

FINANCE BUSINESS PARTNER

SALARY: £37,263 - £45,362 per annum

Contract: 37 hours per week, 52 weeks per year

Start Date: ASAP 2022

CANDIDATE INFORMATION PACK



What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Finance Business Partner position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are eager to appoint a high-quality finance professional with ambition and drive, who is at least part qualified (ACA, ACCA, CIMA) and shares the MAT's values and passion for improving the lives and opportunities of children and young people with SEND and challenging behaviours.

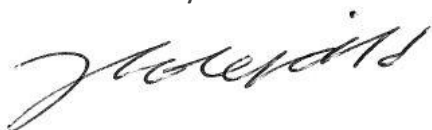
This key role, within our central team, will be challenging but always interesting and it will provide an exciting and rewarding opportunity for a high calibre financial expert to be a part of our growing Trust. Reporting directly to the Finance Director, you will provide business partnering support ensuring the Finance Director, individual school leaders, and the Trust Board are kept informed of financial performance of academies through regular preparation, analysis and reporting of monthly management accounts. You will lead and support MAT business development and improvement projects. You will assist in budget and forecasting processes to ensure that individual academy budgets facilitate CEO/Head teachers' plans for school improvement and support the Finance Director in implementing the financial strategy and ensuring the MAT maintains statutory and regulatory compliance.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Warren Porter, Finance Director on 01623 726110, via email to hr@esteemmat.co.uk or visit our website at www.esteeemmat.co.uk/jointheteam. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of eleven academies throughout Derbyshire, Derby City, and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £26 million and plans are in place to expand further.

Esteem Multi-Academy Trust includes 7 special schools, 3 alternative provision academies and a mainstream infant and nursery school with an enhanced resource provision educating young people with autism and learning disabilities. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND) in the midlands. We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that we can achieve more for our pupils as a collective group of schools than we could separately. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

- Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
- Deliver high standards and value for money from our support services, resources, estate and technology; and
- Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.

The advertisement

Job Title: Finance Business Partner

Location: Trust Central Offices, Lake View Drive, Sherwood Park, Nottingham, NG15 0DT

Grade/Scale: £37,263 - £45,362 per annum

Start date: ASAP 2022

Contract: 37 hours per week, 52 weeks per year

Esteem Multi-Academy Trust currently comprises of eleven academies throughout Derbyshire, Derby City, and east Staffordshire.

We are seeking a high-quality finance professional with ambition and drive, who is at least part qualified (ACA, ACCA, CIMA) and shares the MAT's values and passion for improving the lives and opportunities of children and young people with SEND and challenging behaviours.

Reporting directly to the Finance Director, you will provide business partnering support ensuring the Finance Director, individual school leaders, and the Trust Board are kept informed of financial performance of academies through regular preparation, analysis and reporting of monthly management accounts. You will lead and support MAT business development and improvement projects. You will assist in budget and forecasting processes to ensure that individual academy budgets facilitate CEO/Head teachers' plans for school improvement and support the Finance Director in implementing the financial strategy and ensuring the MAT maintains statutory and regulatory compliance.

Knowledge and/or experience of the school/academy sector, special school budgeting and alternative provision would be beneficial. Candidates from all sectors will be considered if they can demonstrate transferable skills and a commitment to continuous improvement and excellence in an ever-changing landscape.

Benefits include: LGPS Pension Scheme (16.6%), 25 days annual leave plus bank holidays, Westfield Health membership and free parking.

For further information, please contact Warren Porter, Finance Director, on 01623 726110, hr@esteemmat.co.uk or visit our website at www.esteemmat.co.uk/jointheteam. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: Friday 28 January 2022 (midday)

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: Finance Business Partner

Esteem Multi-Academy Trust

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| Post Title: | Finance Business Partner |
| Location: | MAT Head Office, Lake View Drive, Annesley, Nottingham |
| Purpose: | <ul style="list-style-type: none"> To provide business partnering support ensuring the Finance Director, individual school leaders, and the Trust Board are kept informed of financial performance of academies through regular preparation, analysis and reporting of monthly management accounts To assist in budget and forecasting processes to ensure that individual academy budgets facilitate CEO/Head teachers' plans for school improvement To support the Finance Director in implementing the financial strategy and ensuring the MAT maintains statutory and regulatory compliance To lead on and support MAT business development and improvement projects |
| Reporting to: | Finance Director |
| Responsible for: | Trust financial compliance and processing |
| Liaising with: | Academy business management / admin staff Headteachers CEO, COO and central business team Contractors / suppliers |
| Working Time: | Full time - 37 hours per week, 52 weeks per year |
| Salary/Grade: | Grade 12/13 - £37,263 - £45,362 per annum |
| Disclosure level | Enhanced |
| PRINCIPLE RESPONSIBILITIES | |
| To Achieve the Above | <ul style="list-style-type: none"> Effective business partnering support for Trust academies Ownership of the month-end closedown including coordination of junior finance team support, balance sheet reconciliations and management accounts produced on an accruals basis Cash management and cash flow forecasting Maintenance of the fixed asset register Analysis of month end figures including full year budget vs full year forecast, investigating differences With support from the Finance Director, lead on production of annual statutory accounts, preparing for internal and external audit and liaising with both sets of auditors as required |

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| | <ul style="list-style-type: none"> • Lead on the MAT and ESFA budgeting and forecasting processes • Work with the Finance Director in the development, implementation and monitoring of internal controls across the MAT • Assist the Finance Director in continuing to develop MAT financial information systems • Lead or assist, as necessary, on the preparation of bids/applications for specific grants or projects • Lead or support specific MAT business development and improvement projects as required by the Finance Director or COO • Establish a high level of credibility and develop and manage strong, co-operative working relationships with the Trust Board, academy Headteachers and business teams, and other internal and external stakeholders |
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OTHER GENERIC RESPONSIBILITIES:

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take and be accountable for all decisions made within the parameters of the job description
- Participate with performance management and training and activities that contribute to personal and professional development.
- Actively promote and act at all times in accordance with the policies of the MAT eg. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The post holder will be working in a developing environment and will therefore be expected to undertake other appropriate duties as required for the effective operation of the Trust
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Finance Business Partner

Esteem Multi-Academy Trust

| | Essential | Desirable |
|------------------------------------|--|--|
| Qualifications and training | <ul style="list-style-type: none"> Part-qualified accountant ideally in the latter stages of qualification (CIMA/ACA/ACCA) | <ul style="list-style-type: none"> Qualified Accountant (CIMA/ACA/ACCA) |
| Experience | <ul style="list-style-type: none"> Experience of working in a financial environment supporting with monthly accounts preparation, business partnering and year-end/audit preparation | <ul style="list-style-type: none"> Experience of working within finance in the charity or education sectors Line management and/or process management experience |
| Knowledge and understanding | <ul style="list-style-type: none"> Knowledge of core accounting concepts, monthly and annual reporting cycles, and external and internal audit requirements. Understanding of modern finance and other management information systems | <ul style="list-style-type: none"> Knowledge of Charities SORP and education funding |
| Skills | <ul style="list-style-type: none"> Advanced Excel skills including lookups, if statements, pivots and data modelling Strong ICT skills including MS PowerPoint, Word and Outlook Business partnering experience with the ability to explain complex financial information to non-finance stakeholders Ability to produce accurate and complete management accounts information independently Excellent organisation and administrative skills with the ability to work effectively to deadlines, meet targets and achieve demonstrable results Will challenge the status quo and adapt a continuous improvement attitude Analytically minded and demonstrates attention to detail in all tasks Control over processes and team activity Sound judgement and ability to handle competing priorities A confident and resourceful individual who can operate in a challenging environment | <ul style="list-style-type: none"> Commercial awareness Project management and system implementations |
| Equal Opportunities | <ul style="list-style-type: none"> Knowledge and awareness of equal opportunities policy and commitment to its implementation | |
| Other | <ul style="list-style-type: none"> Evidence of commitment to Continuing Personal and Professional Development Patient, tactful and approachable Able to undertake a range of tasks as appropriate for the role. Flexible approach to tasks and workload | |

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2021' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at www.eesteemmat.co.uk/jointheteam or you can email hr@eesteemmat.co.uk to request a copy. Please specify the job vacancy for which you wish to apply.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with UK General Data Protection Regulations (UK GDPR) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: Friday 28 January 2022 (midday)

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date.

Completed application forms can be returned electronically to the HR team via email to hr@eesteemmat.co.uk

If you wish to submit your application form by post, please return it to the following address:

Private & Confidential: HR Team, Esteem Multi-Academy Trust, Suite 43, Pure Offices, Lake View Drive, Sherwood Park, Nottingham, NG15 0DT