



MacIntyre
Academies



Head of Finance and Procurement

MacIntyre Academies Trust

Recruitment Pack

Recruitment Advertisement

Head of Finance and Procurement

Job Title: Head of Finance and Procurement

Salary: £41,984.18-£49,072.42 per annum

Location: Regular travel to Oxfordshire and the West Midlands required. Currently remote working, and will continue with a blended arrangement moving forwards.

Reference No: 0000000063

Hours of Work: 38 hours per week (Full-Time)

Closing Date: Friday 4th June 2021, 5pm

Interview Date: Wednesday 9th June 2021

Start Date: June/July 2021 or ASAP

Be part of the Academy Trust behind schools for children and young people with autism and/or additional needs.

About Us

MacIntyre Academies' mission is to become a leading Special Academy Trust that provides outstanding outcome-focused state education by promoting high aspirations, empowering parents as partners and successfully equipping every child for adult life.

We currently have 4 Academies. Endeavour Academy in Oxford opened in 2014 and is a residential academy for children and young people with autism and associated severe Learning difficulties aged from 9 to 19 years old. In 2015 we opened Discovery Academy in Nuneaton, for children with social, emotional and mental health needs and /or autism. In 2017 we opened Quest Academy also catering for children with SEMH and/or autism. Finally, in September 2020, Venture Academy based in Henley-in-Arden joined the Trust catering for pupils in years 5-11 (ages 9-16) who may have Social, Emotional and Mental Health Difficulties and/or Diagnoses of Autism or an associated condition.

MacIntyre Academies benefits greatly from its sponsor MacIntyre, which over the last 50 years, has developed a strong reputation nationally, as a high quality, person centred organisation.

The Role

As a small but growing Trust, we are currently seeking an experienced strategic Head of Finance and Procurement to join our Central Support Team who can provide support services to all four schools within our Trust. The role incorporates Finance and management of key contracts including Information and Communications Technology (ICT) which will support the Group Director of Education and Children's Services and Trust Board in the efficient and effective delivery of the Trust's strategic aims and objectives.

As the Head of Finance and Procurement, you will be responsible for the efficient and effective management of the Trust financial systems. You will act as Finance Officer with regards to dealings with the Education, Skills Funding Agency (ESFA) and ensure compliance with Trust Finance Policy and Procedures, and the ESFA Financial Handbook. You will also support Principals and the Head of Support Services to ensure that all budgetary targets are met by individual academies and the MAT as a whole.

Reporting to our Head of Support Services, you will liaise with academy Principals to ensure that dedicated teams, including Business Managers who oversee finance, data protection, health and safety and ICT in each academy are effective, competent and well supported. You will ensure the delivery of annual accounts in accordance with the Academy's Financial handbook, ESFA guidelines and all statutory requirements.

You will be responsible for health and safety ensuring robust processes are in place with support from the MAT H&S Committee and MAT Central Team. There is also the possibility of shuffling responsibilities within our MAT Central Team so if this pack excites you, but the role is not a 100% match to your skills set please do get in touch.

A member of the Trust Leadership Group, you will provide strong vision and strategic direction to Trust staff and lead the financial aspects of the strategic plan, including the preparation and implementation of plans for new schools and those joining the Trust.

About You

Ideally you will be a CCAB Qualified (CIMA/CIPFA/ACCA/ICAEW) and have significant experience of managing, supporting, training, developing and coaching staff, including the assessment and control of work priorities. Exceptional candidates who are working towards or willing to undertake an accountancy qualification will also be considered.

You will have experience gained within the Education sector, knowledge of academies financial regulations, and previous experience of completing and submitting year end statutory accounts and relevant statutory returns; alongside practical experience of presenting complex issues to School and Trust Leaders. A management qualification and an understanding of the ESFA systems is desirable.

A strong team player, you will possess the ability to operate calmly under pressure and you will be prepared to work variable hours occasionally to meet the requirements of the post.

The role is home based with regular visits to our sites in Oxford, Rugby, Nuneaton and Milton Keynes so your own transport and a willingness to travel is essential. Ideally the successful candidate will live within a reasonable commutable distance of Oxford or Warwickshire.

Benefits

In return, we can offer you a competitive salary, generous annual leave entitlement and local government pension scheme, as well as an Employee Assistance Programme to support your health and wellbeing and access to our cycle to work scheme once you've completed your probation. We also offer enhanced maternity, paternity, adoption and shared parental leave schemes (once you have a year's service with us) and annual flu vaccinations.

*Salaries are Full-Time Equivalent and are dependent upon qualifications and experience

No Recruitment Agencies

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. Referees will be asked to assess suitability of candidates to work with vulnerable adults, children or young people and will be verbally verified. MacIntyre Academies' Safeguarding Policy can be found on our website and candidates will be asked about this as part of the recruitment process.

Letter from Group Director of Education and Children's Services

Hello,

Thank you for your interest in the role of Head of Finance and Procurement. This is an exciting opportunity for an ambitious finance professional who wants to play a key role in a senior leadership team and to help shape the future direction and success of a very special multi academy trust. We believe that all young people regardless of ability or difficulty deserve the very best education and the chance to fulfil their full potential in life. Maintaining control of our resources, ensuring continued financial stability and making prudent investment decisions is key to this mission and the Trust's future success and growth.

As a senior leader in a small but growing Trust with annual turnover of £10m, you will assume the role of the Trust's CFO and be required to wear many hats, including overseeing the management of estates, health and safety and our data protection responsibilities. Importantly you'll need to be comfortable with working at both a strategic and operational level.

So, if you share our passion for helping young people succeed then this might be the right job for you. It will be a demanding role, but a highly rewarding one too.

I look forward to reading your application.

Best wishes

Kevin Rodger
Group Director of Education and Children's Services



Our Vision and Ethos

We believe all children and young people, regardless of disability or difficulty, deserve the best education possible. We want our pupils to be ambitious for themselves and we need to be ambitious on their behalf. Therefore our aim is to deliver 'outstanding' schools with outstanding outcomes. Our schools welcome the involvement of families, keeping education individualised to each child/young person. Our Academies provide a healthy, safe and enjoyable environment, with excellent teaching and learning with a focus on high quality personalised education and positive behaviour support and will evolve according to local needs.

The main aims of Academies is to:

- Improve outcomes and life chances for children and young people;
- raise aspirations of both students and staff aspirations for their students;
- support children back into mainstream schools where appropriate;
- ensure better transitions, destinations and opportunities after school;
- Accelerate progress in literacy, numeracy as well as a broad and balanced curriculum;
- Operate a school which is environmentally sustainable and financially secure;
- strengthen community cohesion by being a keystone within the local community;

With curricula that focus on developing academic potential, social, vocational and life skills, we want every child to achieve his or her full potential. The school curricula are motivational and make connections. Learning is practical, always feels 'real' and relevant and builds on young people's strengths. To achieve this, learning happens in a wide variety of spaces including the local community, the school grounds and in specialist technology spaces. Through engaging projects young people access a broad and balanced curriculum including developing the literacy and numeracy skills which will help them to succeed in their adult life.

Supporting young people to improve their own well-being, particularly their communication, social, emotional and mental health needs, is central to the school curriculum. This includes learning to build positive relationships, being active, contributing positively to their school and local community, broadening experiences and learning to understand and shape their own emotions. We have a holistic and non-judgemental approach to supporting behaviour that empowers the child or young person to engage in education. We believe that a student that is motivated, encouraged and made to feel worthwhile will choose to learn, and as a consequence behave well. Our schools support students to become socially responsible, polite and caring young adults, who value the lives of others and the environment in which they live. All staff, not just teachers, are trained to support children to develop positive behaviours and develop strategies to manage their own behaviour positively. Good behaviour and attendance are a direct outcome of positive attitudes to learning - importantly, our vision is for all children and young people to enjoy attending the Academy.

Key to the success of our academies is the recruitment and development of a highly skilled, flexible workforce that delivers outstanding education and support, and benefits from MacIntyre Academies' in-depth understanding and experience of how to design bespoke education solutions to children who requires specialist support strategies to achieve excellent outcomes.

Head of Finance and Procurement

Job Description

Reporting to

Head of Support Services

Accountable to Group Director of Education and Children's Services

Purpose:

As the Head of Finance and Procurement, you will be responsible for the efficient and effective management of the Trust financial systems, act as Finance Officer with regards to dealings with the Education Funding Agency (ESFA) and ensure compliance with Trust Finance policy and procedures and the ESFA handbook. You will lead on procurement across the Trust ensuring value for money and manage key centralised contracts including ICT and payroll.

Key Responsibilities and Duties:

Finance:

1. Contribute to the Trust strategic planning process and develop/produce the financial strategy to support the Trust strategic plan, academy operational and the three-year development plans and associated financial targets.
2. Advise the Group Director on financial aspects of the scheme of delegation between the Trust Board, the Local Advisory Boards and the Principals for their day to day operations.
3. To work in line with the MAT Financial Policy and Procedures Manual.
4. To prepare Trust budgets and management reports as necessary.
5. To prepare all management information in the statutory format for the external and internal reporting processes.
6. To prepare for the audit of annual accounts in the statutory format.
7. To monitor and control all MAT income.
8. To ensure billing, fee collection and payment of invoices are carried out accurately and expeditiously.
9. To invoice Local Authority's in a timely manner ensuring funds are received and carrying out income reconciliation.
10. Maintaining a debt review
11. To monitor and control expenditure relating to MAT Central Finance.
12. To manage Trust debt review processes and procedures.
13. To manage the submission of accurate VAT returns to HMRC by the required deadlines.
14. Completion of the monthly close down and preparation of monthly management information.
15. Management of accruals and pre-payments.
16. Assigning fixed asset depreciation
17. Completion of Department for Education (DfE) forms and returns as required.
18. Liaise proactively and productively with the ESFA, Auditors, Local Authority's, and other professional regulatory organisations.
19. Line management of the central Finance Officer.
20. Provide direction to the dedicated finance team based within the academies and liaise with Principals and School Business Managers to ensure others who contribute to the finance systems are supported to carry out agreed roles.
21. Obtaining best value procurement in order to achieve economies of scale, and to lead the appropriate procurement process
22. To lead the financial aspects of the strategic plan including the preparation and implementation of financial plans for new schools and those joining the Trust.
23. Ensure that robust and appropriate accounting systems are established and effectively monitored, maintaining the integrity of financial records.

Payroll:

24. Line management of the Payroll Officer.
25. Checking and signing off payroll submissions including approving BACS payments and auditing payroll to ensure regulations are met.

26. To be responsible for all aspects of payroll, pension including monthly and year end returns.
27. To act as first point of escalation for all pay related issues, including payroll software issues, pension agencies, HMRC and other relevant third party organisations.
28. To produce accurate and timely monthly/annual reporting to HMRC, and other external agencies.

IT:

29. Checking Management of the IT contract with the outsourced provider including the transfer to new providers where required.
30. Oversee Information and Communications Technology (ICT) across the Trust.
31. Develop effective relationships with all MAT based and school-based personnel involved in the IT function and provide support to School Business Managers in respect of IT Apprentices as applicable.

Health and Safety/Facilities:

32. Chair the Health and Safety committee and monitor accountability and actions arising from this
33. Be the designated lead member of the Trust Team for Health & Safety ensuring compliance with all relevant legislation and carry out an annual internal audit in conjunction with a LAB Member
34. Oversee and sign off all RIDDOR paperwork
35. Quality assure H&S checks logged on our H&S MIS are completed to ensure compliance.
36. To be responsible, in liaison with the Head of Support Services and members of SLT, and other external providers, for the Trust's 5-year maintenance plan, ensuring that accurate data are maintained and that appropriate priorities are set as required.
37. To ensure that value for money is achieved in terms of repairs and maintenance.
38. To project manage the conversion of new schools joining the Trust in regard to preparation of lease, risk management and building surveys with support from the MAT Central Team.

Other areas of responsibility:

39. As a member of the Trust Leadership Group, provide strong and effective leadership, vision and strategic direction to Trust staff to achieve the highest levels of performance and ensure a culture of continuous improvement.
40. Act as Data Protection lead for the Trust in accordance with outsourced Data Protection Officer.
41. Responsible for leased vehicles including liaising with the lease company as applicable.
42. Manage the renewal of business/vehicle insurance across the Trust ensuring value for money and ensure that all academies have the relevant insurances.
43. To manage the Trust asset register including calculation of fixed asset depreciation.
44. Management of Trust Wide Service Level Agreements.
45. Develop mutually beneficial links between the Trust, the sponsor MacIntyre and external stakeholders as applicable building effective and beneficial relationships.

Additional Duties:

1. To safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the School's Safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.
2. To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a person we support.
3. To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.
4. To be aware of your responsibilities in accordance with the General Data Protection Regulations (GDPR) and be familiar with the content of the MAT Data Protection Policy, Acceptable use of ICT Policy, Password Policy and any other associated policies and procedures.
5. To be responsible for your own personal and professional development; undertaking learning and development activities including attending role specific training as required.
6. To attend and participate in staff meetings, individual formal supervisions, appraisals, staff debriefings to ensure consistency and good practice.
7. To undertake any other reasonable tasks as are required at the discretion of the Head of Support Services, MacIntyre Academies.

Head of Finance and Procurement Person Specification

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Education, knowledge and experience	<ul style="list-style-type: none"> • CCAB Qualified (CIMA/CIPFA/ACCA/ICAEW) or working towards this (exceptional candidates who are willing to undertake an accountancy qualification will also be considered). • Experience gained within the Education sector. • Knowledge of academies financial regulations • Previous experience of completing and submitting year end statutory accounts and relevant statutory returns • Demonstrative experience of P&L accounts and cash flow forecasts in a commercial environment. • Expertise of overseeing and completing the budget preparation process • Experience of presenting complex issues to Managers who have little or no financial expertise • Experience of monitoring spend against budget, identifying variances and recommending remedial action • Analysing and reporting on financial data • Demonstrative experience in the contribution to the development of strategy and leadership and implementation of strategic change. • Experience of working successfully with a diverse range of stakeholders. • General management and specialist experience in at least one bursarial function. • Experience of overseeing and completing the submission of information to deadlines with the ability to prioritise and plan effectively and to meet tight deadlines • Demonstrative professional communication skills, both written and verbal • Current awareness of IT developments and competent in their use including a good working knowledge of MS Excel and Word, and an accounting system, payroll systems 	<ul style="list-style-type: none"> • A management qualification • Understanding of the ESFA systems • Checking and auditing payroll to ensure regulations are met

<p>Personal Attributes</p>	<p><i>The Candidate must be able to demonstrate:</i></p> <ul style="list-style-type: none"> • Experience of managing people and leading a team. • Able to disseminate autonomy and responsibility to senior leaders, whilst maintaining knowledge of activities across the team, giving support and guidance where needed. Has the ability to translate strategic objectives into clear priorities for their team • Demonstrate the highest level of personal integrity • Demonstrative professional, fair judgement. • Ability to work flexibly to meet the needs of the Trust. • Enjoys working as part of a senior management team, is focussed on solutions and is commercially minded. • Proactively develops capability within a team to address current and future needs of the school • Has meticulous attention to detail, Ability to reflect prioritise, plan and work to deadlines. • High level of resilience and determination. • Calm and organised approach to work under pressure and the ability to inspire this in others. Is able to create an ethos of collaborative working. • A belief that people with learning disabilities have the right to participate in making decisions about the service they receive and to access opportunities including learning, training, employment and wider experiences. • A commitment to the implementation of MacIntyre Academies Equal Opportunities Policy.
<p>Special knowledge and Skills</p>	<p><i>The Candidate must be able to demonstrate:</i></p> <ul style="list-style-type: none"> • Can balance a range of influences and demands to help to develop comprehensive plans and has proven ability to put processes and systems in place to deliver those plans.

Competencies

Providing Leadership	<p>Is able to inspire and lead others to achieve success:</p> <ul style="list-style-type: none"> • Is able to understand school development planning and trust strategy and translate this into practice at a team level • Influences and inspires team members and gains respect by creating a clear vision and demonstrating a passion to support young people • Is willing to listen to others, share knowledge and encourage creativity within team members • Encourages an environment of continuous learning and self-reflection • Openly reflects on own working practice with a willingness to take feedback from others • Is accountable and responsible for decisions made, actions taken and the standard of work completed by them and their team.
Improving Service Quality and Compliance	<p>Is evaluative and able to set and achieve high standards for themselves and others:</p> <ul style="list-style-type: none"> • Able to deliver a high quality of service for the benefit of young people, by understanding the needs of individuals • Able to developing a clear overall improvement plan for their area of work. • Contributes and ensures that their team contribute to the school improvement plan • Ensures that MAT strategies and philosophy is embedded in team culture and that regulatory and compliance targets are met.
Leading Learning and Teaching or Care in an Educational Setting (for those in an operational role)	<p>Is ambitious, has consistent and high expectations of staff and pupils:</p> <ul style="list-style-type: none"> • Demonstrates personal enthusiasm for and commitment to the learning process • Demonstrates the principles and practice of effective learning and teaching • Accesses, analyses and interprets information • Initiates and supports research and debate about effective learning and teaching and develop relevant strategies for performance management • Is expert at assessment and the tracking of pupil progress, with appropriate support and intervention based upon a detailed knowledge of individual pupils
Managing External Stakeholders	<ul style="list-style-type: none"> • Able to develop and manage external stakeholder relationships, promoting MacIntyre Academies' values positively. • Able to maximise business opportunities through existing networks and identify and secure new business opportunities. • Uses an appropriate customer focussed approach and communication. • Collaborates and networks with others within and beyond the School • Builds and maintain effective relationships with parents, carers, partners and the community, establishing a strong network of contacts that enhance the outcomes for all students and staff
Results & Quality Focus	<ul style="list-style-type: none"> • Able to provide clear direction for direct reports and staff teams, linked explicitly to business objectives and the needs of the children and young people we support. • Provides effective performance management using a range of leadership techniques and management tools. • Encourages and supports personal development within all direct reports.
Managing Teams Effectively	<p>Is able to get the best out of others and can influence and guide their team to achieve high performance:</p> <ul style="list-style-type: none"> • Proactively deals with staffing issues quickly • Adapts management style to suit individual team members and get the best from them. • Believes in and demonstrates the ability to mentor and positively supervise staff. • Allows staff appropriate level of flexibility and creativity in workplace, sets clear directions and goals for team • Delegates responsibility to team members appropriately.

Maintaining Commercial Disciplines	<p>Manages successfully the delivery of a business area:</p> <ul style="list-style-type: none"> • Is accountable for the operational and financial performance of area. • Is able to manage and deploy allocated resources appropriately. • Is able to identify commercial threats and risk and develop plans to meet these.
Personal Development	<p>Is committed to achieving high standards for their own self-development:</p> <ul style="list-style-type: none"> • Is able to reflect on self-development needs from a business and personal perspective and address them. • Meets agreed development action plans as agreed with line manager. • Achieves positive feedback from own staff team, peers, senior colleagues and external stakeholders.



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MacIntyre Academies is an equal opportunities employer. Our policy on the Recruitment of Ex-Offenders is available to applicants on request and is also available on our website under 'Work for Us.'



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