



Director of Finance – Leadership point L12 £58,688 p.a. A Bolder Future Awaits – Senior Leadership Application Pack

Thank you for considering Bolder Academy as the next step in your career. I hope this brief letter explains what we are about and why it is an exciting place to choose to work.

We are seeking to recruit a suitably qualified and experienced Director of Finance with exceptional communication skills and with a determination to make a difference to the lives of everyone, from students to staff. You will take an executive lead in the development and growth of our Academy, setting up the finance and operational structures and ensuring the most effective management of the site and associated staff.

Working with the Headteacher and Governors, the post holder will lead on the Academy's financial matters; including preparing an annual budget for the Board and managing day to day operational spend. The post holder will provide specific expertise in long-term financial management ensuring that all requirements of the Department for Education (DfE) and Education Funding Agency (EFA) are met. You will ensure compliance with financial procedures, including the purchasing of services, the preparation and monitoring of the Academy budget and ensure that the Academy complies with our statutory obligations.

Bolder Academy is a relatively new, mixed, non-denominational school which opened in September 2018. Set up by primary and secondary Headteachers in the London Borough of Hounslow to meet the demand for extra school places, we are a strong part of the community. Our student cohort this academic year are Years 7 – 10 and we are continuing to build the school, which will include our new Sixth Form, over the next three years. The opportunities to be part of the Academy's history and to create a school that truly stands apart are significant: shaping the curriculum, sparking enthusiasm and excitement for academic learning and enrichment. We have recently moved into our brand new, purpose-built accommodation with fantastic facilities and extensive outside grounds.

Extraordinary partnerships have been formed with key local businesses, such as Sky, resulting in a 'bold' education: a traditional, highly academic curriculum combined with brilliant extra-curricular opportunities.

We know every Bolder student and their family exceptionally well; strong relationships and great communication is the Bolder way.

Bolder Academy offers our students and our staff to shine brighter, to be bolder.

I look forward to meeting with you,

A handwritten signature in black ink, which appears to read 'H Swidenbank', written in a cursive style.

Heidi Swidenbank
Headteacher



The Bolder Way and You

Bolder Academy is an exceptional place to work. We know that by joining the team, at this stage, a Bolder future truly awaits you.

You

Creativity, innovation and imagination are at the heart of everything we do. We know that this can only be achieved if we look after our staff, you.

We will support you to be courageous and try new things, question traditional ways of 'doing school', and encourage you to grab opportunities and take risks. We'll support you every step of the way.

We want all our staff and students to find their voice and express themselves.

Our commitment to you:

Career Progression: We are ambitious not only for our students but for our staff. We aim to provide all our staff with the experience and skills needed for you to progress your chosen career path. You will make an impact, you will make a difference, you will contribute to the creation of Bolder Academy.

Professional development, coaching and mentoring: Bolder's professional development budget and the opportunities on offer are substantial. Each member of our staff can choose to be coached and mentored, allowing you to develop skills, career goals in areas of most interest to you.

Working environment: Our state of the art building, opened in summer 2021, provides the perfect environment for all to learn, teach and succeed.

Wellbeing: We provide staff with an employee assistance programme with the recognised charity Education Support, providing free and confidential support 24 hour/365 days a year. Bolder also offers free annual flu jabs, a wellbeing day for staff, a 'Cycle to Work' scheme, Occupational Health, use of our modern and well equipped fitness suite and an early finish on Fridays!

An easy commute: We are close to both the M4 and A4 and just a 5 minute walk from Syon Lane mainline station, or 10 minutes from Osterley Tube station on the Piccadilly line. Buses H91, H28 stop close by and buses 267, 237 and 235 are a within a short walk.

The Bolder Application

"We need a different kind of education, one that combines deep thinking (head); growth, character and dialogue (heart); and an ability to solve problems, generate ideas and engage in the world (hand). School should be, above all else, a place of learning in all its expansive complexity: learning how to think, learning how to live, learning how to create." Peter Hyman, School 21

Creating a different kind of education, a bold future, for our staff and students, requires a certain type of teacher. Undeterred by the teacher recruitment crisis, we know what we are looking for.



Our vision is one of excellence and ambition which is built on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness, and brilliance.

As a member of staff, you will play an integral part in developing the Academy's culture. You will be responsible for promoting our vision, developing and embedding our values, turning the words on our page into reality.

Details of the job description and the job specification are attached. It is important that you address the points in the job specification in your application form.

Further information about the Academy can be found on our school website www.bolderacademy.co.uk

To apply, please click on the 'Apply' button on our Guardian Jobs listing to fill out an online application form. Alternatively, please complete the teaching application form which can be found on the website: www.bolderacademy.co.uk/vacancies

If you do have any questions or you would like a Word.doc version of the application form, please email vacancies@bolderacademy.co.uk

Bolder is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to safeguarding undertake online training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS). Two references will be sought for every candidate that is called for interview.

Bolder is an Equal Opportunities Employer.

Timeframe for Recruitment

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| Closing date for applications | <p>We will shortlist and interview as we receive applications but please apply before the deadline of 2nd February 2022</p> <p>Interviews will be held according to application and we will consider interviewing early if we receive a strong application.</p> <p><i>Please note that we do not accept CVs and agencies need not apply.</i></p> |
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Job Description: Director of Finance

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| Line Manager: | Headteacher |
| Posts directly supervised: | TBC |
| Salary | Leadership point 12 - £58,688 p.a. |

Specific Responsibilities

Leadership and Strategy

- Contribute to the strategic direction of the Academy;
- Ensure strategic planning for the development and maintenance of the Academy's premises and estate to meet current and future needs;
- Promote and market the Academy to a variety of audiences to raise the profile with the local community and to seek sponsorship.

Financial Management and Compliance

- Prepare and submit statutory financial statements and annual returns;
- Prepare an annual budget within a five year financial plan for approval by the school Governing Body;
- Prepare monthly management accounts, forecasts and other financial and non-financial reports of the Academy, presenting reports to the Board and its sub committees;
- Ensure that the financial and management accounting systems for the Academy are up to date and support all accounting and reporting needs;
- Prepare reports and returns as requested/required on payroll payments made including PAYE, expense payments, National Insurance, pensions, third party and any other relevant payments;
- Liaise with auditors and facilitate all audit arrangements;
- Research and complete funding bids to external bodies including Government departments to maximise resources;
- Ensure the arrangements for appropriate insurance cover for the Academy, and deal with all claims;
- Report on all financial and compliance matters to the Board, Headteacher and Senior Leadership Teams as required.

Human Resources

In conjunction with the HR Lead and administration staff:

- Deal with all personnel matters relating to salary, pension and HMRC queries;
- Prepare annual staffing cost plans for approval by the Governing Body;
- Lead as required on review, development and restructuring of the Academy's workforce to meet needs.

Premises and Estate

To support the Business Manager to:

- Develop and maintain a strategic plan for the development and maintenance of the Academy's premises and estate to meet current and future needs;

- Ensure an effective structure of staffing and support services to monitor and manage the effective operation and maintenance and renewal of the estate to meet operational requirements.

Procurement and Contract Management

To support the Business Manager to:

- Prepare and implement policies concerning the procurement and ordering of all supplies and services to ensure best value for money.

Health and Safety

To support the Business Manager to:

- Provide competent health and safety advice and support to the Governing Body and Headteacher.
- To advise and assist the Governing Body in the discharge of its legal duty by:
 - Ensuring familiarity with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and any other health and safety legislation and codes of practice which are relevant to the work of the Academy;
 - Taking all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met;
 - Periodically assessing the effectiveness of the Academy's Health and Safety policy and ensuring that any necessary changes are made and brought to the attention of the Board
- Monitoring the effectiveness of health and safety management in the Academy through appropriate level meetings and periodic practical reviews
- Ensure a structure of reporting is in place at all levels, including governance, to ensure ongoing accountability, attention to maintaining high standards of Health and Safety practice and detecting, reporting and acting on any problems that arise.

General Requirements

- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to the Headteacher;
- Ensuring compliance with the Academy's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity;
- Undertaking such other duties as reasonably correspond to the general character of the post and commensurate with being a member of Senior Leadership Team.

Person Specification: Director of Finance

| Qualifications and training | Essential | Desirable | Evidence |
|--|------------------|------------------|-----------------|
| A degree qualification at 2:1 or higher | X | | A |
| Accountancy qualification: ACA, CIMA, ACCA or Professional Business Management Qualification | X | | A |
| Middle or Senior Management professional qualification in Business Management or Accountancy | | X | A |
| Experience | Essential | Desirable | Evidence |
| Senior Leadership in a public/private sector setting | X | | A,I,R |
| Three years' experience in Financial Management | X | | A,R |
| Experience of driving through organisational change | X | | A,I,R |
| Experience of developing effective administrative systems and procedures | X | | A,I,R |
| Experience of completing applications to secure funding | X | | A,I |
| Experience of project management | X | | A,I |
| Experience of producing a variety of financial reports, including detailed management accounts | X | | A,I |
| Experience of leading the review and implementation of a management information system | X | | A,I |
| Experience of forming business partnerships | | X | I |
| Abilities, Skills & Knowledge | Essential | Desirable | Evidence |
| Good knowledge of financial standards, and financial procedures and regulations in schools | X | | I,R |
| A clear understanding of HR and change processes, systems and structures needed to ensure a high quality professional environment for learning | X | | I,R |
| Ability to communicate verbally with, and write reports for, a range of stakeholders, including Governors and external agencies | X | | I,R |
| Ability to manage people effectively, setting targets for performance, monitoring the quality of delivery and outcomes | X | | A,I,R |
| Ability to prioritise conflicting demands and to thrive under pressure | X | | I,R |
| Ability to take a problem solving approach to tasks and develop well thought through, valid and financially sound solutions | X | | I,R |
| Good knowledge of what constitutes 'best value' | X | | I |

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| Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner | X | | I,R |
| Ability to use computer systems, including excel to produce tables, spreadsheets and statistical returns | X | | A,I,R |
| Ability to use management information systems | X | | A,I |
| Ability to build and maintain effective working relationships with a wide variety of people | X | | R |
| Ability to maintain strict confidentiality in all matters | X | | R |
| Willingness to keep up to date on all relevant policy and procedures | X | | I,R |
| Ability to draw upon inter-personal skills to build effective business partnerships | X | | I |
| Personal Qualities | Essential | Desirable | Evidence |
| A commitment to continuous improvement through honest self-evaluation, an acute sense of accountability and a commitment to transparency | X | | I |
| Effective communicator, able to build and sustain positive relationships with all stakeholders in the school community | X | | I |
| Commitment to the development of the Trust as a centre of excellence in the community | X | | I |
| Highest level of integrity and probity | X | | I |
| Energy, vigour and perseverance | X | | I |
| Committed to the professional development of colleagues and self | X | | I |

Key to Evidence: A = Application I = Interview R = References