



Finance Manager

At

Duke's Aldridge Academy

Recruitment Pack

Aldridge Education Information

Aldridge Education is a charitable trust whose entrepreneurial community schools help young people to reach their potential. The Trust was established as a national multi-academy trust by the Aldridge Foundation in 2016, taking over responsibility from the Foundation for its family of non-selective academy schools and colleges, some of which are part of the multi academy trust whilst others are currently independent Trusts sponsored by Aldridge Education.

An exciting opportunity at Duke's Aldridge Academy...

Duke's Aldridge Academy is based in North London, enjoying a rich mix of culturally diverse pupils drawn from one of London's most ethnically vibrant wards. This socio-economic profile shields a positive and vital aspect of our school's community. The school's specialism is for the arts (music, media and art). The school is fully integrated with the secondary base of the Vale Special School for children with physical disabilities and complex needs, which share the campus and buildings.

Staff at Duke's Aldridge Academy are extremely hard working and committed and great emphasis is placed on common goals and teamwork. There is a strong philosophy of continuing professional development and 'raising the bar' for students and staff. Teaching and non-teaching staff are valued equally for their contribution to the success of the school.

An exciting opportunity has arisen for a talented and aspirational Finance Manager to join the Finance Team based at Duke's Aldridge Academy. The post holder will play a key strategic position as part of the Senior Leadership Team, overseeing the school's finances, working closely with the Local Governing Committee, Academy Principal and Trust's Chief Operating Officer.

You will have a proven track record of financial management and be focussed on:

- Contributing to the strategic direction of the school
- Lead and support the school's finance function
- Lead the schools three year budgeting process
- Preparing detailed monthly management accounts to support decision-making and financial planning, as well as proactively managing variances that may arise
- Maximise revenues from sales and purchases, sponsorship, fundraising, lettings and business activities, without compromising the educational activities and learning environment for students
- Deal with all personnel matters relating to salary, pension and HMRC queries
- Supporting the Trust's Commercial Director in forming and enhancing business partnerships
- Supporting and implementing initiatives to the benefit of the wider community

Candidates will ideally have a professional finance qualification and experience of effective leadership. The ability to plan, work under pressure and balance a variety of stakeholder demands is crucial. An organised and meticulous approach to your work, as well as being a strong communicator and team player will be invaluable.

This is a marvellous opportunity for colleagues who wish to progress their careers, working in an ambitious school and Trust. I hope that you are encouraged to seek appointment to the staff of our school. I look forward with interest to receiving and reading your application. Should you wish to visit the school, please contact Ms Sonia East, sea@dukesacademy.org.uk or 0208 275 4803.

In completing your application please note the details of the application process and the closing date in the pack. If you have not heard from us by the interview date stated in the applicant's information sheet, I am sorry to say that your application will have been unsuccessful on this occasion.

I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'M. Duncan', with a long, sweeping underline that extends to the right.

Monica Duncan

Duke's Aldridge Academy

Principal

Job Description

Finance Manager at Duke's Aldridge Academy

Reports to:	Principal and Chief Operating Officer (COO)
Contract:	Permanent
Indicative salary:	c£45k to £50k depending on experience
Location:	The post is based at Duke's Aldridge Academy

Purpose of the Job

To provide strategic and financial leadership to the school in support of its priorities and to ensure a strong financial control environment, in terms of the control systems, practices and ways of working. To ensure the school and trust is provided with accurate financial information that will enable effective decision-making and financial planning.

Main duties and responsibilities

1. Strategic and Organisational Leadership

- As a key member of the senior leadership team, to contribute to the schools' strategic development.
- Work closely with the COO and Principal
- Build and maintain excellent relationships with Local Governing Committee (LGC) members, key stakeholders and other partners.
- Act at all times as an ambassador for the school.

2. Finance

- Lead the annual and three-year budgeting process for the school, working closely with the Principal and COO, operating under national guidance.
- Prepare monthly management accounts for the school, LGC and Trust, including forecasting, monitoring and variance analysis.
- Support the Principal in taking action to address planned and unplanned financial variances
- Ensure that school, LGC and Central Team are provided with accurate, timely, complete and reliable financial information that can support them in their monitoring role and in decision-making.
- Responsible for the schools' finance staff and the finance function in terms of finance transactional processing, management of debtors and creditors, cash and banking and reconciliation of control accounts etc. for the school,
- Ensure the month end processes are completed to financial timetable provided by the central team.
- Take responsibility for ensuring that the Academies Financial Handbook, Scheme of Financial Delegation and other Financial Regulations are complied with at all times in the school.
- Ensure the schools' assets are properly recorded and safeguarded.

- Oversee the preparation and reconciliation of the schools' monthly payrolls, liaising with the trusts payroll provider for the school and dealing with ad-hoc pay and pension queries that arise.
- Support the year end process, internal and external audits that take place throughout the year.
- Provide the central team with financial relation to enable completion of trust financial returns.
- Liaise with the Trust's Commercial Director to ensure that income revenues are maximised and that cost savings are realised through improved procurement.

3. Legal and Compliance

- Maintain the risk register for the school and to ensure that material risks are brought to the attention of the Director of Governance and Compliance.
- Deliver actions arising for the school from internal and external audit reviews.
- Ensure that actions arising from local governing committees and central team are implemented insofar as they impact on the school.

4. Communication

- Act as the lead contact for communications between the school and the rest of the Trust;
- Be proactive in communicating intelligence to colleagues on developments affecting the school and trust.

5. Any other duties

- Comply with the school and trust policies at all times
- Undertake any other duties as required by the COO and/or Principal.

Person Specification: Finance Manager

Attributes E= Essential D= Desirable	E/D	App Form	Interview
Knowledge			
Knowledge of academy financial controls and regulations	D	Y	Y
Knowledge of school business management	D	Y	Y
Knowledge of risk management processes	D	Y	Y
Skills/Abilities			
Strong influencing and relationship building skills	E	Y	Y
Excellent communication skills, both orally and in writing to a range of audiences	E	Y	Y
Strong organisational and planning skills and ability to work to tight deadlines	E	N	Y
Ability to interpret complex data and report and act upon it	E	Y	Y
Excellent ICT skills, including Microsoft Excel	D	Y	N
Experience			
Experience of managing finance staff and function	D	Y	Y
Experience of working flexibly in an environment of constant change	E	Y	Y
Experience of providing a quality service to multiple stakeholders	E	Y	Y
Qualifications			
Qualified or Part Qualified Accountant (CCAB, CIMA or overseas equivalent)	D	Y	N
Evidence of ongoing professional development	E	Y	N

The Trust is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

How to apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Applications: Please send a cover letter and CV ensuring that you demonstrate how your experience and skills make you suitable for the position by close of play **26th June 2019**.

Shortlisting: We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff. We carefully check all applications for anomalies. Candidates who best meet the person specification will be invited to an interview. Interviews and associated assessment activities are likely to be conducted week **beginning 8th July 2019** at Duke's Aldridge Academy.

References: We request references for all candidates who are invited to interview. Please inform us if we should not contact your referees before interview. Your first referee should be your current or last employer.

Interview Process: The interview will consist of assessment activities and a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

Final Selection: Following the assessment activities and formal interview, we will use the person specification as a guide to select the most suitable candidate for our Trust. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment: We will make a verbal offer of employment by telephone within 48 hours of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Probationary Period: The post is subject to a six-month probationary period. On successful completion of probation, the post will become permanent.

Timeline:

Closing date: **26th June 2019 - (close of play)**

Interview: **Week beginning 8th July 2019**

Please return your CV and cover letter via email to: recruitment@dukesalridge.org.uk