



ACCORD MULTI ACADEMY TRUST

RECRUITMENT PACK



DEAR APPLICANT

Thank you for your interest in the very important post at the Accord Multi Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for the position.

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust. In September 2016 Horbury Academy and Ossett Academy & Accord Sixth Form came together, moving away from their stand alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy. The overarching vision for the Trust is to work in one 'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.' Our vision is underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

This is an exciting time in our development, as we continue to work tirelessly to provide world class education for young people within our community. In our infancy, the Trust has secured a strong foundation on which to build, consolidating the important structures necessary for growth, development, innovation and sustained improvement. These foundations have been underpinned by strong collaboration between all leaders across each of our academies, and this has been instrumental in allowing us to meet the many challenges in education in a coherent, co-ordinated and effective way.

Working together as a team has clearly made us stronger, and the support and challenge of each other has enriched each of our academies and the Trust.

As a Trust we are fully committed to investing in our staff, and as an employee you will have access to high quality professional development through formal programmes of CPD. As part of your role you will have the opportunity to shape professional development and to work directly with a wide range of senior leaders, Principals and with the CEO. The Trust would also be extremely keen to provide support to access recognised national professional qualifications (NPQ's).

It is a real privilege to work alongside such a talented body of professionals working tirelessly to provide the best opportunities for young people across the Trust, and if you feel that you have the vision, drive and energy to support and contribute to the Trust's further development, then we would like to hear from you.

Your sincerely,



A stylized, handwritten signature in white ink, appearing to read 'AW'.

Alan Warboys

Chief Executive Officer (CEO)
National Leader of Education

ABOUT THE TRUST

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust. In September 2016 Horbury Academy and Ossett Academy & Sixth Form College came together, moving away from their stand-alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy.



The overarching vision for the Trust is to work in one

‘Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.’

Our academies work on the following key principles:



Ambitious for our young people and staff;



Creating a positive climate and an ethos for learning and success;



Collaborative to secure the best possible learning experiences for young people and staff;



Opening doors for parents, carers and the community and being fully inclusive;



Resilient in order to develop in young people and staff a mind-set for success;



Dynamic and reflective learning communities

Our vision and key principles are underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

Having consolidated our position as a Multi Academy Trust, we are now at a point where we are looking to build on our existing central structures to sustain our improvement to date, but also to ensure that we have the strong educational capacity necessary to welcome more academies to join the Trust. This particular post is therefore a very important feature of our planned growth and development and aspiration to provide a world class education for all young people within our community.



WHY WORK AT ACCORD MAT?

The Accord Multi Academy Trust is a Wakefield based Trust; all four academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. All academies are within a three-mile radius of one another and can be found a short drive off junction 40 of the M1.

At Accord we are committed to providing world class education for all young people within our community and as such we recognise the pivotal role that our staff play in this respect.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

The Trust is strongly committed to fostering a positive and healthy working environment with wellbeing and workload management at the forefront of all decision making.

Across the Trust there are a number of opportunities for staff to come together outside of their normal working day in a social or other activity capacity. The Trust and individual academies organise regular staff social events, craft workshops, sporting groups currently include a running club and weekly staff football matches.



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“Joining Accord this academic year has given me a great opportunity to advance my career in a direction I am truly passionate about. Leaders are given the freedom to innovate and trusted to make decisions that will have a positive impact on pupils. I am certain joining Accord was the right choice for me and my career.”

Dan

Director of Mathematics

“

Working for Accord provides opportunities to work closely with the wider Trust to develop your skills and knowledge and build positive working relationships. I was a School Business Manager at Middlestown Primary when the school joined the Trust in 2016; the support and development opportunities available to me since then have enabled me to progress to a managerial role in the central team alongside completing professional qualifications.”

Jules

Finance Manager



As a Trust we are committed to providing a suite of benefits for employees, as part of our People Pledge and Accord Rewards scheme.

Exclusive for all colleagues across the Trust, our Accord Rewards initiative grants access to Reward Gateway and its SmartSpending App; allowing for instant savings on everyday high street brands.

Other Reward Gateway benefits include:

- Cashback Schemes
- Employee Assistance Programme
- Salary Sacrifice Schemes (eligibility restrictions may apply)
- Healthcare Cash Plans

In addition to the above, employees are also automatically entitled to a comprehensive range of nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff. All employees have the opportunity to access a pension scheme.

Furthermore, we actively promote a collaborative culture amongst colleagues, which affords the opportunity for sharing best practice and enhancing pre-existing strategies.

More information about working for the Accord Multi Academy Trust can be found here:
<https://accordmat.org/working-for-our-trust/>



Employee Engagement Platform - Accord Rewards

We partner with Reward Gateway, who provide our employees with a central employee engagement App with access to a range of retailer discounts, a cashback scheme, 24/7 access to support, salary sacrifice schemes and healthcare cash plans.



Accord Multi Academy Trust Benefits

Our own in-house rewards offer encompasses a whole host of essential, everyday options, to support with day-to-day life.

From an eye care scheme to free flu vaccinations and gym discounts to professional learning and development sessions, we aim to underpin multiple facets of our staff's lives.



Accord Multi Academy Trust Contractual Benefits

Incorporated within our employees' terms and conditions are benefits such as pay progression, alignment with the local living wage and generous annual leave and pay in times of absence due to illness or maternity.



Other Discounts & Benefits

Besides all the above perks, staff can also make use of several further benefits, whether that be in relation to mobile phones with O2 or further discounts, courtesy of Discount for Teachers, for example.



"Twenty years ago I joined Horbury School as a Special Needs Assistant. Five years later I was celebrating becoming a qualified Maths Teacher having completed a degree and my teacher training. Thank you will never be enough for the opportunities, support and encouragement I have experienced over the years. The rewards from my career at Horbury have been a huge sense of pride and achievement knowing I have made a difference to so many young people's lives. "

Diane

Teacher of Mathematics



"Since joining Ossett Academy as a Teacher of PE in 2017, I have had a range of CPD experiences, including Aspiring Middle Leaders, ITT and NQT mentoring. I have received excellent support and guidance which has supported me to move into a Middle Leadership role. I envisage myself working at Ossett Academy for years to come."

Ben

Teacher of PE &
Post-16 Head of Year



ADVERT

FINANCE ASSISTANT

SCALE 3 - £21,575 to £21,968 – PAY AWARD PENDING

Full Time / Permanent

To Start As Soon As Possible

The Accord Multi Academy Trust are looking to appoint an enthusiastic and dedicated Finance Assistant to provide a high-quality financial processing support service to the Trust Central Finance Team and contribute effectively to the wider Finance Team and all academies, including internal and external stakeholders.

The successful candidate will be highly efficient, show attention to detail with a willingness to learn and develop within a professional and challenging environment. Some financial systems and procedures experience would be an advantage.

You will be required to support the Finance Manager in all financial support functions including processing invoices accurately, processing BACS and cheque payments and raising sales invoicing across the academies within the Trust.

You will have the ability to complete work carefully, accurately and to agreed deadlines, taking a proactive approach to work to ensure that these deadlines are met, maintain attention to detail in all aspects of work.

The Accord Multi Academy Trust was established in September 2016 and is currently made up of four academies who were the founding members of the Trust. The Trust is committed to providing world class education for all our young people within our community and as such we recognise the pivotal role that our staff team have in this respect. The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

Prospective applicants are welcome to visit prior to applying. We offer a supportive work environment with a dedicated and approachable central operational team and an educational strategy group who will work with you in order for you to reach your career goals and aspirations.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. We encourage prospective applicants to visit prior to applying and to take a look at our website for further information regarding our 'People Pledge' and our recently launched Employee Benefit package [Working For Our Trust - Accord \(accordmat.org\)](https://accordmat.org).

For an informal discussion about this position please contact hr@accordmat.org or call on 01924 282748.



Closing Date: Sunday 03 December 2023

Interviews likely to be held: week commencing 04 December 2023

Application forms are available from accordmat.org/vacancies/

Completed application forms to be returned to hr@accordmat.org.

Based on the quality and quantity of applications received, Accord Multi Academy Trust reserves the right to interview sooner than the specified dates above. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

We are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains high quality colleagues from all backgrounds and across all job roles at the Trust. We welcome and encourage applications from, but not limited to Black, Asian, other ethnic minority groups, individuals who identify as LGBT+; and/or are registered with a disability. Candidates will always be shortlisted based on the content of application against the job description and essential criteria without access to the personal details information.

The Accord Multi Academy 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 post is subject to an Enhanced DBS check.

Job Title:	FINANCE ASSISTANT	Grade:	SCALE 3
Department:	CENTRAL FINANCE TEAM	Accountable to:	SENIOR FINANCE OFFICER
Contract:	FULL TIME, FULL YEAR	Responsible for:	N/A

Overall Purpose of the Job:

To provide a high quality financial processing support service to the Trust central Finance Team and contribute effectively to the function of the Finance Team.

Key Outcomes/Activities:

- Work with the Finance Manager to support the Trust's member academies in all financial support functions.
- Ensure all work undertaken is compliant with all financial regulations and audit requirements.
- Utilise and operate the Trust's designated Financial Management Software (SAGE) to undertake the following:
 - Ensure invoices are processed accurately and within the deadlines of the weekly timetable operated by the team.
 - Process BAC's and cheque payments.
 - Monitor aged creditors and take relevant action to ensure suppliers are paid promptly and within the agreed terms and conditions.
 - Monitor and review outstanding orders on an ongoing basis.
 - Raise sales invoices.
 - Processing journals.
 - Support the month end close down process as required.
 - Support any audit requirements as required.
 - Support cash collection procedures.
 - Assist with filing and post and forwarding any queries on to the relevant member of the team or academy.
 - Undertake general housekeeping and administrative duties in support of the central team.

The job holder may be required to cover finance colleagues at member academies or colleagues in the central finance team during periods of holidays or staff absence.

General Responsibilities:

- Contribute to and uphold the overall vision and ethos of the Accord MAT.
- Recognise own strengths and areas of expertise and use these to inspire, advise and support others.
- Promote team work, working in partnership across the central team and other central teams to ensure effective working relations.
- Treat all users of the Academies within the MAT with courtesy and consideration.
- Be aware and comply with all Accord MAT and Academy Policies at all times.
- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the grade of the post as directed by the CFO and/or Finance Manager.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Requirements for the Job/Evidence

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements. Please note A = Application Form I = Interview/assessment process

Competency	Essential	*How Assessed	Desirable	How Assessed
Qualifications:	<p>5 GCSE passes (C or above) including English and Mathematics (necessary for acceptance on AAT course)</p> <p>Willingness / interest in undertaking AAT qualification (if not already held or studying towards)</p>	<p>A/I</p> <p>A/I</p>	<p>AAT or other relevant accounting qualification or working towards this</p> <p>Recognised ICT / software qualification</p> <p>Records of continuing professional development activities</p>	A/I
Experience:	<p>Experience of working within an office environment</p> <p>Experience of working with financial procedures/systems and processes</p>	A/I		
Knowledge and Statutory Requirements	<p>Awareness of finance practices</p> <p>Excellent organisational skills</p> <p>Ability to complete work carefully, accurately and to agreed deadlines, taking a pro-active approach to work to ensure that these deadlines are met</p> <p>Accuracy and attention to detail</p> <p>An analytical, logical and methodical approach</p> <p>Ability to be able to contribute to effective working of a team</p> <p>Ability to remain calm under pressure</p> <p>Appreciation of need to maintain strictest confidence and adopt a professional approach to all aspects of the finance service</p> <p>Excellent ICT skills with a proven ability to learn and adapt to new systems and procedures</p> <p>Ability to use MS word and Excel</p> <p>Willingness to be flexible</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>Knowledge of and interest in Secondary School Education</p>	A/I

	<p>Willingness and commitment to Professional Development</p> <p>Awareness of child protection procedures</p> <p>Understanding of importance of Equal Opportunities and Health and Safety at Work</p>			
Planning, Organisation and Mental Challenge:	The ability to prioritise own workload and work on own initiative	A/I		
Interpersonal & Communication:	<p>Excellent communication skills and an ability to relate to people at all levels, being approachable at all times</p> <p>Effective written skills</p> <p>Self-motivation</p> <p>Professional conduct and appearance</p>	A/I		
Physical Skills and Demands:	<p>The jobholder is expected to have good keyboard skills</p> <p>Ability to use MS Office applications and Accounting Software</p>	A/I		
Initiative & Independence	Ability to work on own initiative following the direction of line manager for unexpected tasks	A/I		
Emotional Challenge and Resilience:	The jobholder may be required to apply resilience on an infrequent basis when dealing with emotions/challenges from students and/or staff	A/I		
Philosophy and Commitment	<p>An interest in educational issues</p> <p>A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities</p> <p>A personal commitment to lifelong learning and continuous professional development</p> <p>Commitment to high standards, best value and continuous improvement</p> <p>Commitment to inclusion so all students have access to a full Academy life</p>	<p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>		
Personal qualities:	A positive and approachable attitude	A/I		

Responsibilities

Line Management Responsibilities:

N/A

Responsibility for Finances:

Responsible for the handling and processing of all financial documentation and information in relation to purchase ledger, sales ledger and cash management with regard to the member academies of the Trust.

Responsibility for Physical Resources:

Responsibility for the accurate and confidential processing of all financial documentation and information in relation to purchase ledger, sales ledger and cash management with regard to the member academies of the Trust.

Working Conditions:

This post is full time, full year.

The post holder may be required to work across multi-sites at member academies and central offices during times of cover for annual leave and staff absence

Main Contacts:

The jobholder liaises with a range of academy staff and central team colleagues including CFO, Finance Manager, Business Operations Managers, Finance Assistants, other staff and external parties/bodies as required.

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: July 2019

Signature of Jobholder: **Date:**

This is a description of the job as it exists at present; all Accord Multi Academy Trust Job Specifications are reviewed and are liable to variation as determined by the CEO in consultation with the post-holder in order to reflect future developments, roles and organisational change.

