



Director of Finance Vacancy

Candidate Pack



Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Oak Learning Partnership.

Our trust is a cross phase partnership which consists of primary, special and secondary schools. We have a vision to create a family of exceptional schools who transform the lives of young people. Our schools have aligned ways of working whilst still retaining their individuality. We are ambitious, supportive of one another and we look to achieve excellence in inclusive education. Inclusion is at the heart of our trust .

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it is also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humor.

If you want to make a difference to young people, want to join a trust at an exciting part of its journey, we would love to hear from you.

James F-Smith

James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk



Our Shared Principles

We expect all staff at Oak Learning Partnership to embrace our Shared Principles:



Values-Driven

We are a deep-rooted values-driven organisation and we are passionate about working with integrity and honesty, showing respect and kindness for everyone while ensuring we deliver the best education for our pupils. We understand that by creating environments with strong core values everyone thrives.

All of our schools have their own core values which are taught and lived. These are important to us as they feed into our values-rich wider trust family. We also recognise that each school's core values are an important part of their individual identities.



An Exceptional Education for All

Central to our vision as a partnership of schools is our aim to run exceptional schools which deliver excellent outcomes for all learners. We are an organisation which is a beacon for strong inclusive practice. We share a common language around the curriculum and pedagogy. Our schools tailor their approach according to their context. We provide a framework of educational support centrally which helps our schools in their improvement journey. The staffing structure allows us to be flexible in the models of support which we can offer, and we can create new models of support that work for individual schools.



Identity and Individuality

We are passionate about working in partnership as a group of schools, working together to increase capacity and creativity for all. We recognise the collective benefits that this collaborative approach brings. We are also committed to each of our schools having autonomy in many aspects of their work and we are resolute that each school will retain its own identity and protect its history. Leaders in our schools are well-supported and we understand that their autonomy and accountability are vital factors in securing the strong performance of their schools.



Our People Matter

We ensure that our people are highly valued. We are committed to developing people at all levels. Whilst experience and qualifications can be important, our priority is recruiting people who want to make a difference, who share our values and vision, and who have the right attitude. We invest in the professional development of our people, offering opportunities across our schools. We value all of our people; our passion for inclusion is reflected not only across learners but across staff and we ensure that we support their well-being.



Collaborate with Purpose

Our strength comes from our alliance of primary, secondary and special schools and we look to learn from one another. Our schools are committed to collaboration both within our group of schools and outside, and where approaches are having an impact these are shared and applied to other contexts within the partnership. Our schools actively support one another and so all benefit from the partnership. Strong central systems provide high quality support for all schools.



Focus on Impact

We concentrate on the things that work rather than merely ticking boxes. We recognise that more often than not, keeping things simple and doing them consistently well makes the biggest difference. Our centralised support around business functions allows school leaders to focus on their core purpose - delivering an exceptional education.

A close-up photograph of a young boy with short brown hair, wearing a dark blue sweater, playing a violin. He is looking down at the instrument with a focused expression. His right hand is on the bow, and his left hand is on the neck of the violin. The background is a library with bookshelves filled with books. A teal circular graphic is overlaid on the right side of the image, containing white text.

"Every day is different, with opportunities to learn new skills and work together to find solutions. It's a great place to work with a fantastic team of dedicated staff."

Member of our Pastoral Team at Oak Learning Partnership

Director of Finance

Salary: Leadership Scale 14 – 17, actual salary £61,042 – £65,699

Closing Date: 9:00am, Monday 20th March 2023

Required for as soon as possible

The trust is looking to recruit an exceptional Director of Finance to join us at an exciting point in our journey. We are positioning ourselves for growth and have ambitions to grow to over ten schools in less than five years. With this in mind, we are pitching this role at experienced Leaders who can play a vital role in supporting our Executive team which is made up of a CEO, CFO, and the Director of School Improvement.

The successful candidate will have the relevant financial experience and will delight in the opportunity to join us at the start of our growth journey and play a key role in shaping how the finance function and the organisation evolves. With that in mind we are looking for an individual who can help us manage the financial complexities of our exciting growth plans and who is comfortable with ambiguity and change.

This role will provide brilliant opportunities to demonstrate and develop your interpersonal and financial skills. You will be comfortable in exercising your personal judgement as you'll enjoy a high degree of independence and autonomy.

As the Director of Finance, you will be responsible for all aspects of finance within the trust. You will work in close co-operation with the Chief Financial Officer to implement and sustain an exemplary finance function and system of internal controls. This will be focused on ensuring good financial governance to ensure that the trust makes the best use of the resources available to it whilst remaining compliant within the regulatory framework it operates in.

This is an exciting opportunity for an exceptional and inspirational leader with financial experience. The successful candidate will have a strong business acumen, expertise and an appropriate financial qualification, experience of working with and leading high-performing teams and a clear understanding of how to run highly efficient central services in support of an organisation's mission.



How to Apply

Closing Date: 9:00am, Monday 20th March 2023

Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.

We are committed to **equality** of **opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

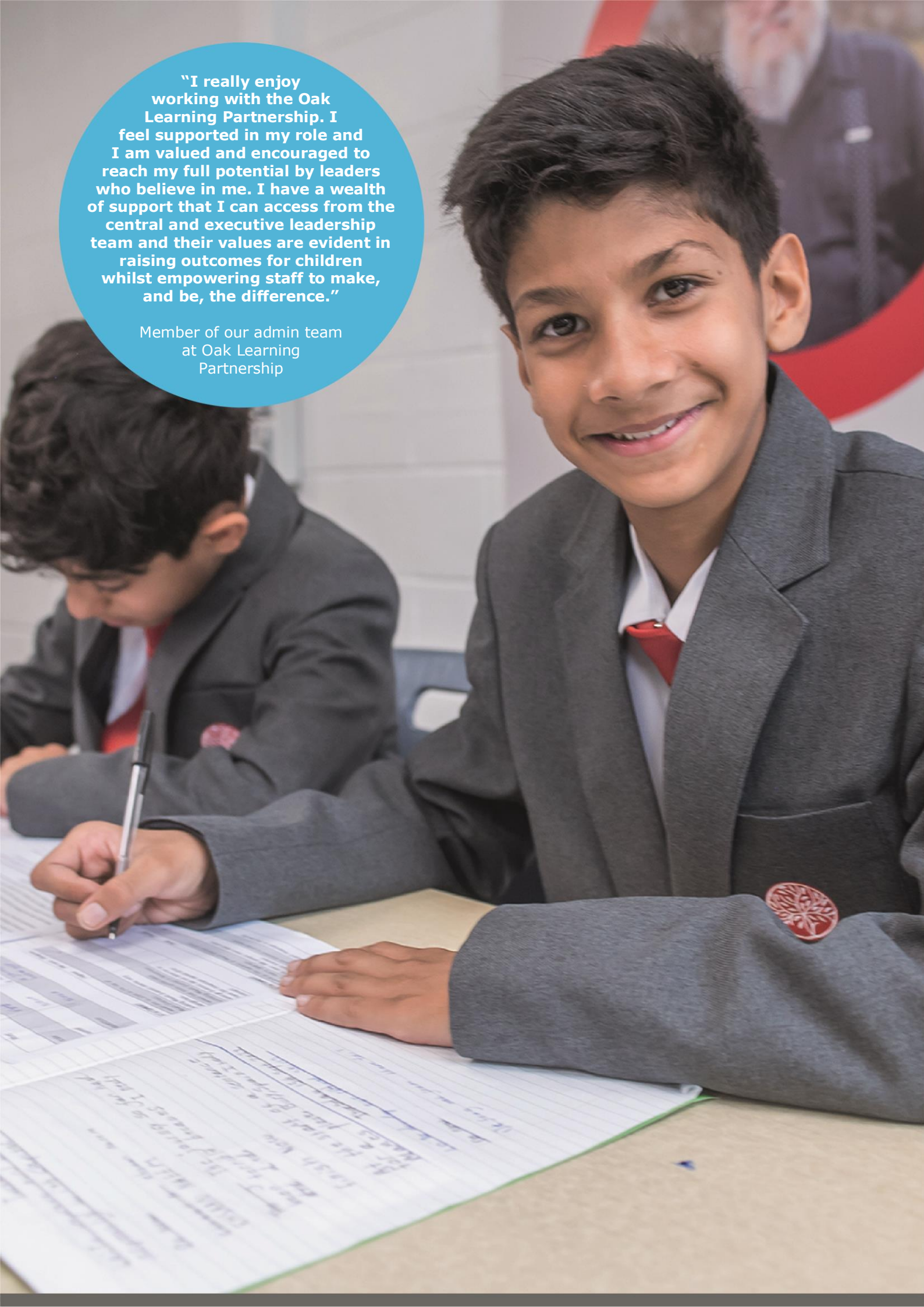
Please do not send CV's. Applications to be completed via our vacancy portal:

[Vacancies at Oak Learning Partnership \(oaklp.co.uk\)](https://oaklp.co.uk)



"I really enjoy working with the Oak Learning Partnership. I feel supported in my role and I am valued and encouraged to reach my full potential by leaders who believe in me. I have a wealth of support that I can access from the central and executive leadership team and their values are evident in raising outcomes for children whilst empowering staff to make, and be, the difference."

Member of our admin team
at Oak Learning
Partnership



Director of Finance

Salary: Leadership Scale 14 – 17, actual salary £61,042 – £65,699

Closing Date: 9:00am, Monday 20th March 2023

Job Description

Normal place of work: Central Office although you may be asked to contribute towards Trust wide projects.

Responsible to: Chief Financial Officer (CFO)

Responsible for: Finance Manager

SPECIAL CONDITIONS OF SERVICE

- Annual leave to be taken in school closure periods.
- Attendance at evening meetings may be required.
- Be prepared to offer flexibility in hours.

PURPOSE OF THE POST

- To The overall purpose of this post is to provide professional leadership and management of financial services for the trust.
- Be accountable for ensuring the provision of the financial reporting to enable the trust to achieve its aims and objectives through the effective and efficient management of its financial resources.
- To promote best practice and to ensure compliance with the financial processes and procedures set out in the policies of the trust and in accordance with the Academies Handbook, and the requirements of the DfE and the ESFA.
- To take responsibility for the management of financial systems and processes in the trust.
- The Director of Finance will have a key role in the financial management of the trust and will have effective responsibility for the following:
 - Financial Statements
 - Management Accounts
 - Financial Compliance
 - Budget Preparation
 - Financial Reporting
 - Income Generation
 - Financial monitoring – including payroll and staff pensions
 - Securing “best value” in all areas
 - Audit services (internal and external)

KEY RESPONSIBILITIES

Financial Management:

- Ensure the trust has appropriate financial systems in place and managing these in accordance with the agreed policies and timetable; ensuring accurate financial records are maintained and reported to the DfE, ESFA, and Companies House.
- Prepare year end statutory Trustees Report and Financial Statements.
- Submit Financial Statements in accordance with guidelines, following Finance, Risk and Audit Committee and Trust Board approval.
- Prepare Value for Money Statement on behalf of the Accounting Officer.
- Cash management – both day to day cash flow and strategic deposits – including daily movement/deposit of funds to ensure maximum returns for the trust.
- Managing development of financial reporting systems (including KPI dashboard) to ensure appropriate level/standard to support growth objectives/plans.
- Management of the budget process from planning through consolidation to final approval by the Trustees.
- Establish and maintain a robust framework of internal controls and in particular financial controls.
- Provide professional advice and assistance and attend meetings as required.
- Strengthen financial competence across the organisation to improve financial decision making and operational effectiveness.
- Establish a high level of credibility and manage strong working relationships with external parties including the HMRC, the DfE and external auditors.
- Management of production of medium- and long-term financial plans to support the strategic outcomes of the trust.
- Delivery of consolidated management accounts pack (income statement/balance sheet/cash flow/variance reports to budget and revised full year forecasts).
- Management of submission of returns to tax authorities (VAT, Corporation Tax, PAYE/NI) including relationship with relevant external advisors.
- Produce timely, accurate and appropriate reports and financial forecasts for presentation to the Finance, Risk and Audit Committee and Trust Board.
- Liaise with Headteachers to ensure financial action plans are on track for implementation.
- Lead on the development and submission of bids for grants and other income streams.
- To undertake benchmarking exercises.

Adult Services:

- Advise the CEO, CFO and the Board on external and internal audit arrangements as required by financial regulations.
- Liaise with auditors and facilitate all audit arrangements.
- Implement and monitor audit requirements.

Business Planning:

- Development and review of 3/5 year strategic financial plan ensuring objectives are linked to the overall long term financial plan of the trust.
- To manage special projects as required, particularly those concerned with income generation and to write bids for funding as required.
- To make a significant contribution to the growth and development of the schools by maximising the use of financial resources, investment and generating sources of income for the academies.
- To contribute to development and review of the Business Continuity Plan for the trust.
- To compile, monitor and review the Risk Register for the trust.
- Implement integrated curriculum financial planning (ICFP).

OTHER

- To work flexibly to meet the changing needs of the trust.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- Attend events or meetings out of normal working hours as required.
- Undertake other tasks as reasonably requested.
- To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DfE requirements, legislation and procedures.

Director of Finance Person Specification

CRITERIA	Qualifications: On their application form, candidates will demonstrate that they have the following qualifications:	
ESSENTIAL		
<ul style="list-style-type: none">Fully qualified accountant / management accountant.		
CRITERIA	Knowledge and Experience: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following knowledge and Experience:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none">Experience of working to tight financial regulations.A clear understanding of how Finance can support the desired outcomes of the organisation.A commitment to working positively with all stakeholders and partners.Outstanding interpersonal and communication skills, able to explain and convey information in a clear and concise manner to a range of stakeholders.Experience of working in a high performing organisation that is constantly reviewing and improving its organisational practices.Experience of producing accurate financial reports to deadline.		<ul style="list-style-type: none">Experience of working in the Education and/or charity sector and the applicable financial regulations.Previous experience of operating at a similar level.Previous experience of establishing a finance function, or systems and procedures in a rapidly growing organisation.
CRITERIA	Abilities and Skills: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their abilities and skills.	
ESSENTIAL		
<ul style="list-style-type: none">Ability to provide guidance, advice and direction to non-financial colleagues to ensure compliance with financial procedures, policies and the Scheme of Delegation.Ability to manage competing priorities.Demonstrable ability to leverage IT to make significant improvements to a finance function.A proven ability to successfully manage all resources effectively.The ability to motivate staff to ensure high performance.		

Director of Finance Person Specification (continued)

CRITERIA

Personal Attributes: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour.

ESSENTIAL

- A personal commitment to inclusion and diversity to ensure the maximum benefits for participants and equality in employment and service delivery matters.
- A team player who is willing to go beyond their own responsibilities to help others at busy times.
- Considerable personal enthusiasm with high levels of integrity and professionalism.
- Ability to work under pressure to prioritise and meet deadlines.
- Likeable, approachable, a good sense of humour and have the ability to motivate and get the best out of people.
- A team player who is willing to go beyond their own responsibilities to help others at busy times.



Our Trust is a really supportive and friendly place to work. Whilst crossing from site to site I get a strong feeling that we are a Trust of schools working with and for each other."

Member of our Trust
Estates and Facilities
staff

At Oak Learning Partnership, we value our staff highly and recognise their contribution with a series of benefits and incentives.

Find out more on our website: <https://oaklp.co.uk/>

Staff Benefits



CPD Opportunities

We are committed to helping our staff keep their skills and knowledge up to date.



Tech Scheme

Tech scheme through techscheme.co.uk



Cycle Scheme

Cycle scheme through cyclescheme.co.uk.



Medicash Health Cash Plan

An easy-to-use health insurance package provided by Oak Learning Partnership.



Medicash Wellbeing Services

Oak Learning Partnership values staff wellbeing and offers comprehensive and positive resources for staff.



Medicash Gym and Health Club Discounts

Oak Learning Partnership supports an active and healthy lifestyle for our staff.



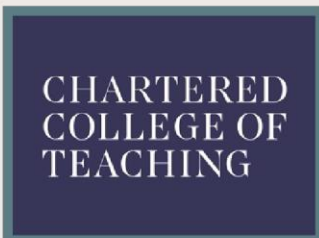
Medicash Extras

Exclusive discounts available on shopping, travel, entertainment, and more.



On Site Parking

On site parking is available for staff with level access to the building.



Chartered Membership

All teaching staff can subscribe to The Chartered College of Teachers through the Oak Learning Partnership.



Childcare Voucher Scheme

Salary sacrifice childcare voucher scheme With KiddiVouchers.



O2 Open

O2 Open offers discounts on Airtime and Devices for all Oak Learning Partnership Staff.

Oak Learning Partnership

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