



Recruitment  
information for the  
position of

**Head of Finance**

**Steel City Schools Partnership**



Dear Applicant

Thank you for your interest in the position of Head of Finance at Steel City Schools Partnership.

Steel City Schools Partnership is a Multi Academy Trust of 9 primary academies with a proven track record of securing transformational change and sustainable school improvement. Our vision is to provide high quality education and deliver the best outcomes for young people within an ethos based on our vision and underpinning aims:

**To provide an excellent education for all.**

**Achieving Excellence   Sustaining Excellence   Sharing Excellence**

This is an exciting time in our development as we continue our journey of improvement and look to expand our partnership of schools and services to have further impact on the lives of young people. We are delighted that in the last 18 months we have had 3 more schools join SCSP and we look for this growth to continue, supported by our external partners to do so.

We are seeking to appoint an enthusiastic and dedicated Head of Finance as soon as possible to manage and co-ordinate the financial requirements and processes across the Trust, and its academies. You will be responsible for the line management of the finance team and support the ongoing operational development of our schools.

To ensure that your role responds to the Trust's needs and delivers the Trust's vision and aims you will be working closely with the CEO and COO.

We are looking for someone who is:

- An experienced finance professional who is able to take lead responsibility for the Trust financial arrangements and requirements.
- Highly organised and an effective communicator.
- Committed to partnership working across our schools and with external stakeholders.
- Enthusiastic, positive, optimistic, flexible and motivated, with personal drive.
- Able to see what needs to be done and to prioritise work accordingly, using strong analytical skills and a meticulous attention to detail.
- Has the ability to build strong working relationships with teaching, leadership and support staff colleagues, as well as leadership skills which ensure the right balance of appropriate workload, support and challenge.

In return, SCSP can offer you

- Guidance of a supportive and experienced executive leadership team who invest in the development of their teams and the Trust
- Free on-site parking
- Access to healthcare and wellbeing services
- Encouragement of further and continued professional development
- Local Government Pension Scheme

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This is an exciting and very rewarding role and I look forward to receiving your application and meeting you in the near future.

Yours faithfully

A handwritten signature in black ink, appearing to read "Nicola Shipman".

Nicola Shipman  
Chief Executive Officer

A handwritten signature in black ink, appearing to read "Paul Doherty".

Paul Doherty  
Chair of Trustees

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Steel City Schools Partnership is an exempt charity regulated by the Secretary of State of Education. It is a company limited by guarantee registered in England and Wales (company number 8356745), whose registered office is at Montenev Primary, Montenev Crescent, Sheffield, S5 9DN.



## **Welcome to Steel City Schools Partnership – Who are we?**

Thank you for your interest in working for Steel City Schools Partnership. As a Multi-Academy Trust with a very clear vision and ambition, Trustees are keen to ensure they recruit and retain the highest calibre of candidates to be part of Steel City Schools Partnership to provide the very best education possible to the children we serve.

Steel City Schools Partnership was formed on April 1<sup>st</sup> 2013 following a long established partnership between three local schools – Fox Hill Primary, Mansel Primary and Montenev Primary, a National Support School. Following a period of improvement, SCSP welcomed two new schools to the Trust – Greenhill Primary and Windmill Hill Primary – both on February 1<sup>st</sup> 2018. Woodseats Primary joined SCSP on September 1<sup>st</sup> 2019, Brook House Junior on April 1<sup>st</sup> 2021 and Lound Infant and Lound Junior joined on September 1<sup>st</sup> 2021. The Trust is delighted to be working with Sheffield Local Authority and with more schools who are considering joining SCSP.

The Multi-Academy Trust has been established to ensure a Sheffield, primary-led partnership of schools with an ambition to work closely with other academies and schools in both formal and informal arrangements. The Trust aims to provide a high quality learning environment that inspires and motivates children, staff and the wider community to engage in education and learning. The “To provide an excellent education for all” philosophy drives policy, practice and governance in order to achieve this. Leadership development, succession planning and capacity building are also priorities for the Trust.

As a Multi Academy Trust we work closely and value greatly our relationship with a number of local and regional partners, being a Strategic Partner with the regional Teaching School Hubs. SCSP has been very successful with our CPD programme and outreach work, leading training for a range of educational and leadership programmes. We have lead staff who are subject experts at all levels of the current National Professional Qualifications. Our CEO is a National Leader of Educations and an Ofsted Inspector.

Academies currently within Steel City Schools Partnership:

- **Brook House Junior**

Brook House is a rapidly improving school (Good – November 2019) in the west of the city serving the Beighton area. The school serves a close knit community and has wonderful external grounds, backing onto the Rother Valley Park. Brook House joined SCSP in April 2021 and in that time has made rapid improvements. Brook House works closely with its feeder secondary, Westfield as well as with other local and regional schools.

- **Fox Hill**

Fox Hill is a successful school (Ofsted Good - July 2019) in the north of Sheffield serving predominantly the Fox Hill estate. The school has approximately 57% of the cohort deemed disadvantaged pupils and also hosts an Integrated Resource base for 24 pupils with ‘complex and multiple’ special educational needs. The school was rehoused in a new building in 2015.

Fox Hill works closely with the local secondary school and is a targeted English Hub (Whiston Worrygoose) network school for early reading and phonics.

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- **Greenhill**

Greenhill Primary is a good school (Ofsted – July 2022) serving the Greenhill village community in the south of the city. Since joining SCSP in February 2018, the school has made progress towards raising the outcomes and progress for the pupils. A new leadership team started in September 2019. SCSP are delighted that an IR for 12 children with SEMH/ASD is to be opened on site and the pre-school provision, currently on site will become a school based nursery. Both of these changes are due to take place in September 2022.

- **Lound Infant and Lound Junior**

Operating on 2 sites, Lound Infant and Lound Junior, formally Lound Academy Trust, are the most recent schools to have joined SCSP in September 2021. Both schools are Good (Infant May 2017 and Junior July 2017) and serve the Burncross / Chapeltown area. Lound works closely with the other SCSP and locality schools in the north of the city as well as with its feeder secondary Ecclesfield.

- **Mansel**

Mansel is an effective school (Ofsted Good- January 2017) in the north of the city serving the Parson Cross estate. Approximately 62% of the pupils are deemed to be disadvantaged yet despite this challenge, has recorded very strong outcomes. The school has benefited from strong leadership and governance. Mansel works closely with the neighbouring secondary school and is a targeted English Hub (Whiston Worrygoose) network school for early reading and phonics.

- **Monteney**

Monteney (Ofsted Good – March 2020) is a National Support School serving the north of the city and the Parson Cross and Shiregreen estates. Approximately 28% of the pupils are deemed to be disadvantaged and the school is oversubscribed every year. The school has a track record of Innovation and Leadership development. Monteney works closely with a range of external partners including the feeder secondary school, as well as Learners First and Learn Sheffield.

- **Windmill Hill**

Windmill Hill Primary (Ofsted Good – July 2022) joined SCSP in February 2018 after a period of time working in conjunction with the CEO. Windmill Hill serves the Burncross / Chapeltown area in north Sheffield. The biggest challenge facing the school is the condition of the building and in 2021 SCSP submitted a fourth bid to the ESFA for a new build with the support of the Governors, local councillors and the local MP. The school has made an application to reduce pupil numbers (30) due to a fall in the local birth rate. This is due to take effect from September 2023.

- **Woodseats**

Woodseats Primary (Ofsted Good – November 2016) joined SCSP in September 2019 after a period of collaboration with Greenhill Primary. The school is housed within a Victorian building, and is based in the south of the city on the Chesterfield Road (A61). The school has approximately 33% of the pupils deemed to be disadvantaged yet recorded results in 2019 that were in line with or above national in all key stages.

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## **Head of Finance – Application information Steel City Schools Partnership**

Informal discussions about the role and visits to the Trust are warmly welcomed and can be arranged by contacting Morag Somerville, Chief Officer Operations at [msomerville@steel-city-schools-partnership.org](mailto:msomerville@steel-city-schools-partnership.org)

You can find further information about Steel City Schools Partnership by visiting our website: [www.steel-city-schools-partnership.org](http://www.steel-city-schools-partnership.org) .

To apply for this post, please complete the SCSP support staff application form available from: [jobs@steel-city-schools-partnership.org](mailto:jobs@steel-city-schools-partnership.org) or by downloading from the SCSP website. Completed forms should be returned to [jobs@steel-city-schools-partnership.org](mailto:jobs@steel-city-schools-partnership.org) stating Head of Finance application in the subject line.

**Closing time and date for applications: 12 noon, Friday 7<sup>th</sup> October 2022**

**Process: Thursday 13<sup>th</sup> October (Venue and process TBC)**

**The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.**

**The successful candidate will be required to undertake an enhanced Disclosure and Barring Check in line with the Rehabilitation of Offenders Act (ROA) 1074 (Exceptions) Order 1975 and the Police Act Regulation.**

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## HEAD OF FINANCE JOB DESCRIPTION

RESPONSIBLE TO	Chief Officer Operations
RESPONSIBLE FOR	Finance Team
HOURS	Full time (37 hours) / 52 weeks
SALARY	Grade 10, £45,648 - £49,661 Pay award pending
RELEVANT QUALIFICATIONS	Formal accountancy qualification (ACA, ACCA, CIPFA, CIMA) Educated to Degree level or equivalent

### Role Profile:

To provide direction and oversight of the SCSP budget and financial performance to key stakeholders (CEO, COO, individual school leaders and Trustees) to ensure they are supported with financial information and analysis to assist with decision - making and driving business strategy.

To understand the tactical and operational financial drivers influencing the education sector and interpret their effect/impact upon Trust's finances.

To ensure that schools are kept informed of their financial performance through regular preparation, analysis and reporting of monthly management accounts.

To manage the Trust's budget monitoring framework, ensuring financial compliance and assurance.

To lead the budget and forecasting process with the COO to ensure that individual schools' budgets across the Trust facilitate plans for school improvement while accurate financial records are maintained.

To manage the central finance team and support staff with finance responsibilities across the Trust schools.

## MAIN DUTIES AND RESPONSIBILITIES

### Organisational Leadership

- Ensure financial reporting systems are robust, compliant and support current activities and future plans.
- Provision of timely and quality financial information and appraisals in support of improved decision making in all areas of school and Trust activity.
- Provision of monthly MI in consultation with COO, including financial summaries of the individual schools' financial performance, together with summarised and detailed commentary for the Trust Board
- To oversee and advise the work of the auditors ensuring compliance with academies funding agreement.
- Review, design and implement fit-for-purpose finance processes and procedures and internal controls and systems to provide agile / accessible systems

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- In conjunction with the COO to conduct a comprehensive financial due diligence exercise on any school considering joining the trust and to advise the CEO/Board of Trustees on all associated risks.

### **Financial Accountability**

- Contribute fully to the development of financial strategies and short, medium and long term business plans across all areas of the Trust, challenging assumptions and decision-making as appropriate and providing financial analysis and guidance on all activities, plans, targets and business drivers
- Work with stakeholders on all sites to ensure that the principles of procurement are adhered to
- Undertake scenario planning, including financial and pupil number modelling to test the efficiency and effectiveness of the Trust strategies and plans
- Manage the development of annual budgets and future financial forecasts, ensuring financial compliance and assurance.
- Communicate agreed budgets to budget holders, agreeing (where appropriate) allocations between cost / account codes.
- Management of the agreed budget each year, liaising with COO, Headteachers and budget holders and taking pro-active action as necessary on any necessary remedial actions to ensure budgets are balanced.
- To understand and report on internal and external influences on schools / Trust's financial performance.

### **Operational Accountability**

- Co-manage those involved in the financial processes – from input to the production of the year-end accounts
- Responsible for budgeting and financial reporting of schools
- Engage with the risk management process as a risk owner and encourage the embedding of risk awareness and management with relevant staff
- Organise / manage bank accounts and Trust cash flow (including preparing cash flow forecasts)
- Management of assets register, depreciation and assets disposal as appropriate
- Management of the budget process from planning through to consolidation of accounts
- Monitor and reconcile capital projects to ensure compliance to budgets
- Plan workloads to meet deadlines and competing priorities.
- Ensure that each individual school completes all relevant period-end procedures and that timely financial monitoring reports are presented to the Board of Trustees / COO in line with financial policy / agreement
- Manage preparation and submission of all financial ESFA and DfE returns, including but not limited to the Trust's Budget Return (BFR) and the Trust's Annual Accounts Return (AAR)
- Liaise with the Trust's auditors regarding statutory returns
- Assist all members of the finance team with queries as they arise in order to facilitate the smooth running of the finance function
- Review and authorisation of bank payments
- Budget holder for main central budget

### **Stakeholder relationships and communication**

- Establish a high level of credibility and manage strong professional working relationships with CEO, COO, Board of Trustees, Headteachers, Business Leads, colleagues and external bodies.
- Work closely with CEO, COO, Headteachers, SLT's on pupil number planning for effects upon the school and Trust
- Build effective, communicative relationships with internal and external stakeholders, including ESFA, and external auditors

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- Develop and maintain professional links with external bodies

### **Culture**

- To promote diversity and equality of opportunity in all of the Trust's work and practices
- To build a Trust wide staff culture where everyone is valued, respected and well equipped to perform their role and respond to the changing landscape.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect the changing needs and circumstances. The job holder is expected to comply with any reasonable requests.

Steel City Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

<b>ISSUE DATE: September 2022</b>
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## HEAD OF FINANCE PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>		
High standard of education, literacy and numeracy	✓	
Formal accountancy qualification (ACA, ACCA, CIPFA, CIMA)	✓	
<b>Experience</b>		
Experience of working within an educational setting		✓
Experience of Academy finance		✓
Experience of managing a small team		✓
Experience of using finance and budgeting software	✓	
<b>Skills</b>		
High level of attention to detail	✓	
Capacity to work to demanding deadlines	✓	
Well-developed planning, processing and organising abilities	✓	
Be able to effectively communicate to internal and external stakeholders of varying levels	✓	
Strong technical and analytical skills	✓	
Demonstrate understanding of all aspects of management accounts and double entry accounting	✓	
<b>Knowledge and Understanding</b>		
Has excellent Microsoft Excel skills	✓	
Understanding of Academy funding		✓
Able to design reporting for different audiences	✓	
Understanding of VAT for Academy Trusts		✓
<b>Personal Qualities and Attributes</b>		
Flexible and pragmatic approach to change	✓	
Self-motivated and resilient	✓	
Calm, professional and diplomatic approach to work	✓	
Work well independently and part of a team	✓	
A commitment to continuous improvement	✓	
<b>Safeguarding Children</b>		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
<b>Other</b>		
Ability to travel between school sites	✓	

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