

Candidate Pack

Finance Manager

36 hours per week (52 weeks)

Part-time will be considered

£45,734 - £51,725 FTE

Based at the Trust Offices in Warlingham, Surrey

Working across all schools within the Trust



Tandridge Learning 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 successful candidate will be subject to safer recruitment checks, including an enhanced DBS check.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.

Contents

Contents	2
Advert	3
How to Apply	3
Job Profile	4
Tandridge Learning Trust	8
Our Schools	9



FINANCE MANAGER

Are you looking for a rewarding new challenge in a dynamic and innovative environment?

This is a great opportunity for you to join a friendly, forward thinking Finance team within a Multi-Academy Trust at an exciting time in its development. With ambition to grow and a strong commitment to support all of our people, you will play a key role in leading our professional shared service.

We are looking for:

- A qualified accountant with at least five years' experience of working at a senior level
- Ability to communicate effectively with senior managers and other financial professionals
- Experience of managing a small team and the day-to-day financial processes across all schools.
- Experience of accounting software and using IT systems to facilitate efficient financial processes.

You will be responsible for the financial management in our schools, consolidation of all financial reporting and business planning, ensuring key information is accurate and available for statutory reporting requirements. Your role as Finance Manager will be to support the Director of Finance and Operations in management accounting, year-end reporting and business planning. You may also be required to deputise as and when required.

Our many employee benefits for you to enjoy include: -

- Tailored programmes of high quality training and development
- Family friendly policies, including discounted nursery provision on-site
- Employee Assistance Programme
- Lifestyle and retail discounts
- Staff sports and social events

This is an exciting opportunity if you are someone who enjoys working with a variety of people, in a fast paced but supportive environment. The successful candidate must be able to rise to the technical financial challenge, as well as being able to communicate effectively with senior leaders, finance and business colleagues to enable the best possible outcomes for children across our Trust.

Visits and informal discussions are welcomed. We look forward to hearing from you.

Closing Date: Wednesday 10am, 8th June 2022

Interview Date: Monday 13th June 2022

Start Date: September 2022

Contact Details:

For an informal chat, please call Paula Chowdhury, Director of Finance and Operations 01883 776677 x2007, or email p.chowdhury@tandridgelearningtrust.co.uk.

How to Apply:

Please complete the Trust's application form and return it to - hr@tandridgelearningtrust.co.uk

Unfortunately, we are unable to accept CV's

Role Profile

Part A - Grade & Structure Information

Job Family Code	11BF	Role Title	Finance Manager
Grade	TLT11	Reports to (role title)	Director of Finance and Operations
		Directorate	Finance and Operations
JE Band	439-518	Service	Shared Services
		Team	Finance
		Date Role Profile was created	May 2022

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Trust reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To provide high level financial support and expertise to senior budget holders, as well as leading the team of finance officers supporting each primary school. The candidate will be responsible for the financial management in our schools, consolidation of all financial reporting and business planning, ensuring key information is accurate and available for statutory reporting requirements. The candidate will support the Director of Finance and Operations in management accounting, year-end reporting and business planning.</p> <ul style="list-style-type: none"> • Oversee and prepare monthly management accounts, including financial forecasts, variances to budget, cash flow forecasts and balance sheet. • ensuring that the Trust's accounting information is effectively and accurately maintained in compliance with the Funding Agreement, SORP, the Academies Trust Handbook, the Academies Accounts Direction and all relevant Companies and Charities legislation • Prepare financial information for reports and to enable strategic decision making. • Meet with senior budget holders in the primaries and Trust to provide up to date financial information and work with them to develop financial plans. • Collate and prepare financial statutory returns, ensuring deadlines are always met and the Trust is compliant. • Line manage and develop the finance officers, directing their daily work and ensuring they meet the monthly and annual timelines for effective reporting. • Preparing and leading the detailed work for statutory financial statements, scrutiny visits and audits, liaising directly with the external auditors. • Lead on year end procedures and processes to final accounts • Manage the detailed work with the Finance Officers for budget plans and support the Director of Finance and Operations on all aspects of business planning and financial reporting. • Ensure the Trust remains VAT compliant, ensuring VAT returns are submitted in line with HMRC guidelines.
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	<ul style="list-style-type: none"> • Ensure the Trust is compliant with the finance policy and the financial regulations. • Support the achievement of value for money across the MAT. • Lead on key financial IT systems including accounting software, financial monitoring and planning systems and school fund. • Manage the transitional financial arrangements for converting schools.
Work Context	A Shared Service role within Tandridge Learning Trust, supporting and advising all schools and the Trust on all aspects of Financial Management
Line Management	Finance Officers
Budget Responsibility	Support senior leaders to manage budgets in line with the Scheme of Delegation, and provision of accurate information to support budget monitoring, management and planning at schools and trust level as appropriate.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Advise on the analysis and interpretation of data, identify trends and test solutions, present results and put forward recommendations to support the resolution of issues and support decision making. <p>Service Delivery</p> <ul style="list-style-type: none"> • Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. • Apply specialist/professional expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards. • Ensure professional and quality service standards are maintained and applied within their area of activity. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Lead or contribute to the operation of an efficient and effective service ensuring the work of the team supports service plans and that necessary resources are secured. • Lead major projects and reviews within a defined area of work to support and enhance service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Monitor, analyse and manage delegated budgets, funding and resources in accordance with organisation's policies and procedures. <p>Work with others</p> <ul style="list-style-type: none"> • Liaise internally and externally to ensure the department/service issues

	<p>are appropriately represented and acted upon.</p> <ul style="list-style-type: none"> • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>People Management</p> <ul style="list-style-type: none"> • Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Degree or equivalent, or significant vocational experience showing development in a series of progressively more demanding relevant work/roles. • Professional qualification in accounting or significant evidence of high level understanding of financial disciplines. • Extensive and comprehensive knowledge of computerised business systems, able to promote the use of accounting software/IT systems to facilitate efficient financial processes. • Extensive knowledge of principles, practices, and procedures relating to business planning and financial and organisational management, preferably gained with a MAT or academy. • Knowledge and understanding of consolidated Academy Financial reporting. • Proven written and oral communication and interpersonal skills with established negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals at a strategic level. • Ability to understand, meet and exceed customer expectations. • Proven problem solving and analytical skills with the capacity to devise and implement innovative solutions and manage change successfully. • Proven ability to manage a wide range of complex projects or programmes. • Significant (at least five years) work experience at management level in one or more relevant specialist areas. • Demonstrable experience in successful recruiting, managing, coaching and developing of staff.

Role Summary

Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high-level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional, or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions.

There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards and will have professional autonomy and discretion within operational policies and practice guidance.

Tandridge Learning Trust

Tandridge Learning Trust was formed in 2017 by five Tandridge schools. It is a cross-phase Multi-Academy Trust (MAT) comprising one secondary (Warlingham School & Sixth Form College), and four primary schools (Bletchingley Village Primary School, Hamsey Green Primary School, Tatsfield Primary School and Woodlea Primary School).

Tandridge Learning Trust recognises and respects the unique culture and ethos of each individual school and has high aspirations for every child and every school; sharing best practice and inter-school collaboration to improve teaching, learning and outcomes for children.



The Trust provides robust challenge combined with relevant support for each school to ensure that every child, no matter their ability or circumstances, achieves their best possible outcomes. It also provides wider opportunities for students and staff by broadening the curriculum offer, sharing specialist staff and improving professional development. This broader curriculum and opportunities for development and movement within the Trust creates an attractive working environment and aids in staff recruitment and retention.

The structure also provides more possibilities for robust succession planning and encourages the development of school leaders.

Working together as a group of similarly minded schools creates more opportunities for economies of scale, eventual efficiencies in the provision of centralised services and access to additional funding.

By operating as a cross-phase Multi-Academy Trust, the schools can improve the transition between primary and secondary phases and thus raise learning outcomes.

Tandridge Learning Trust is governed by a Trust Board which is responsible for the strategic decision-making and financial prudence of the Trust.

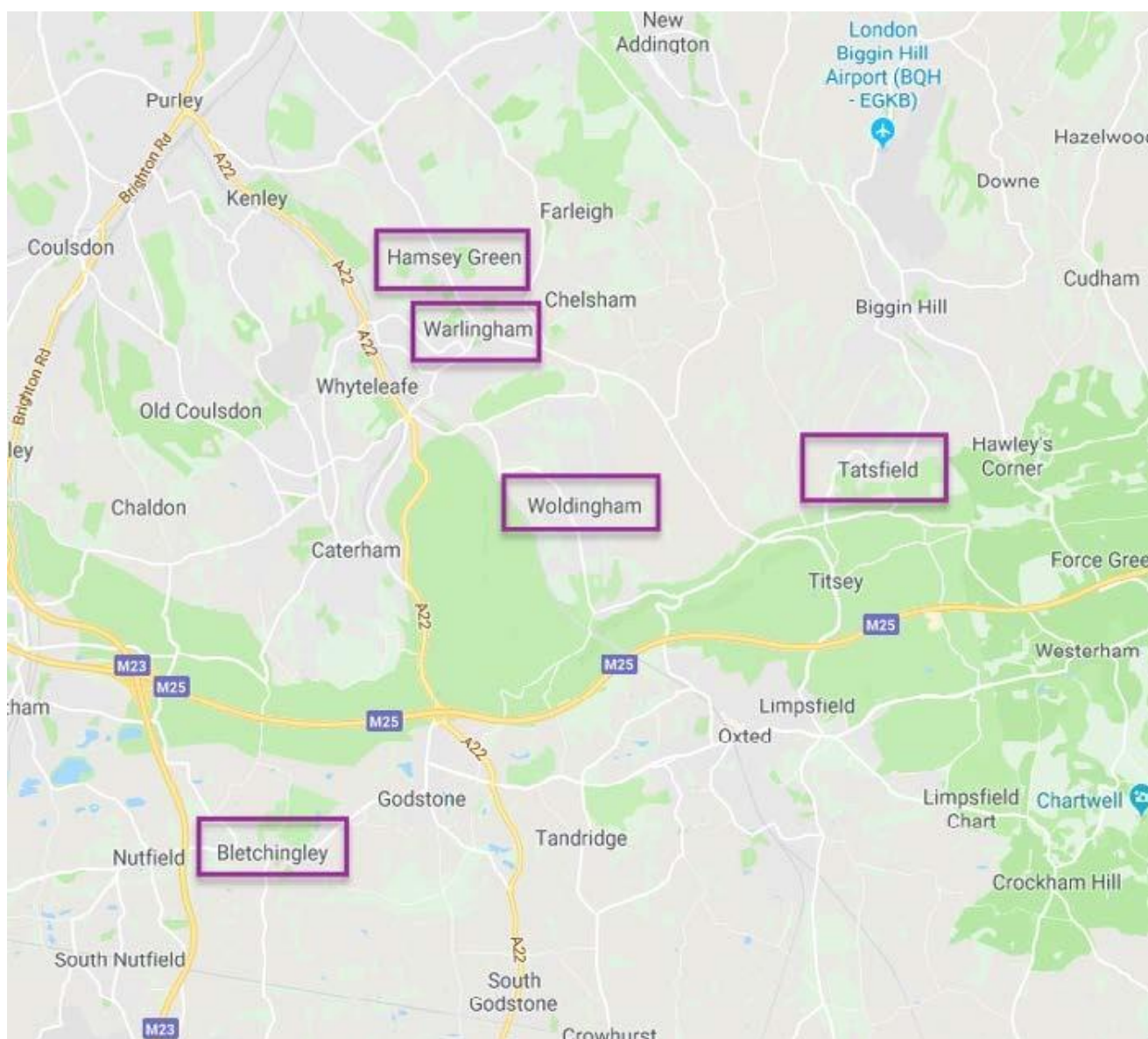
For more information, please visit our website:- www.tandridgelearningtrust.co.uk





OUR SCHOOLS

Our schools are all in our local area – it takes less than half an hour to travel between those furthest afield.



www.bletchingleyschool.co.uk

www.hamsey.surrey.sch.uk

www.tatsfield-surrey.co.uk

www.warlinghamschool.co.uk

www.woodlea.surrey.sch.uk