of the Trust's registered charity and prepare year end accounts for the same</li> <li>• To oversee the expense claims process</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• To perform other reasonable duties within scope of skills as directed by line manager</li> <li>• To be responsible for safeguarding and promoting welfare of children</li> </ul>
<p><b><u>Knowledge, Experience and Training:</u></b></p>	<ul style="list-style-type: none"> <li>• Relevant accounting qualification and understanding of accounting principles relevant to corporate finance</li> <li>• Extensive experience of operating accruals accounting systems</li> <li>• Ability to work to tight deadlines</li> <li>• Extensive experience of using spreadsheets</li> <li>• Experience in using Microsoft Word</li> <li>• Ability to securely hold highly confidential information</li> <li>• Experience of running payroll with an understanding of the rules and regulations and best practice relating to taxation, pensions, national insurance, etc.</li> <li>• Responsibility for own self development, including keeping specialist knowledge up to date</li> <li>• Strong management skills including ability to be self driven and solutions focused</li> <li>• Evidence through CRB check and recruitment process of suitability for working with children</li> </ul>
<p><b>Other Specific Duties</b></p> <ul style="list-style-type: none"> <li>• To continue personal development as agreed at appraisal reviews</li> <li>• To engage actively in the appraisal review process</li> <li>• To address the appraisal targets set by the line manager each Autumn Term</li> <li>• To play a full part in the life of the Trust and its Academy communities; to support its distinctive aim and ethos and to encourage staff and students to follow this example</li> <li>• To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate</li> <li>• To show a record of excellent attendance and punctuality</li> <li>• To adhere to the Trust's Dress Code</li> <li>• To undertake any other reasonable duty delegated by the Chief Financial Officer</li> <li>• Responsibility for safeguarding and promoting welfare of children</li> <li>• Others duties which may arise from the use of the Trust's estate and facilities</li> </ul>	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



Upon signing this contract you confirm your agreement that your hours may exceed those in regulation 4 (1) of the Working Time Regulations 1998.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Trustees to reflect or anticipate changes in the job which are commensurate with the salary and job title.

AGREED BY: \_\_\_\_\_ (Job Holder)      DATE:

AGREED BY: \_\_\_\_\_ (Line Manager)      DATE:





# PERSON SPECIFICATION





## PERSON SPECIFICATION

### FINANCE MANAGER

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
<b>QUALIFICATIONS</b>				
1	5 GCSEs – including Maths and English Grade C or above	E	<input type="checkbox"/>	
2	Accountancy qualification relevant to the post	E	<input type="checkbox"/>	
3	ICT Training Certification	D	<input type="checkbox"/>	
4	Evidence of continuous professional development and training	D	<input type="checkbox"/>	
<b>EXPERIENCE</b>				
5	Experience of managing a finance function	E	<input type="checkbox"/>	
6	Experience of operating accounting systems for accruals accounting	E	<input type="checkbox"/>	
7	Experience of business planning and monitoring including the production of monthly management accounts	E	<input type="checkbox"/>	
8	Experience of running payroll systems	E	<input type="checkbox"/>	
9	Experience of reconciling bank and other accounts	E	<input type="checkbox"/>	<input type="checkbox"/>

10	Experience of variance analysis	E	<input type="checkbox"/>	<input type="checkbox"/>
11	Experience of making regulatory returns	E	<input type="checkbox"/>	<input type="checkbox"/>
12	Experience of working in a school or education setting	D	<input type="checkbox"/>	

<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
11	Strong written / verbal communication	E	<input type="checkbox"/>	<input type="checkbox"/>
12	ICT literate with a working ability to use key IT software to present work to a high standard	E	<input type="checkbox"/>	<input type="checkbox"/>
13	Ability to gather, analyse and evaluate financial information accurately to produce management reports and information	E	<input type="checkbox"/>	<input type="checkbox"/>
14	The ability to follow processes and procedures, to a high degree of accuracy	E	<input type="checkbox"/>	<input type="checkbox"/>
15	Efficient and organised with the ability to make decisions and use initiative where required	E	<input type="checkbox"/>	<input type="checkbox"/>
16	Ability to effectively manage a team and delegate where appropriate	E	<input type="checkbox"/>	<input type="checkbox"/>
17	Ability to build effective working relationships with colleagues and external partners at all levels	E	<input type="checkbox"/>	<input type="checkbox"/>
18	Attention to detail and track record of enhancing service delivery through proactively seeking process improvement	D	<input type="checkbox"/>	<input type="checkbox"/>
19	Able to maintain absolute confidentiality over personnel and finance matters	E	<input type="checkbox"/>	<input type="checkbox"/>
<b>PERSONAL QUALITIES</b>				

20	Able to work with resilience under pressure and meet deadlines	E	<input type="checkbox"/>	<input type="checkbox"/>
21	Personal integrity and the ability to inspire it in others	E	<input type="checkbox"/>	<input type="checkbox"/>
22	Willingness and ability to adapt to change, learn new systems and develop staff	E	<input type="checkbox"/>	<input type="checkbox"/>
23	A strong commitment to both Trust values and ethos, plus own professional conduct and ethics	E	<input type="checkbox"/>	<input type="checkbox"/>
24	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	<input type="checkbox"/>	<input type="checkbox"/>
25	A team player including flexibility and willingness to assist with the development of the Trust	E	<input type="checkbox"/>	<input type="checkbox"/>



# **INFORMATION ABOUT THE TRUST**

## THE FINANCE FUNCTION AT GENERATIONS MULTI ACADEMY TRUST

The Trust operates a centralised finance function for all academies in the Trust. The function manages all aspects of the Trusts financial affairs including trips and dinner money (generally through an on-line portal,) and payroll, to production of monthly and annual accounts for each entity in the Trust. This ensures the financial stability of the Trust and enables senior management to monitor financial performance and direct resources appropriately, enabling every student to be able to achieve to the highest level. The Trust is seeking to expand which will in due course require an expanded finance function.

The Trust has charitable status and is also a company registered at Companies House and as such has to follow the usual accounting regulations associated with its status. The Trust receives a high proportion of its revenue via a funding agreement with the Department for Education. As a result it is required to comply with the Academies Financial Handbook and, in preparing its annual accounts, the academies accounts direction published annually by the Education and Skills Funding Agency (ESFA).

Due in part to the pressures in educational funding, the Trust follows a deliberate strategy of seeking funding from other sources, for example through trading activities such as the letting of Trust facilities. To this end, the Trust has appointed a Director of Income Generation with the sole purpose of generating additional revenues in this way. As a result, financial management of this aspect of the Trust's affairs has and will continue to increase in the years ahead.





**INFORMATION ABOUT THE  
GENERATIONS MULTI  
ACADEMY TRUST**



## Information about the Generations Multi Academy Trust



Welcome to our information pack about the Generations Multi Academy Trust and its two schools, Goffs and Goffs-Churchgate. Goffs is a mixed 11-18 comprehensive Academy with approximately 1300 students on roll, including a thriving and successful Sixth Form. The school is extremely popular in the local area, with an average of over 700 applications annually for the 240 places available, and significant waiting lists for places across the year groups. On intake,

students are of an ability level (KS2 APS) significantly above that of the national average although the school is a true comprehensive school and admits a good mix of students of all ability levels.

Goffs-Churchgate is a fully mixed comprehensive school from 11-16 years of age, with over 300 students on roll; it is intended to rapidly expand this number to 120 per year group, making a school of 600. The school opened at the end of August 2017, and our first ever open evening at the end of September 2017 saw significant numbers coming through the door, reflecting the very high level of local interest in the school. Local estate agents report significant interest in



parents moving to the locality with a view to being near Goffs-Churchgate: a very successful future is predicted for the school. The school is already oversubscribed for the current Year 7 and Year 8, with numbers in Years 9 – 11 rapidly reaching capacity. One of the school's key strengths is its highly cohesive and supportive community. As such, the decision to cap student numbers at 600 is entirely deliberate, enabling us to maintain a strong sense of community where everybody knows everybody else – if you visit, you cannot fail to be struck by this. It is a very special part of who we are.

### **Professional Working and Learning Environment**

Staff and students work in modern, professional environments, with both having benefitted from recent building projects including a full, £20million rebuild at Goffs. The new facilities provide light, modern, professional and a fit for purpose working environment for all.



## **The Generations Multi Academy Trust**

In early 2016, Goffs Academy received a direct approach from the DfE asking that they consider establishing a Multi Academy Trust and work in partnership with other schools. As a result, the Generations MAT was established from 1st September 2016, with Goffs as the lead school within the Trust. Goffs-Churchgate was born from that vision. The two schools are within walking distance of each other and already share many activities, including CPD for staff. One of the Trust's fundamental principles is that no one school is in any way more important or successful than the other. As such, CPD and other events are rotated through all schools in the Trust, with everyone learning from and sharing with each other. This collegiate and collaborative approach permeates our Trust.

Our future plans include establishing a nursery provision with subsidised staff places, and looking at the opportunity to establish or join with a primary school, thus effectively creating an all through education structure. The MAT offers extremely exciting opportunities for staff, students and the local area and we are all very much looking forward to its growth.

### **Outcomes**

Our strategy for continuous school improvement has had huge success across both schools, and we are actively committed to ensuring that the schools in our MAT continue to offer centres of excellence in learning for the local community.

Exam results in 2018 were another year of huge success for Goffs. GCSE highlights include:

- Progress 8 expected to be significantly above national average (was significantly positive at +0.34) upon publication
- 74% of students achieved grade 4 or more in English and maths and 57% achieved 5 or more in both
- English grade 4/5 or more: 86%/74%
- Maths grade 4/5 or more: 79%/64%
- Progress expected to be significantly above average for both EBacc and Other subjects

At A Level, continuing the upward trend of recent years, students achieved another excellent set of exam results. Once again, outcomes tracked up from last year's excellent results in key areas including grades at A\*/A, A\*- B, A\* - C, and the average grade achieved by each student. The overall pass rate was 100%. Approximately three quarters of the year group progressed to university or further education courses including History, Criminology, Accounting, Law, Mathematics, Economics, Sports Journalism, Fashion, Acting, Sociology, Architecture, Clinical Studies, English Literature, Geology, Geography, Chemistry and Medical Engineering, to name but a few, whilst the other students progressed directly into employment or apprenticeships. Our Sixth Form has an excellent reputation in the local area; over the past three years the numbers of students applying to join our Sixth Form has increased and is now around 150 per year. This growth in popularity is supported by a continued upward trend in outcomes; 84% of students achieved A\*-C at A level in 2018.

Goffs-Churchgate secured its first set of public examination results in summer 2018, achieving a remarkably 75% improvement on the predecessor school's results in just one year. As such, in just one year, outcomes went from being in the bottom c.12% in the country, to being in line with the





national average. To achieve such phenomenal progress in such a short period of time is testament to the school's staff and students. We know that this success represents just the start of our journey, and that very exciting times lie ahead.

Both schools target set in the top 10% of all schools nationally and strive at all times to meet ambitious targets. We are committed to a cycle of continuous improvement and aspiration and are keen to appoint a colleague who shares that vision, determination and a restless quest for even higher outcomes. All of these factors combine to make The Generation Trust a very exciting and rewarding community to be a part of.



## **Community**

Both schools pride themselves on their sense of community – both within the school itself, and in the wider locality. Visitors to our schools unfailingly comment on a very real sense of community, coupled with warmth and pride. Both schools are members of Cheshunt Extended Services (ChExS), offering a variety of extended school and community based activities for both students and parents. Our students actively support local charity work such as the Isabel Hospice, and maintain strong links with our local primary schools. Each school also benefits from a thriving student leadership programme, with students leading on key development projects of their choice, ensuring strong student voice and participation across the Trust. We firmly believe in every student feeling a strong sense of community, and on entering each school, every student is placed in a House. Each House is led by a team of student House Captains and has a clear sense of identity. Regular competitions and assemblies strengthen this sense of community. Each year the House Captains decide on a possible group of charities to support, with students then voting for their chosen school charity and subsequently arranging a variety of fund raising events throughout the school year. Such work is indicative of the ability of students in the Trust to empathise with the needs of others, and further develops their capacity to work successfully in a variety of social settings.

We regularly bring visitors from the community into school to work with students, and maintain strong links with our local secondary schools. Each school's facilities are used for evening and weekend lettings, including superb sporting facilities, as well as holiday classes, providing opportunities for a diverse range of users including the Greek School, and local dance and sports groups.

Across the Multi Academy Trust a large variety of annual school trips give students the opportunities

to sample different cultures, whilst an extensive programme of off-site visits provides opportunities for students to experience the diversity that exists within the UK, including theatre, galleries and museum visits.



Both schools are proud to be truly comprehensive schools, with students and staff from different religions and a number of languages spoken in each school. As a Trust we recognise and celebrate what makes us unique and different, and acknowledge that we are also part of one community. Our aim is for everybody to feel valued and respected and we strive hard to ensure we create a positive culture within the school to enable this to happen.

#### **The Goffs School Dog: Maximus Aurelius**



Max joined Goffs in January 2017, and is a black Labrador, known for their very affable temperament. He is owned by Caroline Legg, Vice Principal, and her husband, but spends his days in school. He goes on regular walks around school and spends time in Learning Plus and the LRC where our more reluctant readers can read to him, as one example. He also has his own Twitter feed. In short, Max is a full member of our community and has been warmly welcomed by students, staff and parents. The student Digital Leaders are also enjoying running Max's Twitter account and blog! Follow him @GoffsSchoolDog

We have a policy and risk assessment, both of which have been through our lawyers. It goes without saying that anyone not wanting any contact with Max, for personal or health reasons, will not have any. However, potential SLT should be aware that Max's base is in the Principal's office which is directly connected to the conference room.

### **Care, Guidance and Support**

Successful learning takes place when students feel safe, confident, respected and valued, and are engaged. The Trust believes in supporting and nurturing all students in their quest to become successful learners. As such, we place a high value on pastoral care as an integral part of the life of each school.



We promote positive attitudes towards learning and provide a caring and supportive environment within our community. Continuously nurturing, supporting and developing our students is hugely important to us and significant investment is made in each school's pastoral structures.

### **Staff Development**

The Trust has an extremely strong reputation for staff development both teaching and support staff. Developing the next generation of school leaders, both middle and senior, and future Headteachers for those who wish to pursue this, is a responsibility that we take very seriously.

We have a full suite of staff leadership development which staff can join be they an NQT or highly experienced colleague, whilst I chair the national Leadership Partner School network, a group that brings together schools dedicated to developing outstanding leadership skills throughout their communities, and which allows us to visit other network schools, to attend national conferences and to share best practice.



In addition to innovative whole staff training days, we disaggregate a number of hours for training every year. This allows staff development to be highly personalised as staff can opt for the training which best meets their needs, including the opportunity to do a research project in partnership with Cambridge University. Many use their disaggregated time to coach others or to receive coaching. Moreover, there are specific training sessions for NQTs and other interested staff which

run each week after school.

We also place a lot of emphasis on 'on the job' training and support. A thorough induction scheme is available to all new staff, and mentors/buddies are assigned to guide you through those new routines. Finally, external courses can of course be booked if, on very rare occasions, we cannot cater for a particular training need in house.

## **Leadership Development**

The Trust's Leadership Academy encompasses both staff and student leadership development through a series of student led groups and staff leadership pathways. The staff programme specifically provides opportunities for:

- Aspiring Middle Leaders
- Aspiring Senior Leaders

All pathways are personalised for the individual and staff receive one to one support from a mentor alongside working on a whole school project. Both support staff and teaching staff are welcome to join the Leadership Academy at any point in their career.

A full suite of leadership training is offered with a range of sessions including:

- Communicating vision and values
- Developing your leadership approach
- Building a high performing team
- Supporting your team
- Leading your team day to day
- Quality assuring effective teaching
- Observation for improvement
- Using data for impact
- Fostering positive behaviour for learning
- Leading and managing innovation and change

Attendance to all training sessions leads to certification by the SSAT. In addition, we encourage aspirant Senior Leaders to take part in the SSAT 'Stepping Up to Senior Leadership' training programme, which includes four external sessions throughout the year. As part of the Trust's commitment to developing future leaders, a number of the existing Senior Leadership Team across both schools gained experience through an 'Associate' SLT position before gaining substantive leadership posts.

## **Trust Staff Benefits**

Alongside our very strong focus on outstanding professional development and promotion opportunities, we also offer a range of benefits including:

**Competitive base salary with a tailor made development plan aimed at enhancing your future [earnings] potential through:**

- High quality, personalised CPD
- Bespoke leadership development programmes
- Subsidies for Masters and Degree courses
- Secondment and shadowing opportunities
- As part of our Multi Academy Trust, potential to work across more than one school to develop career enhancing skills and knowledge



**Additional financial incentives and tax efficient benefits, including:**

- Exam marker payment of £400 plus 2 days paid leave to do the marking (1<sup>st</sup> year)
- Childcare voucher scheme
- Payments for staff taking weekend sporting fixtures: staff paid £200 for leading a minimum of six Saturday fixtures plus 6 weekly training sessions
- A daily allowance of £50 for school trips taken over a weekend or any school holiday
- A £1,000 Employee Referral Scheme (ie finder's fee) for any qualifying positions that you refer the successful candidate for: £500 on the person starting, and £500 if the person is still at the school 12 months later

**Access to a wide range of health and well-being resources including:**

- New, professional and fit for purpose working environments
- Free use of a range of sports and leisure facilities including a fully equipped gym and swimming pool.
- Occupational Health & counselling support
- Free flu jabs
- Subsidised social events
- 100% attendance reward – day in lieu, taken at each school's discretion
- Free tea, coffee and milk for staff

**Alison Garner**  
**Executive Principal**  
**October 2018**