



Job Application Pack
Finance Reporting and Compliance Manager

Permanent, Full time, All Year Round

Grade 14, points 44 - 49

£47,937 - £52,922 per annum

plus circa 21% pension

Welcome from the CEO

Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of Trust's.



About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and are excited to be opening Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Community School, Merrill Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

Our Schools

Bluecoat Aspley Academy

Bluecoat Aspley Academy has approximately 1500 students, including 500 in the Sixth Form, based in the city centre. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust).

The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds. Believe in yourself, in others, in God centres around everything we do by acting out the values of faith, family, hope and respect. Wellbeing for all is extremely important and the Academy strives to support all.



Bluecoat Aspley
believe in yourself, in others, in God



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



Bluecoat Beechdale Academy
Believe. Belong. Achieve



Bluecoat Primary
believe in yourself, in others, in God

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.





Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

Bluecoat Trent Academy



The Bluecoat Trent Academy (BTA) will open its doors in September 2021 for the founding cohort of Year 7 pupils. BTA will be an 11-16, non-faith school. It is anticipated that this will be six forms of entry, growing to 8 in subsequent years. The new academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will for the first two years be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.

Lees Brook Community School

Lees Brook Community School (LBCS) based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does.



Lees Brook Community School

Lead Believe Create Succeed

The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in both Duke of Edinburgh and its vibrant Arts offer including Dance, Drama and Performing Arts.

Merrill Academy

Merrill Academy in Derby offers a broad curriculum designed to engage and challenge its students. The academy has 838 students and places a strong emphasis on positive relationships, promoting independence, equality, resilience, and consideration for others. Situated in the heart of the City of Derby it serves a busy and diverse local community.



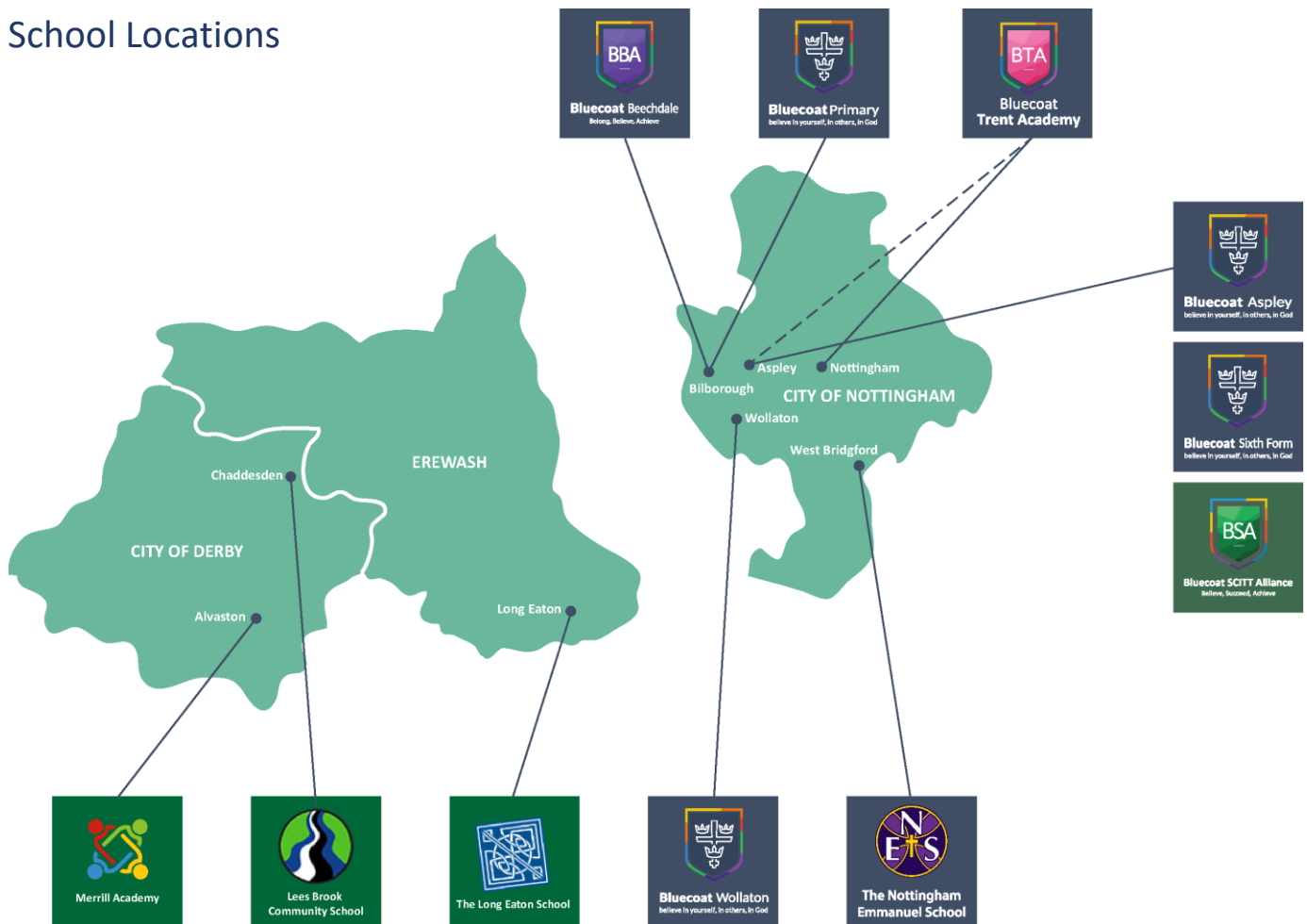
**MERRILL
ACADEMY**

The Long Eaton School



The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.

School Locations



Welcome from the MAT Team Regional Director- Stuart Anderson



The Regional Director provides direct line management and support for a cluster of Academies within the Trust. They have a secure understanding of each school over time and the staff and contexts within which they will operate. They are there to address performance, drive change and raise standards by understanding the school's needs, working with its Principal and wider staff in order to facilitate appropriate Trust (or wider) support. Moreover, they ensure that children in that school are best served by Archway Learning Trust in the ethos upon which the Trust prides itself.

Further details found at <https://www.archwaytrust.co.uk/about-us/head-office-team-education-2/>

Corporate Services – Michelle Walshe – Corporate Services Director



Enables effective governance for the Trust that meets the various regulatory requirements; oversees the marketing and communications of the Trust and drives service improvement through the leadership of service management.

Further details at <https://www.archwaytrust.co.uk/governance/>

Operations – Nathan Jeremiah – Operations Director



Change management, strategic planning and effective people management to create a highly agile, scalable and user focused technology experience. Playing a key role in growing the Trust and ensuring that through every step of the Trust's development technology always acts as enabler.

Further details at

<https://www.archwaytrust.co.uk/about-us/head-office-team-education-2/>

Human Resources - People Strategy Director – Debbie Stanley



Bringing a wealth of knowledge and experience to Archway in the development and implementation of our people strategy.

Further details at

<https://www.archwaytrust.co.uk/about-us/head-office-team-education-2/>

The Vacancy

The Trust are seeking to appoint a Finance Reporting and Compliance Manager who will work alongside the CFO ensuring that management information and accounts are produced accurately and on a timely basis for all stakeholders across the Trust. Line managing the team of management accountants, the post holder will also lead the annual budgeting process maintaining a long term view of the budgets and monitoring changes in the 5 year budget plan.

Further details relating to the role can be found in the job description/person specification.

We would ask that candidates explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

If you would like an informal discussion about the role please contact Donna Lewis, CFO on

dlewis@archwaytrust.co.uk

Applications

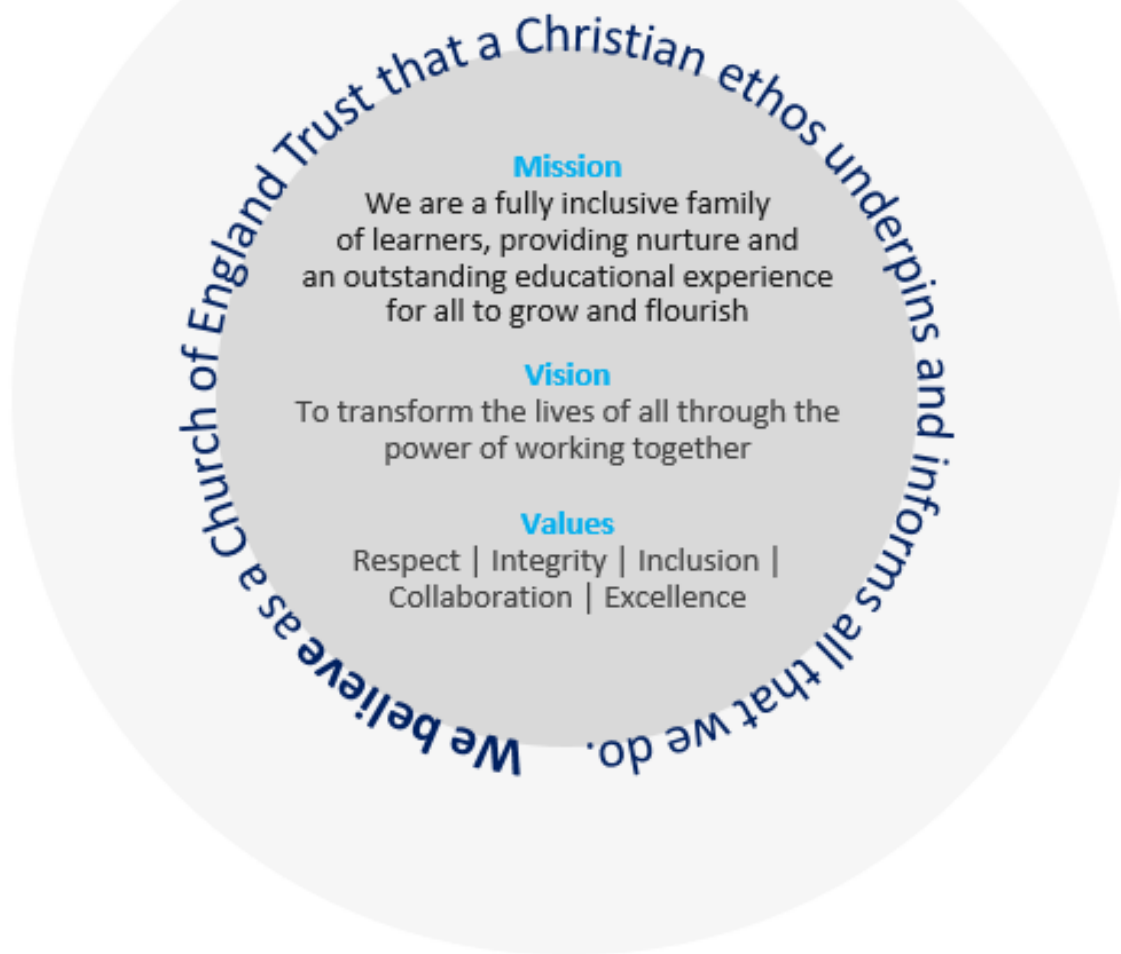
For more information about Archway Learning Trust and the vacancy, please visit www.archwaytrust.co.uk/vacancies. To apply for the role click apply which will take you to the application form for the post.

Closing Date: 9am, Monday 26th July 2021

Interview Date: TBC

Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working together, transforming lives

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

POST TITLE: Finance Reporting and Compliance Manager

GRADE: Grade 14, points 44 - 49

RESPONSIBLE TO: CFO

JOB PURPOSE

The post holder will work alongside the CFO ensuring that management information and accounts are produced accurately and on a timely basis for all stakeholders across the Trust. Line managing the team of management accountants, the post holder will also lead the annual budgeting process maintaining a long term view of the budgets and monitoring changes in the 5 year budget plan.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

- Deputising for the CFO where appropriate and necessary
- Line manage the finance reporting and compliance team
- Overall responsibility for producing consolidated management accounts for the Trust and prepare monthly management accounting packs for Trustees and ELT consisting of management accounts, forecasts, cashflow and balance sheet. Prepare appropriate commentary for the monthly report.
- To provide monthly Management Account to the Assistant Accountant for consolidation in respect of the MAT ensuring that month-end accounting procedures are processed in an efficient and timely manner in accordance with set deadlines.
- Be responsible for reviewing reporting templates and systems and improving these as required. Using Power BI write template reports.

- To work closely alongside MAT Business Leads to provide adequate support for budgetary monitoring and management.
- Overall responsibility to ensure that regular reports for budget holder are produced and disseminate.
- Develop budgetary assumptions and roll out ensuring that these are consistently applied across the Trust.
- Overall responsibility for consolidating all budgetary plans – both annual and long term. Manage a system to track changes to the long term budget plans. Ensure that all budgets are in line with the Trust's strategic objectives.
- Be responsible for the chart of accounts
- Overall responsibility for preparing the annual consolidated financial statements for the Trust. This will include accounts for the Trading Limited.
- Overall responsibility for maintaining the Trust's pecuniary interest register and gifts and hospitality register.
- Ensure Government, EFA and other returns are submitted accurately and on time.
- Liaise with internal and external auditors and in conjunction with the CFO manage the communication with auditors in developing plans and programs.
- Overall responsibility to monitor the income streams for the Trust and ensure that all income due is received and that income streams are maximised.
- Ensure compliance with financial legislation, Companies House and Charity Commission requirements and HMRC requirements.
- Lead on the integration of the accounting software to other accounting software solutions across the Trust.
- Lead on the maintenance of the database ensuring that set up are consistent for all academies and business segments.
- Acquire, analyse and evaluate available data and use to inform planning, practice and review producing a variety of statistical information as and when required.
- Develop benchmarking reports across the Trust which can be used to ensure all academies are delivering high standard education in a value for money manner.
- Collate and consolidate School Resource Management information as required across the trust, investigating outlying academies and providing action plans where relevant.
- Advise senior leaders and staff on all aspects of financial management.
- Overall responsibility for training and communicating with budget holders to ensure that they are adequately skilled in the use of essential reports for operational budget management and financial systems
- Working in conjunction with the CFO the post holder will focus on income maximisation across the Trust including reviewing new opportunities for funding and grants. Once identified writing bids, tracking of financial progress ensuring payment. Completing monitoring forms and processing claims with the ESFA and other grant givers.
- Maintain a register for all funding across the Trust.
- Preparing and presenting business cases of varying levels of complexity including for new courses, equipment spend and recruitment of staff. Working closely with trust colleagues to bid for additional resources
- Ensure that financial records are stored in accordance with the Trust retention schedule. Develop the processes and systems for financial record storage. Ensure that financial records maintained and systems utilised are GDPR compliant and seek advice from the Trust Data Controller and DPO as required. Ensure that developments in accounting standards are applied to processes across the Academy.
- Input into the Trust risk management process highlighting key financial risks pertinent at academies develop action plans and risk mitigations.

- Other duties as requested by the CFO. This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed
- Developing and maintaining effective working relationships as appropriate to ensure an effective and professional Finance service is provided.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community.
- We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.

Person Specification – Finance Reporting and Compliance Manager	Essential	Desirable
Qualifications and Training		
Fully qualified accountant - CCAB recognised accountancy qualification or CIMA or substantial relevant experience	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
Skills and Knowledge		
Strong working knowledge of Microsoft Office packages. Excellent user of Excel.	*	
Strong accounting knowledge and understanding legislation and standards.	*	
Knowledge of academy financial controls and regulations	*	
Excellent interpersonal skills and a track record of establishing and promoting effective working relationships	*	
Strong interest in systems and processes which will add value and assist in managing change in a Finance environment	*	
Ability and knowledge to produce budgetary estimates, reports, cash flow and financial and statistical summaries, ideally combined with operational experience	*	
Knowledge of principles and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of management accounts	*	
Understanding of good practice controls within the finance area.	*	
An eye for detail being able to analyse financial data, identify areas where errors may have been made.	*	
Clear and persuasive communication skills, written and oral, including the ability to negotiate effectively	*	
An ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within specified deadlines and financial control cycles.	*	
Experience		
Minimum of 3 years' experience of managing a finance team in a large organisation	*	
Previous experience of working in accounts and preparing reports.	*	
Financial management experience preferably including some experience in the public/not for profit sector	*	
Successful Funding Bid experience		*
Experience of liaising effectively with outside agencies	*	

Ability to manage a team and work cooperatively across the finance function and beyond understanding Academy roles and responsibility	*	
Experience of budgeting and monitoring complex activities	*	
Ability to analyse and interpret complex data providing solutions to complex problems	*	
Experience of using computerised accounting packages.	*	
Personal Qualities		
Ability to work flexibly and take on and change responsibilities and task to meet the ever changing needs of the Trust.	*	
Possess excellent organisational and communication skills and relate well with a wide range of audiences, demonstrating an enthusiasm for working in an Academy and with young people.	*	
Be honest and fair when dealing with students and staff.	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the school.	*	
Enhanced DBS check to be undertaken on appointment.	*	