

# FINANCE DIRECTOR

**SALARY: £65,000 to £70,000**

**Contract: 37 hours per week, 52 weeks per year**

**Start Date: ASAP**

## CANDIDATE INFORMATION PACK

**Suitable applicants may be interviewed prior to  
closing date**



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## 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 Director 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 fully qualified (ACA, ACCA, CIMA or CIPFA) 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 Deputy Chief Executive, you will act as the chief financial officer, providing clear financial and commercial strategy and direction for the MAT. You will be responsible for managing all budgeting activity, take on executive responsibilities as part of the senior management team and undertake the operational line management of the finance function and team.

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 Amanda Lee, Deputy Chief Executive on 01623 859749, via email to [hr@esteemmat.co.uk](mailto:hr@esteemmat.co.uk) or visit our website at [www.esteemmat.co.uk/jointheteam](http://www.esteemmat.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.



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## The advertisement

**Job Title:** Finance Director

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

**Grade/Scale:** £65,000 - £70,000

**Start date:** ASAP

**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 fully qualified (ACA, ACCA, CIMA or CIPFA) 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 Deputy Chief Executive, you will provide clear financial and commercial strategy and direction for the MAT. You will need to be fully aware of all funding and legislative changes that apply to the education sector and advise the Trust Board on strategic financial information to enable them to make informed decisions. You will be responsible for managing all budgeting and accounting activity; take on executive responsibilities as part of the senior management team; and the operational line management of the finance function, ensuring all systems are updated and reporting is timely and in line with required annual returns. In addition, you will coordinate the work of the external auditor and prepare and submit audited, statutory, consolidated accounts.

The ideal candidate will be commercially astute and have excellent communication and negotiation skills. Knowledge and/or experience of the school/academy sector is essential, and an understanding of special school budgeting and alternative provision would be beneficial. This will be a challenging environment, so we are looking for someone who is adept at building strong, positive relationships with a variety of stakeholders and can foster respect and trust easily.

This is a post that will change over time; the post holder will be responsive and proactive in the context of strategic priorities.

Benefits include: Hybrid and flexible working options, LGPS Pension Scheme, 25 days annual leave plus bank holidays, Westfield Health membership and free parking.

For further information, please contact Amanda Lee, Deputy Chief Executive, on 01623 859749, [hr@esteemmat.co.uk](mailto:hr@esteemmat.co.uk) or visit our website at [www.esteemmat.co.uk/jointheteam](http://www.esteemmat.co.uk/jointheteam).

**Closing date for applications: Friday 30 September 2022 (midday)**

**Interviews date: w/c 03 October 2022**

**Suitable applicants may be interviewed prior to the closing date and Esteem MAT reserves the right to close the advert early upon appointment**

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 Director

#### Esteem Multi-Academy Trust

<b>Post Title:</b>	Finance Director
<b>Location:</b>	Trust Central Office, Sherwood Business Park, Annesley, Nottingham,
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To act as Chief Financial Officer for the MAT</li> <li>To provide clear financial and commercial strategy and direction for the MAT</li> <li>To manage all budgeting and accounting activity for the MAT</li> <li>To take on executive responsibilities as part of the senior management team of the MAT</li> </ul>
<b>Reporting to:</b>	Deputy Chief Executive
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>Strategic financial direction and development of the MAT</li> <li>Operational line management of the finance and management accountancy function and team</li> <li>Financial control and compliance with statutory ESFA, DfE, Company and Charity regulations and requirements</li> </ul>
<b>Liaising with:</b>	<ul style="list-style-type: none"> <li>CEO</li> <li>The Trust Board</li> <li>The Executive Team (Academy Headteachers)</li> <li>Academy Business Managers</li> </ul>
<b>Working Time:</b>	37 hours per week, 52 weeks per year
<b>Salary/Grade:</b>	Salary £65,000 to £70,000
<b>Disclosure level</b>	Enhanced
<b>PRINCIPLE RESPONSIBILITIES</b>	
<b>To Achieve the Above</b>	<ul style="list-style-type: none"> <li>To be responsible for the strategic direction and coordination of the financial and specified business activities of the MAT</li> <li>To be responsible for all the financial accounting and transactional finance for the MAT, ensuring all systems are updated and reporting is timely and in line with all annual financial returns</li> <li>To advise the Board of Trustees of strategic financial information to enable them to make informed financial decisions</li> <li>To keep ahead of all funding and legislative changes that apply to the education sector</li> <li>To develop and implement the MAT approach to risk management, formulating and maintaining the risk register and ensuring regular reporting to the CEO and Trustees</li> <li>To work with the MAT finance team and academy business managers to co-ordinate and co-operate with the work of the external auditor and prepare and submit audited statutory consolidated accounts to the EFA and Companies House in</li> </ul>

	<p>accordance with required deadlines</p> <ul style="list-style-type: none"> <li>• To develop policies and objectives for the financial management and control of the MAT and the academies, which are consistent with Esteem MAT's strategic objectives and identify, develop and implement the required procedures, systems and controls</li> <li>• To deliver fit for purpose systems and controls that will enable the finance team and academy business managers to maintain financial records in a consistent form, make financial returns as required and achieve best value for money through collective procurement and other cost saving measures</li> <li>• To identify, harmonise, test, implement, monitor and audit financial processes and procedures across the MAT and to work with business managers to maintain appropriate levels of internal financial control within the academies so that academy accounting records show a true and fair view of their performance</li> <li>• To oversee the MAT's assets ensuring that each academy maintains a register of its fixed assets and that the assets are properly valued and appropriately insured</li> <li>• To develop and lead on the MAT's approach to procurement, abiding by public sector requirements, ensuring the MAT achieves best value for money, identifying opportunities for collective purchasing and ensuring that academies work within the MAT Scheme of Financial Delegation</li> <li>• To monitor the financial performance of the academies regularly and systematically and report the outcomes to the CEO and Finance and Audit Committee of the Trust Board</li> <li>• To oversee the financial elements of capital projects and the Estates programme of work, including capital bidding, financial project management, appropriate spending and control of capital grants and funds to maximise income at each of the academies</li> <li>• To implement and develop the use of appropriate accounting and planning software to support improvements in financial processes</li> <li>• To ensure that financial policies, procedures and operations are compliant with statutory and other regulations</li> <li>• To manage a Trust Treasury function to ensure that cash flow is adequate to meet academy requirements while utilising cash balances to maximise income generation</li> <li>• To develop and manage the MAT Reserves and Investment Strategies to ensure financial sustainability and maximise the potential for future growth</li> <li>• To work with the Deputy Chief Executive in ensuring all the necessary financial due diligence is undertaken for schools/academies looking to become part of the MAT in the future</li> </ul>
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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 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 Director

### Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE		
<b>Essential</b>		<ul style="list-style-type: none"> <li>Fully qualified accountant - Financial qualification (ACA, ACCA, CIMA, CIPFA), or equivalent</li> <li>Solid management and financial accounts experience gained in a hands-on role</li> <li>Proven experience in financial reporting and in the preparation of annual budgets and management accounts</li> <li>Experience within the schools / academies sector</li> <li>Experience of setting up and managing internal control systems and managing financial and other business risks</li> <li>Experience of staff/team management</li> <li>Experience of procurement and contract management</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>Experience of working as part of a commercially driven team</li> <li>Knowledge / understanding of special schools and alternative provision services</li> <li>Experience of working over multi-site organisations</li> </ul>
KNOWLEDGE AND ABILITIES		
<b>Essential</b>		<ul style="list-style-type: none"> <li>A demonstrable, passionate commitment to improving the lives and opportunities of children and young people with special educational needs and challenging behaviours</li> <li>Sound knowledge of accounting standards</li> <li>Ability to create, implement and deliver strategic plans</li> <li>A commercial focus</li> <li>A flexible working approach</li> <li>Strong ICT skills</li> <li>Ability to develop effective teamwork and promote and maintain effective relationships</li> <li>Ability to prioritise, plan and organise self and others</li> <li>Creative thinking with the ability to anticipate and solve problems</li> <li>Ability to communicate effectively to a range of audiences</li> <li>Personal energy and resilience in the face of challenge</li> <li>Ability to travel to different academy locations across the Trust</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>Knowledge of special school and alternative provision funding and budgeting</li> </ul>

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## 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.esteemmat.co.uk/jointheteam](http://www.esteemmat.co.uk/jointheteam) or you can email [hr@esteemmat.co.uk](mailto:hr@esteemmat.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 General Data Protection Regulations (GDPR May 2018) 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 30 September 2022 (midday)**

**Interview date: w/c 03 October 2022**

**Suitable applicants may be interviewed prior to the closing date and Esteem MAT reserves the right to close the advert early upon appointment**

Completed application forms can be returned electronically to the HR team via email to [hr@esteemmat.co.uk](mailto:hr@esteemmat.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**