



Candidate Information

Finance Manager
Harris Church of England Academy

About the Multi Academy Trust



The Trust

The Diocese of Coventry Multi Academy Trust Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

Our Vision

Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

Our Strategic Goals

To achieve our object, mission and vision, we will focus on the following five high-level goals:

- Deliver excellent education;
- Ensure strong and effective governance at all levels;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Drive sustainable growth

About the Role

The Trust is looking to appoint an inspirational and highly effective Finance Manager who is committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- Eligibility to join the Pension Scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact us at recruitment@harriscofeacademy.co.uk to make arrangements.

Please note the closing date for applications is midnight, 19 June. Completed applications and supporting documents should be sent via email to recruitment@harriscofeacademy.co.uk.

We welcome all applications regardless of age, disability, gender, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place on the W/C 20 June 2022.

Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,700 Multi Academy Trusts in England. Highlighted as a leading diocesan Trust and a model of good practice by the Department for Education in 2016, the trust is now home to eighteen academies spread across the Diocese of Coventry. This scale makes us one of the top 150 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 4,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development for ambitious people, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme. In addition, there is a superb package of employment benefits, including access to the Cycle to Work Scheme, membership offers and retail discounts.

We are proud to tell people that an academy has never dropped an Ofsted grade under our management and our most recent SIAMS inspection resulted in an “excellent” judgement. But we are not standing still and you would be joining the trust at an important stage in our development. We are on the verge of another period of growth, we are reviewing our school improvement offer and our central support structure, and our pupil numbers continue to rise.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

Michael Cowland, CEO

Our Diocese

Church schools in the Coventry Diocese, work in partnership with their local Church to worship God, make new disciples and transform communities, whilst delivering excellent education. The schools' team at the Diocesan Board of Education support and equip local partnerships between schools, governors, parishes and clergy by:

- 'Championing the role of the Church in Education;
- Protecting and developing the historic Church investment in education;
- Promoting the establishment of new Church schools;
- Enabling Flourishing for all in Church School communities;
- Facilitating creative and flexible partnerships between schools;
- Encouraging collaboration to ensure excellence and distinctiveness across the family of Church schools;
- Supporting the professional development of staff, governors, clergy and church workers;
- Support the process of Academy conversions;
- Providing pastoral support to school leaders and governors

April Gold, Diocesan Director of Education

The distinctiveness and effectiveness as a Church of England school are outstanding

The excellent care and nurture by all staff to enable every child to reach their potential reflects the school's core faith values.

Collective worship is central to the life of the school and because of its relevance supports both children and adults in their faith journeys.

Religious education (RE) contributes effectively to the spiritual, moral, social and cultural development of each child.

Dedicated Christian leadership by staff and governors inspires every person in school to aspire to be the best they can be.

SIAMS Inspection, 6 July 2015, grade: Outstanding

'I believe that schools are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.

The Diocese is proud of its Church of England Schools which educate about 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working in the values of Jesus Christ every day. Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

Bishop Christopher



Our Academies



St Laurence's CofE Primary School
Old Church Road
Coventry
CV6 7ED



St Oswald's CofE Academy
Addison Road
Rugby
CV22 7DJ



St Bartholomew's CofE Academy
Bredon Avenue, Coventry
CV3 2LP



St Michael's CofE Academy
Hazel Grove
Bedworth
CV12 9DA



Queens CofE Academy
Bentley Road
Nuneaton
CV11 5LR



Leamington Hastings CofE Academy, Birdingbury Road Hill,
Leamington Hastings, Rugby
CV23 8EA



Stretton CofE Academy
Stretton Avenue
Coventry
CV3 3AE



Leigh CofE Academy
Plants Hill Crescent
Tile Hill, Coventry
CV4 9RQ



St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF



Salford Priors CofE Academy
School Road
Salford Priors, Evesham
WR11 8XD



Harris CofE Academy
Harris Drive
Overslade Lane, Rugby
CV22 6EA



All Saints CofE Academy LW
Warwick Road
Leek Wootton, Warwick
CV35 7QR



St Nicolas CofE Academy
Windemere Avenue
Nuneaton
CV11 6HJ



Burton Green CofE Academy
Hob Lane
Burton Green, Coventry
CV8 1QB



Studley St Mary's CofE Academy
New Road, Studley
B80 7ND



Long Itchington CofE Academy
Stockton Road
Long Itchington, Southam
CV47 9QP



St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ



Southam St James CofE Academy
Tollgate Road
Southam
CV47 1EE



Central MAT Office
The Diocese of Coventry Multi
Academy Trust
The Benn Education Centre
Craven Road
CV21 3JZ



All Saints Bedworth CofE Academy & Nursery
Off the Priors, Mitchell Road
Bedworth
CV12 9HP

Finance Manager

Job Description

KEY PURPOSE

- To assist in the provision of a comprehensive financial support service to the school
- To contribute to the achievement of the educational vision of Harris CofE Academy through efficient and effective strategic planning and management of the school's financial resources
- To promote the highest standards of financial probity and value for money within the Academy

ACCOUNTABILITIES

The appointee will be line managed by the School Business Manager.

PRINCIPLE RESPONSIBILITIES

- To support the strategic decision making through providing accurate and timely financial analysis and forward planning, as requested by the Business Manager
- Maintain a financial plan to identify trends and requirements.
- Evaluate information and consult with the Business Manager to produce a realistic and balanced annual budget for approval by the Multi Academy Trust

Financial Resource Management and Reporting

- To prepare monthly financial reports for presentation to the Business Manager within agreed timeframe
- To prepare appropriate monthly budget monitoring reports for all budget holders
- Identify and inform the Business Manager of the causes of significant variance and take prompt corrective action
- To oversee communications with Payroll Services, Teachers Pensions and Local Government Pension Scheme and other service providers to ensure all aspects of employer and employee contributions and deductions are full and accurately addressed;
- To oversee the preparation of all invoices and collection of fees and other dues;
- Ensure the Academy receives value for money

Accounting and Governance

- Meet financial regulations of Academies, by ensuring we follow the set processes laid out by the Multi Academy Trust.
- Maintain systems and procedures that ensure financial transactions are recorded and reported accurately. Follow appropriate accounting procedures to ensure the effective operation of financial controls with the Academy
- Prepare and maintain Academy risks register. Prepare statement of internal controls annually or as required

- Maintain asset register
- Ensure the Academy meets all its financial obligations
- Liaise with auditors and facilitate all audit arrangements, implement audit requirements as they affect all financial activities at the Academy

Human Resource Administration

- Prepare annual costed staffing plans to inform accurate budget planning
- To have oversight of all HR matters relating to salary, pension and HMRC queries
- To oversee and co-ordinate the financial work of the Academy finance team and make arrangements for their appropriate training and development
- To be responsible for the appraisal of the Academy Finance Team
- To ensure school policies are fully implemented across the Finance Team

Income Generation

- Liaise with funding agencies to secure additional funding for the Academy
- Identify potential funding opportunities, agencies, government initiatives etc and ensure income generation from both diverse and obvious sources
- Work with the Business Manager to maximise income generation and financial growth

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Finance Manager will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.

- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

| | | Essential | Desirable | Application | Interview Process | References |
|---|--|-----------|-----------|-------------|-------------------|------------|
| Qualifications and Training | | | | | | |
| 1 | Qualified AAT Level 4 or part qualified with relevant experience | ✓ | | ✓ | | |
| 2 | Minimum of 5 GCSE's at Grade C or above) including Maths and English | ✓ | | ✓ | | |
| 3 | Management Qualification | | ✓ | ✓ | | |
| Professional Knowledge, Experience and Understanding | | | | | | |
| 1 | Experience of financial work | ✓ | | ✓ | ✓ | ✓ |
| 2 | Experience of Microsoft Office packages | ✓ | | ✓ | | ✓ |
| 3 | Experience of working with others to meet common goals | ✓ | | | ✓ | ✓ |
| 4 | Experience of working in a secondary school education setting | ✓ | | ✓ | | |
| 5 | Experience of PSF | | ✓ | ✓ | | ✓ |
| 6 | Experience of procedures relating to child protection and safeguarding | | ✓ | | ✓ | ✓ |
| Skills and Attributes | | | | | | |
| 1 | Able to form and maintain appropriate relationships and personal boundaries with children and young people | ✓ | | | ✓ | ✓ |
| 2 | Ability to maintain strictest confidentiality and integrity at all times | ✓ | | | ✓ | ✓ |
| 3 | Excellent data input skills | ✓ | | | ✓ | ✓ |
| 4 | Methodical approach to tasks with a key emphasis on accuracy | ✓ | | | | ✓ |
| 5 | Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload | ✓ | | | ✓ | ✓ |
| 6 | Ability to organise, lead and motivate other staff | ✓ | | ✓ | ✓ | ✓ |
| 7 | Ability to plan and develop systems | ✓ | | | ✓ | ✓ |
| 8 | Ability to cultivate positive and effective relationships to encourage the best possible outcomes | ✓ | | | ✓ | ✓ |
| 9 | Ability to work under pressure and meet deadlines | ✓ | | | ✓ | ✓ |
| 10 | Ability to deal with problems in a positive and systematic manner | ✓ | | | ✓ | ✓ |
| 11 | Excellent communication, presentation and interpersonal skills | ✓ | | ✓ | ✓ | ✓ |
| 12 | Excellent negotiation skills | ✓ | | | ✓ | ✓ |
| 13 | Ability to be flexible in order to create effective solutions | | ✓ | | ✓ | ✓ |
| 14 | Full working knowledge of relevant policies/code of practice | | ✓ | ✓ | ✓ | ✓ |
| 15 | Ability to adhere to working procedures and policies within the school environment and awareness of relevant legislation | | ✓ | ✓ | | ✓ |
| Personal Qualities | | | | | | |
| 1 | Ability to use judgement and common sense | ✓ | | | ✓ | ✓ |
| 2 | Excellent personal organisation and self motivation | ✓ | | | ✓ | ✓ |
| 3 | Commitment | ✓ | | | | ✓ |
| 4 | Reliable and trustworthy | ✓ | | | | ✓ |
| 5 | Flexible approach to work | ✓ | | | | ✓ |
| 6 | An enthusiasm for challenge, development and innovation | | ✓ | | ✓ | ✓ |

I **(name)** hereby confirm that I have received a copy of the Job Description for the post of **Finance Manager**

Signed Date