



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Application Pack for:

Head of Finance for
The Diocese of Gloucester
Academies Trust



 DIOCESE OF
GLOUCESTER

MESSAGE FROM THE CHIEF EXECUTIVE

Dear Candidate,

Thank you for your interest in the post of Head of Finance. Due to the retirement of the current postholder, we are looking for the right person to join our dedicated, hardworking and skilled team to continue to drive our organisation forward.

The role is part of the Executive Leadership Team of the Trust, along with the Deputy CEO and the Head of Business and Finance, and is a key role within the organisation. The role is based in 3 College Green in the grounds of Gloucester Cathedral.

Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing MAT and I am sure that you will find we have much to offer you. There are currently seventeen primary schools within the Trust, including sixteen church schools and one community school. Fourteen of the seventeen schools within the Trust are rated as at least 'good' by Ofsted, with one, as a new Free School, yet to be inspected. Secondary provision will be added to the Trust in due course.

I hope the background information enclosed with the job description and person specification will provide you with a helpful context for this role. You may also find our website a useful source of information www.dgat.org.uk

This post offers an exciting opportunity for an outstanding, confident and experienced professional. I look forward to hearing from you.

Yours sincerely



Rachel Howie
Chief Executive



THE VISION OF THE DIOCESE OF GLOUCESTER ACADEMIES TRUST

Our vision is to be:

- * Authentically Christian.
- * Boldly passionate about excellence in learning.
- * Relentlessly driven in our aspiration for everyone.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our core principles

These underpin all we do and all the decisions we take.

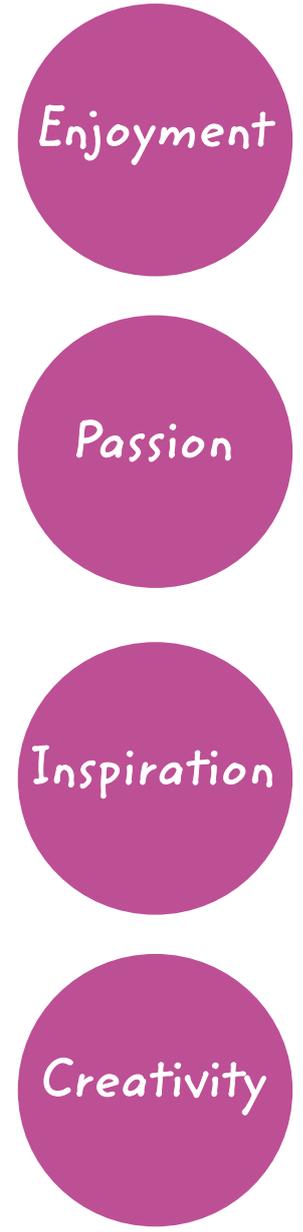
- * We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish.
- * Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity.
- * We act with integrity; we are open to challenge and we are reflective about our practice.
- * We treat everyone with dignity and respect.
- * Through collaboration, in a nurturing community, we grow, learn and achieve.

A picture of who we are

As a Trust set up by the Diocese of Gloucester Board of Education, all we do is steeped in both the National Church of England Vision for Education: Deeply Christian – Serving the Common Good and the diocesan LIFE vision.

Deeply Christian - Serving the Common Good is permeated by four core elements WISDOM, HOPE, COMMUNITY, DIGNITY. Our work is rooted in these elements and in all our schools these will be evidenced through our decision making, our relationships, our communications and our learning.

Together the Trust Board, central staff and our school communities are united in enabling children and staff to grow, flourish and succeed in an environment of educational excellence.



Enjoyment

Passion

Inspiration

Creativity



SEEKING AN OUTSTANDING COLLEAGUE

We are seeking to appoint a Head of Finance for this successful and growing academy trust. This is an exciting opportunity to make a significant contribution to the work of the Trust, joining a skilled, dedicated and supportive central team to enable the children in our academies to flourish and succeed.

The successful candidate will be responsible for strategically planning, implementing, reviewing and reporting on all aspects of finance across the Trust. This role drives, both strategically and operationally, the support, advice and guidance that enables the academies to succeed and ensures the consistent delivery of DGAT's principles and values. It is a key position within the Trust.

The successful applicant will be based in the DGAT offices at 3 College Green, Gloucester.

The post is offered at a salary of £50k (pro rata).

This is a part time (0.6FTE), all year-round post and is required for September 2020 or as soon as possible after this date.

Further details and an application form can be downloaded from the vacancy area of the Trust's website www.dgat.org.uk.

If you would like an informal conversation with Rachel Howie, Chief Executive Officer about the role please contact Emma Anderson, Executive Assistant - eanderson@glosdioc.org.uk

The closing date for applications is 12 noon on 30 July.

Interviews will be held the week beginning 17 August.



OUR FINANCE OFFER TO SCHOOL

The Trust provides a wide range of support to its family of academies. The financial offer is outlined below:

- * Challenge and support to Headteachers and governing bodies with regard to establishing long term (3 year) financial forecasts.
- * Bespoke finance package, including all annual finance software licences and budget setting software.
- * Ongoing training and support on all financial software, procedures and reporting by a dedicated member of the central team.
- * Termly school business manager and finance staff forum.
- * Practical support with budget preparation and management, including monthly or bimonthly budget meetings with the Principal.
- * Regular updates and briefings on all financial and business-related matters, including, for example, changes to national pay scales and National Insurance rates.
- * Management of all month end procedures and submissions, including VAT returns.
- * Preparation of monthly reports to Principals, Local Governing Body and the Trust.
- * Administration of the Local Government Pension Scheme and Teachers' Pension Scheme, including completing annual certificates and audit administration.
- * Management of procurement, best value and contract negotiations.
- * Applications for additional grants and funding, as opportunities arise.
- * Preparation and filing of annual Statutory Accounts for the Trust.
- * Regularity audits.
- * Preparation and submission of the Statement of Recommended Practice (SORP) – charity accounts.
- * Administration for all actuarial valuations.
- * Completion and submission of all reports required by the Education and Skills Funding Agency (ESFA) and Department for Education (DfE), including budget forecasts.
- * Compliance checks on all financial and business functions.
- * Setting up and maintaining all bank accounts.
- * Membership to the Gloucestershire Association of School Business Managers.
- * School business management forum.
- * Central finance function.
- * Administration and subsidy of the apprenticeship levy.



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Head of Finance

Responsible to: The Directors of Diocese of Gloucester Academies Trust (DGAT)

Reporting to: Chief Executive Officer

Responsible for: The finance functions of the Trust
Line managing business/finance leads

Contract type: Part-time, permanent (0.6FTE)

Reviewed: Annually

OVERALL PURPOSE OF THIS POST

The overall purpose of this post is to support the work of the Trust in executing the financial priorities for the organisation in order to achieve outstanding educational outcomes for pupils in its academies.

MAIN RESPONSIBILITIES

General

- * To fulfil the role of Chief Financial Officer for the Trust ensuring the presentation of coherent, understandable and accurate financial information to a range of audiences including CEO, Directors, auditors, the Department for Education (DfE) and the Education Skills and Funding Agency (ESFA).
- * To ensure the financial sustainability of the MAT.
- * Ensure that the MAT's resources are managed efficiently, ethically and professionally.
- * Maintain a secure overview of the management of all financial issues within each of the MAT's academies, providing financial assistance to the Chief Executive Officer (CEO) and Board of the MAT.
- * To ensure compliance with all relevant financial standards and procedures including Funding Agreements, Academies Financial Handbook, public sector guidance and internal control frameworks including the Trust's finance policy.
- * Keep the CEO and the board up-to-date with the latest funding changes, company law, statutory guidance and all matters relating to the financial strategy of the MAT.
- * Uphold good governance and ethical behaviour, including good accounting practices and internal control systems.
- * Develop and implement strategies for maximising the MAT's current finances.
- * To support the CEO in planning strategically for the future.

- * Model the financial impact of any proposed operating models, particularly those as a result of expansion or changes in funding.
- * To advise of risks associated with financial activities of the Trust.
- * To liaise and respond to financial queries from the external bodies, auditors, governors, staff and other agents on behalf of the Trust's staff.
- * To ensure financial information is accurately kept up to date and monitored in accordance with procedure.
- * Promote financial awareness throughout the Trust.
- * In collaboration with the Head of Business and Operations address high spend areas by developing a trust-wide procurement strategy to look at reducing costs at school level.
- * To work with the Head of Business and Operations to ensure a comprehensive fixed asset register is in place and meets external audit requirements.
- * To be responsible for benchmarking financial data within and beyond the Trust.
- * To represent the Trust with external agencies.
- * To identify and secure any additional funding streams relevant to the work of the Trust.
- * To contribute to centralised training, forums and e-bulletins.
- * Prepare financial appraisals of new projects.

Statutory compliance

- * To be responsible for the initiation and strategic leadership of audit and preparation of year end accounts, liaising with external auditors as required in relation to the timely and accurate provision of information and the scheduling of activities.
- * To be responsible for the timely completion of all other statutory and ESFA returns.
- * To oversee the preparation and submission of the necessary documentation for the recovery of VAT.
- * To work with the Head of Business and Operations to ensure a comprehensive fixed asset register is in place and meets external audit requirements.

Systems, Controls and Reporting

- * To oversee the maintenance and updating, as appropriate, Trust documentation e.g. financial policies.
- * Co-ordinate the use of the computer based financial and management accounting system and budgeting tool for the Trust and each school to ensure effectiveness, efficiency and accuracy.
- * Ensure compliance with approved financial procedures and further develop financial controls.
- * Manage the central accounting role, ensuring that efficient income and payroll controls are in place and adhered to.
- * To act as point of contact with the Trust's Internal Assurance provider / Audit Committee during the course of the year, ensuring that inspection visits are timetabled across the Trust, that information is provided as required and that any recommendations for improvements to practice are implemented.
- * Maintain the Trust's risk register.
- * To manage project cost tracking, including the provision of regular and ad hoc reports.
- * To work alongside the CEO and appropriate Trust board committees to determine key targets for budget setting and spending levels for all academies within the Trust.

- * Maintain appropriate and accurate financial records.
- * To ensure month end procedures, systems and process are timely, effective and efficient ensuring an effective system of variance analysis is in place.
- * To authorise BACS payments for academies and the central office, as appropriate.
- * To work with the project consultants to ensure that financial due diligence is completed for academy conversions and sponsorships and make recommendations to the CEO.
- * Develop and implement financial policies and procedures across the MAT in order to streamline functions and ensure efficiency including the use of financial software.
- * Recommend any improvements to systems and practices.
- * To prepare monthly management accounts of the Trust, for submission to the Audit and Finance Committee, investigating any material variances and reporting the position to the CEO, monitoring the financial health of academies within the Trust.
- * Write the annual report and prepare the consolidated financial statements in the specified format for auditing by external auditors.
- * Ensure all forms and returns required by the ESFA are prepared and submitted in the specified format and filed before the deadline.

Line management

- * To line manage the trust's central finance team taking responsibility for the strategic development of systems, reporting and training across the Trust.
- * Provide high quality financial knowledge to the Business Leads on all aspects of finance.
- * To oversee the work of the Finance Assistant with relation to teachers' and support staff pensions administration, ensuring monthly and yearly returns are completed as required.

Other Responsibilities

- * To support the overall Christian ethos of the Trust.
- * To be aware of and comply with Trust policies and procedures reporting all concerns to the CEO.
- * To operate always as a lead professional for the Trust, modelling professional behaviour demonstrating high expectation of self and others.
- * Participate in appraisal arrangements and undertake training and CPD where appropriate.

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post and whenever reasonably instructed.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications and knowledge	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Hold a degree or equivalent qualification in a finance related discipline. • Be a qualified accountant. 	<ul style="list-style-type: none"> • Chartered or Certified Accountant.
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> • Working at a senior level with financial management systems. • Leading and managing budgets. • Designing and implementing financial management processes and controls. • Managing procurement and contracts. • Generating income and preparing bids. 	<ul style="list-style-type: none"> • Experience of working in an educational setting. • Understanding of academies • Experience of obtaining additional funding. • Experience of working with external auditors and agencies. • Managing and working in an organisation which operates across multiple sites.
Knowledge and Skills	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Up-to-date knowledge of accountancy and professional codes of practice. • Advanced knowledge of statutory requirements and funding strategies regarding the education sector. • Proven awareness and respect for the highly sensitive status of information and its confidentiality. • The confidence to challenge opposing views by presenting robust arguments and reasons for the contrary view. • Excellent written and verbal communication skills. • Interpret complex financial information and statute, and devise policies and procedures in light of these. • Work as part of a team as well as work independently. • Manage projects and lead a group. • Efficiently collate and analyse data. • Effectively demonstrate a high level of computer skills. 	<ul style="list-style-type: none"> • An ability to motivate colleagues. • An ability to identify commercial opportunities to maximise income.

ESSENTIAL

DESIRABLE

Personal Qualities

The successful candidate will have:

- Excellent analytical and problem solving skills.
- An understanding of the principles and practice of risk management.
- Excellent time management and organisational skills with attention to detail.
- High expectations of self and professional standards.
- The ability to develop and maintain successful working relationships with other colleagues.
- A willingness to work outside of the timetabled day, where necessary.
- High levels of drive, energy and integrity.

The successful candidate will be:

- Able to promote good behaviour consistently.
- Able to plan and take control of situations.
- Able to work flexibly, attending and contributing towards meetings and training outside of their specified work hours.
- Friendly and approachable.
- Capable of handling a demanding workload and be able to successfully prioritise work.

Additional requirements

- This post is subject to a DBS check.
- Excellent and unequivocal references.
- Full driving license.

For any queries please contact: Emma Anderson, eanderson@glosdioc.org.uk

Closing date for applications: 12 noon, 30 July 2020

Interviews: Week beginning 17 August 2020

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

WE ARE WORKING FOR EQUALITY IN EMPLOYMENT



The Diocese of Gloucester Academies Trust,

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Registered Office: 3 College Green, Gloucester, GL1 2LR.
Registered in England, Company Number 08149299.