

## **Finance Manager**

**Salary range £38,296 - £42,503 (Grade 8)**

**Full time (part time could be considered)**


**Start date: Monday 16 January 2023**

**Closing date: 12 December 2022**



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## Welcome from Paul Hemmings, Headteacher

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**Welcome and thank you for your interest in working with us at Oakmoor School.**

It is an exciting time to be joining our brand new, vibrant school where all staff are valued and their contribution to the organisation as a whole is recognised. We are a highly collegiate staff and are surrounded by like-minded, high calibre colleagues.

Our professional support team are well regarded by teachers and students. The team is seen as critical to the success and continued development of the school. Every member of the team genuinely cares about our school, our students and our local community.

Professional development and career progression can sometimes be limited for professional support staff in schools. At Oakmoor we encourage staff to develop and many of our professional support team have been successful with internal promotion in recent years. This provides excellent continuity for the school and allows colleagues the opportunity to progress whilst remaining in the school they enjoy being part of.

We have an excellent professional support team at all levels who share our goal of every child achieving their very best whilst enjoying a rich and varied curriculum with plenty of opportunities to excel outside the classroom.

I extend an invitation for you to visit our school and discuss the post with me in more detail. Lizzie Corin PA to the Headteacher, will be pleased to make arrangements for you and can be contacted at [e.corin@oakmoor.hants.sch.uk](mailto:e.corin@oakmoor.hants.sch.uk) or telephone (01420) 472132.

## About Oakmoor School

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Oakmoor School is a brand new, state of the art secondary school situated in a 22 acre tree lined site on the edge of the South Downs National Park.

We are a friendly, vibrant school with high standards and expectations. We pride ourselves on knowing every young person as an individual and challenging each of them to have the highest possible aspirations. The Oakmoor ethos is encapsulated by our motto: *Ambition, Courage, Excellence*.

Students at Oakmoor display excellent behaviour in lessons and around the school. Teachers plan highly engaging lessons tailored to the needs of our students allowing high levels of progress to be enjoyed. Students benefit from a wealth of extra-curricular activities, including trips and visits to enrich their experience at our school.

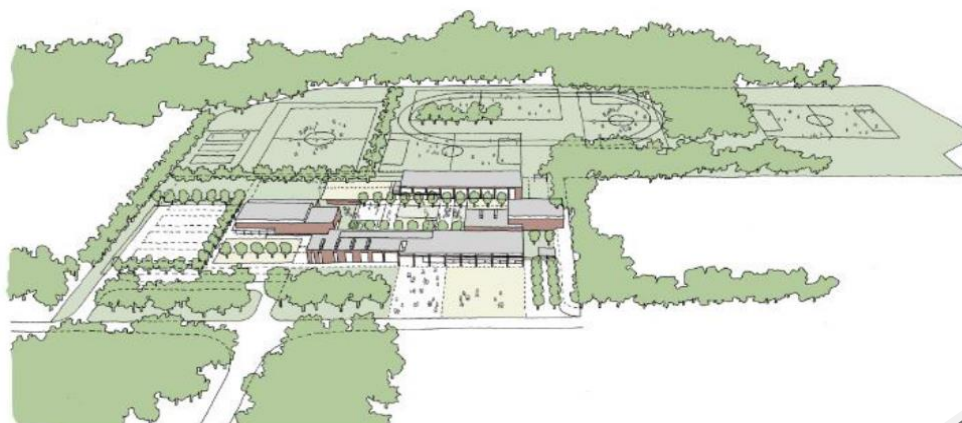
Visitors comment on our purposeful environment and our delightful students. To experience this for yourself I extend an invitation for you to visit our school and discuss the post with me in more detail. Lizzie Corin, PA to the Headteacher, will be pleased to make arrangements for you and can be contacted at [e.corin@oakmoor.hants.sch.uk](mailto:e.corin@oakmoor.hants.sch.uk) or telephone (01420) 472132

We benefit from cutting edge technology throughout the site and the latest specialist equipment for key areas such as science, technology and performing arts. Our main buildings surround a central court yard which includes covered areas for outside dining and seating areas outside of the learning resource centre for reading at break and lunch times.

There is an abundance of green spaces which include several sports pitches, an athletics track, a nurture garden and a forest school area for outside learning and activities. The whole site is bordered by mature trees providing a relaxing and inspirational backdrop to our inspirational learning environment.

We are a very successful school where high levels of respect and conduct prevail. Our success shows that when you couple high quality pastoral care with high standards and expectations, young people are able to flourish and to achieve their very best.

Visitors comment on our purposeful learning environment and our delightful students. To experience this for yourself, you are most welcome to arrange a tour of the school by contacting our office.



## Working at Oakmoor School - A View from our Staffroom

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At Oakmoor you are trusted to deliver high quality lessons. You can deliver high quality lessons because the school has worked extremely hard to reduce the administrative burden for their teaching staff freeing our time to focus on what is most important, the progress of our students. I can genuinely say coming to school each day is a pleasure!

**Mr Riley, Computing Department**

Since joining Oakmoor School in 2015, I have had the support of my colleagues every day, and have always felt trusted and valued as part of the team.

**Mrs Carter, English Department**

There has been a real focus on reducing workload and unnecessary meetings. This has resulted in fewer after-school meetings. Even more significantly, we now have a whole-class feedback policy which has reduced time spent marking and given staff more time to focus on planning for progress.

**Mr Denton, Mathematics Department**

I have worked at Oakmoor School for over 14 years. In those years I have loved working here. We have a special staff team who are extremely supportive of one another. The students I work with are appreciative of the work I do and are always grateful for the time I give to help them.

I always said I would look to work in another school after 5 years of arriving but the wonderful students and staff have kept me here.

**Mrs Hale, Technology Department**

I have worked at Oakmoor School since September 2018 and, as a new member of staff, was really impressed by the warm and friendly environment around the school. The staff work collaboratively and the pupils' well-being is at the heart of everyone's work. Coming from a primary background, I like how the year 7s are welcomed into the school and I think the mixed mentor groups is a real strength, providing a great sense of togetherness amongst the year groups.

**Mrs Pullinger, English and Computing Departments**

Working at Oakmoor as a teacher is an absolute pleasure. This is my third year at Oakmoor School and feel so lucky to have such an amazing classroom environment. Everything a teacher could wish for, lots of cupboard space, visualizers, interactive whiteboards and space to create displays. The team at Oakmoor is supportive and it feels like a family".

**Mrs Sutehall, Humanities Department**

I have worked at Oakmoor School for almost 6 years. Oakmoor provides students with the necessary knowledge, skills and attitude for their development, which ensures a wider scope and prospective about education and what career choice to make in the future. My work colleagues are very supportive and friendly, which creates a sense of community and team spirit.

**Mrs Kelly, Administrative Department**

## The University of Chichester Multi-Academy Trust

The University of Chichester Academy Trust is uniquely placed to make a difference to the local education landscape. With access to the University's extensive resources, we provide both educational expertise from the University's Institute of Education and expertise from professionals within HR, Finance, ICT, Estates and Communications.

The Trust has an inclusive and an aspirational vision. People and relationships matter to us and we share the University's belief that education has the power to transform society.

**Our Vision is** for all young people to be inspired by an excellent education that raises their aspirations and enriches their lives.

**Our Mission is** to create a vibrant inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning.

### Our Shared values are:

- **Aspirational**
- **Inclusive**
- **Collaborative**
- **Dynamic**
- **People-focused**

## University of Chichester as sponsor

As a University we believe education has the power to transform society and we should play a role in enabling people to exceed their own expectations, creating a positive impact on our local and regional communities.

Our belief is all schools can be successful and that student progress and the retention and growth of high-quality teachers should be at the heart of our work. We have years of experience in working with outstanding and improving schools as well as those less successful and were proud when we established the Academy Trust in 2012.

We believe there are five key factors that distinguish the University of Chichester as an academy sponsor:

- Teacher training and schools have been fundamental to the University since 1839;
- Tailor-made solutions designed on merit not a one size-fits-all compliance model;
- Wide ranging experience of working in partnership with a rich variety of schools backed up with school focused CPD and classroom-based action research;
- The University is judged as a good provider of Initial Teacher Training;
- High quality teaching and learning, recruitment, training, development and retention are all at the heart of the University ethos, which is shared by the Trust.

'The headteachers and chairs of governors of all of the schools play an important role in the leadership of the trust through forums such as the termly advisory group. Consequently, officers, headteachers and members of local governing bodies share a strong sense of common purpose.'

University of Chichester Multi-Academy Trust  
Report, 2017

# Together we make a difference

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## Our Promise to you:

- Be a member of a high performing team
- A school which is committed to continued rapid progress and the achievement of excellence Involvement in a brand new, purpose-built academy with carefully planned internal and external spaces, well-equipped ICT resources, learning resource area and state of the art technology

## A focus on you:

- Opportunities for shared learning and collaboration across the University of Chichester Academy Trust and the wider network
- Extensive professional and personal development opportunities
- Access to current research and expertise from the University of Chichester

## Reward and Benefits:

- A pay and reward package which values all staff and recognises the importance of staff in contributing to the achievements and success of the Academy and Trust
- Eligibility to join NUS Extra saving you £££'s on a range of goods and services
- Teachers' Pension Scheme
- 24/7 Employee Assistance Programme

## Staff Benefits:

- Local Government Pension Scheme
- Employee assistance provision including 24/7 telephone helpline and counselling
- Lifestyle health and wellbeing programme
- Access to an extensive personal and career development programme
- Access to the University's vast Library resources and to the National College resource
- Generous leave entitlement
- Employee Discounts Platform, saving £££'s on a range of goods and services
- Cycle to Work Scheme
- Gym Discount
- Eyecare Voucher Scheme
- Eligibility to join TOTUM (NUS Extra)
- Security of knowing you are joining an organisation whose sponsor has been promoting education for more than 180 years
- The support of the University of Chichester Academy Trust, its Board and colleagues from the University of Chichester
- Security of knowing you are joining an organisation whose sponsor has been promoting education for the past 150 years!



## Job Profile

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**Job Title:** Finance Manager

**Direct Reporting to:** Headteacher

**Relationships:** Director of Finance, Financial Controller, and Central Team

**Location:** Oakmoor School, Bordon

### Function of the Post

Responsible for the financial management and Human Resources database management (including Outsourced Payroll Bureau Service) of the school, reporting directly to the Headteacher. This will involve liaising with the University of Chichester Academy Trust central team to ensure good financial governance. The post holder has the responsibility for income generation, bidding for grant opportunities and engaging with the wider community. The post holder will have a key role in the management and development of this exciting new school and will support the Headteacher and work collaboratively with the Trust Central Team to fulfil the vision and strategic objectives by providing regular financial management information, ensuring compliance with the Trust's financial policies and procedures to ensure EFA compliance and school policies and procedures. The postholder will be a member of the Trust school business managers network and will provide value added support and advice to other academies within the same cluster group as and when required.

### Principal Accountabilities:

1. In collaboration with the Headteacher and guidance from the Trust Central Finance Team, develop a robust financial strategy which is sustainable and meets the complex needs of the school, ensuring compliance with statutory and Trust regulations and requirements. Prepare and present the financial strategy for approval to the Governors and provide progress reports which shows finances are being effectively managed and monitored in line with the approved strategy;
2. Take responsibility for all financial operations within the school in compliance with the Academy Trust Handbook and Trust Financial Regulations. This will include financial transaction processing.
3. Manage the Finance Assistant to ensure the processing of purchase orders, invoices, payments and grant receipts, ensuring data is inputted accurately using the appropriate tools, such as PS Financials. Process weekly payment runs on PSF and Bankline, ensuring bank balances are sufficient to cover the payments. Manage the school's cashbook to ensure all bank transactions have been posted on the finance system. This includes grants income, direct debits, bank charges and debit card payments. Process all sales invoices and SEN receipts and maintain an efficient system of credit control.



4. Liaising with the Headteacher and seeking guidance from the Trust Central Team, set comprehensive budgets in line with a three-year financial plan and prepare Monthly Management Accounts including appropriate month end routines, such as control account reconciliation, accurate prepayments and accruals, monitoring and reporting, producing forecasts and trend reports, managing cash-flow. You will be required to work closely with the central Trust to ensure compliance with all aspects of statutory and Trust reporting requirements in a timely manner;
5. Securing value for money through competitive tendering and effective supplier management, in cooperation with central office as necessary, and with regard to the additional purchasing power that can be achieved through collaboration and group procurement.
6. Working in conjunction with the Operations Manager and the Trust Central Team be responsible for the school's community use agreements. Through coordination with the Operations Manager ensure the effective letting of school's facilities, invoicing and revenue generation. Responsible for promoting the facilities to potential groups and dealing with all letting enquiries with the support of the Lettings/Finance Assistant.
7. Implement and develop a comprehensive three-year business plan, to include the sports and lettings facilities as part of community use, with regular review to ensure projected levels of income generation for the school are met.
8. Assist with the preparation of maintenance and capital expenditure plans.
9. Review and monitor the use and effectiveness of online systems to manage income received by the school, optimising applications for continued improvement;
10. In accordance with Trust procedures, assist the Trust Central Team in maintaining the asset register ensuring accuracy.
11. Manage the interface between HR database and outsourced Payroll Bureau Service, ensuring that information entered on the HR database is accurately captured within the payroll system. This includes processing starters and leavers information or any changes to salaries or monthly pay, and working with others within the school admin team. Prepare and verify monthly payroll for the Headteacher's sign-off in line with the scheduled timetable agreed with the outsourced Access Payroll Bureau Service. This will include ensuring correct sign-off procedures for payroll processing and working effectively with the Payroll Bureau Service and Trust Central HR & Finance teams, to ensure payroll is completed in line with the scheduled timetable, data is accurate and statutory reporting and information required for the Trust is completed on time.
12. Perform monthly payroll reconciliation checks to ensure final reports are accurate and reflect the monthly changes entered on the system, post the payroll journal to PSF, process all third-party payments in line with Trust guidance and to statutory timelines and review the monthly service pack, reporting any inaccuracies or omissions to the Trust Central HR & Finance teams.

13. Liaising with the Trust Central Team as appropriate, adhere strictly to Trust policies, procedures and reporting timelines to ensure accurate administration and management of the School's monthly payroll and pension related activity, and that data is verified and dealt with in line with data protection regulations, maintaining strict confidentiality.

#### **Other duties:**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the school and the University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

#### **Equality and Inclusion:**

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the school has a number of policies that you should ensure you are familiar with and are compliant to. All policies are available from the Headteacher. Any breaches may lead to termination of employment.

#### **Right to Work:**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Headteacher.

#### **Health & Safety:**

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. You should familiarise yourself with the school's Health and Safety policies.

#### **Sustainability and Environment:**

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

#### **Data Protection:**

You will be responsible for ensuring that workplace responsibilities, such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code 2002.

### Safer Recruitment:

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service Certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs). Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applications for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

### Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Your application form will be assessed for literacy, accuracy and attention to detail.

Knowledge and Qualifications		E	D	Evidenced through
Degree educated, or equivalent relevant business experience at an appropriate level.	✓			Application Documentary evidence  Interview
Part qualified at CCAB or CIMA level.	✓			
An understanding of the current thinking and best practice in business and administration management, such as finance and procurement to enable implementation of effective systems.	✓			
Some knowledge of the school or academy funding framework and statutory regulation.		✓		
Knowledge of charity accounting		✓		
Current and relevant CPD activity.	✓			
An understanding of finance management within a school or academy environment.			✓	

Skills		E	D	Evidenced through
1	Excellent interpersonal and communication skills, both verbal and written; sensitive and challenging as the situation requires, with the ability to explain accounting or technical concepts to non-financial experts and build effective professional working relationships with internal and external stakeholders.	✓		Application Interview References
2	Excellent literacy, accountancy and ICT skills, including extensive expertise in MS Excel and financial systems.	✓		
3	Evidence of robust administrative, organisational and prioritisation skills with an analytical and innovative approach to problem solving.	✓		
4	Skilled in the use of PS Financials software.		✓	
5	Bid writing skills with evidence of success.		✓	

Experience		E	D	Evidenced through
1	Two years relevant experience of effective and robust financial management.	✓		Application Interview References
2	Proven experience of the collection, analysis, interpretation, verification and presentation of meaningful data and statistics.	✓		
3	Previous experience of formulating strategies and translating these into operational policies and procedures.	✓		
4	Demonstrable evidence of managing and inspiring confidence and trust in people, that empowered and motivated individuals	✓		
	and teams to work collaboratively and deliver a professional and high standard of provision.			
5	Financial management experience in school or academy.		✓	
6	Procurement of goods and services that produced savings against budget.		✓	

Personal Attributes		E	D
Pro-active, enthusiastic and enterprising team player who is both adaptable and flexible and a catalyst for change.	✓		Evidenced through
An ability to maintain a good attention to detail and accuracy whilst under pressure and to conflicting demands.	✓		Interview References
Flexible and adaptable to changing priorities and the needs of the schools, whilst remaining calm and professional under pressure.	✓		
Well-developed social intelligence with the personal credibility required to influence key internal and external stakeholders, with an understanding of the importance and value of engaging with parents, carers and the wider community.	✓		

# Application Procedure

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Applicants should complete an Application Form and Equality Monitoring Form which can be downloaded from the school website [www.oakmoor.hants.sch.uk](http://www.oakmoor.hants.sch.uk) or the Trust's website [www.unicat.org.uk/find-job](http://www.unicat.org.uk/find-job) and submit it, so that it is received no later than 9am on Monday 12<sup>th</sup> December 2022 by emailing Mrs E Corin, PA to the Headteacher at [e.corin@oakmoor.hants.sch.uk](mailto:e.corin@oakmoor.hants.sch.uk)

Oakmoor School  
Budds Lane  
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Hampshire  
GU35 0JB

T: (01420) 472132

E: [e.corin@oakmoor.hants.sch.uk](mailto:e.corin@oakmoor.hants.sch.uk)

## ***Application Form Completion***

When completing the application form, please refer to the Job Profile and particularly the essential criteria within the Person Specification. Indicate, giving evidence, how you believe your knowledge and qualifications, skills, experience and personal attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

## ***Selection Procedure***

The shortlist will be drawn up week on Monday 12<sup>th</sup> December 2022.

Interviews will be held on Tuesday 13<sup>th</sup> December 2022.

Further details will be sent to those candidates called for interview. Failure to send your application form to the above address may invalidate your application.

## ***Equality Monitoring***

All applicants will be required to complete an Equality Monitoring Form.

## ***Receipt of Application***

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately on the number above.



