



Acorn
Education Trust



Finance Manager

Central Services

Welcome from Sara Edwards

Acorn Education Trust CEO

Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 21 settings: 16 Primary Schools, 3 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school to school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

Sara Edwards

Job description

Job title	Finance Manager
Reporting to	Head of Finance
Salary	£38,626 - £41,510 FTE per annum
Working hours	Full-time/part-time (30-37 hours per week, 43-52 weeks per year)

Main purpose

The Finance Manager will support the Head of Finance in key areas of payroll management, financial management, budget monitoring/reporting and other business operations across our Multi Academy Trust. You will be responsible for ensuring that routine financial tasks are carried out in accordance with Trust policies, the regulatory framework and agreed procedures.

Initially, the role will be based in one of our three secondary schools (Avon Valley Academy, Clarendon Academy or Kingdown School) for at least two days per week while training and induction take place. Once complete, there is the option to work from home and attend the office for in-person meetings when required.

Duties and responsibilities

Payroll

- Ensure that payroll information is received and processed accurately
- Prepare and post the payroll data to the accounting system in a timely manner
- Reconcile the payroll control accounts in line with the agreed month end timeline and ensure that any issues are identified, investigated and resolved
- Submission of monthly reports to HMRC
- Preparation and submission of monthly pension reports to NEST, Teachers' Pensions and Wiltshire Pension Fund
- Support administrators within individual schools with data submission and payroll queries
- Liaise with all stakeholders, including relevant external agencies and internal customers
- Ensure all deadlines are met and submissions are correct

Finance and Business

- Ensure orders/invoices are approved within the trusts scheme of delegation, finance regulations and relevant budget holders; ensuring they have all relevant supporting documentation
- Ensure the accuracy of the finance and accounting system, by monitoring completeness of postings and correcting errors in a timely manner

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Job description continued

Duties and responsibilities

Finance and Business (continued)

- Ensure that all grants and other income is received and recorded accurately on the finance and accounting system
- Preparation and monitoring of accruals, prepayments and other schedules throughout the year
- Bank reconciliation and liaison with bank to resolve queries
- Perform month end routines
- Assist with the completion of the quarterly VAT return to HMRC, ensuring records are maintained and recorded accurately
- Assist with the preparation of the academy's annual accounts
- Assist with budget planning, monitoring and reporting
- Monitor budgets at departmental and School level and provide support to budget holders
- Assist with the preparation of returns to the ESFA and other governmental bodies
- Assist and support Business staff to resolve queries across the Trust
- Assist with the Business functions across the schools as required
- Ensure effective financial controls are in place and that they are monitored and reviewed regularly
- Ensure compliance with the Trust's financial manuals and the Academy Trust Handbook
- Liaise with various external bodies, including the external auditor, HMRC, payroll stakeholders and other service providers
- Contribute to procurement and value for money activities by providing advice and guidance to budget holders
- Other tasks as delegated by the Head of Finance

Audit and Compliance

- Support the financial year-end preparations by ensuring systems are up to date and complete in readiness for the external audit
- Ensure the month end financial procedures are completed in line with the agreed timeline
- Assist with the internal and external audit process, providing information and answering questions raised by the audit team

Person specification

Criteria	
Qualification, Training and Experience	<ul style="list-style-type: none"> • CIMA/ACCA part qualified, qualified or equivalent • Be familiar with aspects of Charities SORP • Experience of using and administering accounting software • Experience of managing budgets • Experience of accruals-based accounting • Understanding of basic procurement rules and practices
Skills and knowledge	<ul style="list-style-type: none"> • Build and maintain relationships with external suppliers • Good planning and organisational skills, excellent attention to detail • Intermediate Excel • Good writing and numeracy skills • Good communication skills, particularly when providing instructions, guidance or assistance in accounting, financial and payroll matters to non-financial experts • Ability to build strong working relationships with colleagues, budget holders and senior management • Ability to interpret complex data • Ability to work under pressure and unsupervised on own initiative
Personal attributes	<ul style="list-style-type: none"> • A commitment to equality, diversity and community engagement • Highest standards of personal integrity • Good communicator who is willing to work with senior management and contribute to business decisions • Must be comfortable and enthusiastic with technology • Confident dealing with people at all levels • Desire to add value, work efficiently and effectively in a publicly funded environment and to challenge systems and processes to achieve value for money • Must be flexible and committed to getting a task completed

The Finance Manager will be required to follow all policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role., as directed by their line manager

Support for our staff

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

Continued Professional Development (CPD)

- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

Health and wellbeing

- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

Pensions

- Teachers Pension Scheme
- Local Government Pension Scheme
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.

How to apply

If you would like more information about this role, please contact Linsa Hobbs, Senior Finance Manager Linsa@acorneducationtrust.com

To apply

Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview

Please note: we reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

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hello@acorneducationtrust.com

Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.