



The **GALLERY** TRUST



A community of special schools

Head of Finance

Candidate Information Pack

January 2025

Welcome from the Chief Executive Officer and the Chair of the Board

We are delighted that you are interested in the position of Head of Finance at The Gallery Trust.

We are seeking a skilled and effective leader to join our high performing and ambitious executive team on our mission to improve outcomes and enhance the life prospects of students with Special Educational Needs and Disabilities in Oxfordshire.

The Gallery Trust is a successful and expanding Trust and has grown from a single special academy in 2013 to the largest special school MAT in Oxfordshire with seven schools across the county. The Trust is continuing to grow, with a further free special school in the pre-opening stage and other exciting services and growth initiatives under way, including our Outreach offer and Training Hub. Our schools deserve high calibre support so they can continue to move forward, and this new role, with its broad remit across finance, will be an integral and vital part of our central team.

We are very proud of what we have achieved, and we are looking for an exceptional person to join us as we build on our successes and embrace the opportunities and the challenges ahead.

If you are inspired by our work, are keen to work collaboratively and with authenticity with key stakeholders, and are enthusiastic at this opportunity to play an influential role in the future of our Trust, then please do get in touch for an informal conversation.



Chris Scrivener
Chair of Trustees



Kay Willett
Chief Executive Officer

Head of Finance

Grade: 16

Contract Type: Full time (37 hours per week), permanent

Annual Salary: £61,605 - £64,925 per annum (*dependent on experience*)

Start date: As soon as possible

Reporting to the Finance and Operations Director

We have an exciting opportunity for a suitably qualified accountant who is interested in widening their remit within to include additional financial management and accounting responsibilities. The overall purpose of this post is to ensure that The Gallery Trust is sustainable and has the financial infrastructure and resources to deliver its strategic and operational priorities.

In this role you will work alongside the Executive team in; overseeing the revenue income of TGT; preparing, managing and monitoring the Trust's Central capital and revenue budget; overseeing and managing the operational finance function and fulfilling statutory and regulatory finance and audit requirements. This provides the perfect opportunity for an experienced accountant to broaden and extend their financial management knowledge, understanding and skill set at a trust-wide level.

Benefits of working at The Gallery Trust

Professional development opportunities

- Regular training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

Financial

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Perkbox membership
- Access to LGPS pension linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including cycle to work

Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing

Application Process

To apply for this post, please email an application form to application@thegallerytrust.co.uk

The closing date for the receipt of completed applications is **9:00am on Monday 10 February 2025.**

Interviews will be held on Tuesday 25 February 2025.

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher. If you have previously worked in a school, your referees must include your most recent Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

The GALLERY TRUST

A community of special schools

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently 7 special academies in the Trust located throughout Oxfordshire, with a further academy scheduled to open in 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

The schools in the Trust are:

- Iffley Academy, Oxford, which makes provision for students with moderate Cognition and Learning Needs and associated SEMH and ASC needs (5 -18): <https://iffleyacademy.co.uk/>
- Bardwell School, Bicester, which makes provision for students with PMLD, SLD and moderate Cognition and Learning Needs (2 - 19): <https://bardwell.oxon.sch.uk/>
- Mabel Prichard School, Oxford, which makes provision for students with PMLD, SLD and moderate Cognition and Learning Needs (2 – 19): <https://mabelprichard.org/>
- Springfield School, Witney, which makes provision for students with PMLD, SLD and moderate Cognition and Learning Needs (2 – 19): <http://www.springfield.oxon.sch.uk/>
- Northern House Academy, Oxford, which makes provision for students with SEMH and ASC needs (5 – 11): <https://northernhouseacademy.co.uk/>
- Orion Academy, Oxford, which makes provision for students with SEMH and ASC needs (10 – 18): <https://www.orionacademy.co.uk/>
- Bloxham Grove Academy, Bloxham, which makes provision for students with moderate Cognition and Learning Needs and associated SEMH and ASC needs (7 – 18): <https://bloxhamgroveacademy.co.uk/>
- A Free Special School in South Oxfordshire, to open in 2026, a sister school to Orion Academy, which will make provision for students with SEMH and ASC needs (7-18)

JOB DESCRIPTION

Head of Finance

Reports to: Finance and Operations Director

Grade: Green Book G16

Core Job purpose:

In this role you will work alongside the Executive team in; overseeing the revenue income of TGT; preparing, managing and monitoring the Trust's Central capital and revenue budget; overseeing and managing the operational finance function and fulfilling statutory and regulatory finance and audit requirements. This provides the perfect opportunity for an experienced accountant to broaden and extend their financial management knowledge, understanding and skill set at a trust-wide level.

To support the Gallery Trust Executive team, working as part of the leadership team.

Introduction:

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Finance and Operations Director. The DFO, if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The Trust's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at Work policy and the Dignity at Work policy.

Key Responsibilities

- Accountable for ensuring the provision of the consolidated financial reporting to enable TGT to achieve its aims and objectives through the effective and efficient management of its financial resources.
- Work with the CEO and Executive on the design and development the strategic roadmap for the finance service across TGT, prepare a fully costed delivery plan and successfully implement the plan in a timely manner.
- To promote best practice and ensure compliance with the financial processes and procedures set out in the policies of TGT and Academies Trust Handbook.
- The Head of Finance will have a key role in the financial leadership and management of TGT, working with the Executive, and will have effective responsibility for the following:
 - Financial statements including the submission of all statutory returns to the DfE/ESFA within set deadlines.
 - Preparing management accounts monthly in line with the requirements of the Academies Trust handbook/ESFA and reporting the same to Executive and the Board of Trustees.
 - Financial compliance – with the requirements of the Academies Trust Handbook and audit requirements.

- o TGT and Academy budget preparation and submission in line with the Trust and DfE/ESFA requirements.
 - o Financial reporting including the production of monthly management accounts for submission to Executive, Finance and Audit Committee and the Board of Trustees.
 - o Other areas of work commensurate with the purpose of the post.
- To promote a culture of continuous improvement within all finance processes and transactions and to promote shared learning and good practice across the finance function.
 - To lead and advise on the financial planning arrangements, including Integrated Curriculum and Financial Planning (ICFP), providing regular and bespoke training and support to finance staff as necessary.
 - Active member of the Trust Leadership Team contributing to trust wide initiatives to support the strategic direction and growth of TGT.
 - To build and lead a highly effective and cohesive finance service that builds upon the best practice, collaborative approaches, 'team ethos' and can-do approach that exists.
 - Direct line management of the central finance team to include, appraisals, induction, continuing professional development, training and recruitment. To manage the finance team, liaising closely with Head Teachers / School Business Managers to ensure that professional standards are being consistently applied across TGT.
 - To lead on the appropriate accounting procedures to control, monitor and disburse each academy's budget, including routine financial arrangements.
 - To ensure the production of monthly/ quarterly management accounts and produce timely, accurate and appropriate reports and financial forecasts for TGT.
 - To be accountable for the cloud-based financial and accounting systems ensuring fitness for purpose and best value.
 - Monitoring the accuracy of payroll at academy and Trust level ensuring compliance with all TGT pay policies and taking effective action to remedy discrepancies
 - To ensure regular banking/accounting and reconciliation of all monies received.
 - To ensure ordering of goods and supplies and approval of invoices for payment within agreed regulations and to monitor the quality of purchases.
 - To work with colleagues to embed a culture of achieving 'Value for Money' through procurement processes and to promote a consistent trust-wide approach to the provision of goods and services.
 - To ensure timely and effective financial information for Trustees and provide general support to ensure the effective conduct of the charity in accordance with the articles of governance and financial regulations policy.
 - To manage and coordinate the financial relationship with the payroll provider and pensions fund(s), overseeing the internal monitoring and quality assuring processes and ensuring that TGT and its employees are receiving a highly effective and efficient service.
 - To identify and contribute to bids for additional funding streams through the DfE, local authority and other sources for TGT.
 - To lead and coordinate the financial monitoring of major projects as determined by the Executive.
 - To prepare and submit the necessary documentation for Corporation Tax returns and the recovery of VAT.
 - To undertake the credit control function for TGT ensuring that the payment of outstanding sums are received as swiftly as possible.

- To manage the due diligence and transition arrangements in relation to all aspects of finance for new schools joining TGT.
- To manage and coordinate the strategic financial planning process in line with TGT strategic business plan. Manage and monitor academy and Trust Financial KPIs in line with sector-specific benchmarks and report variances to the Executive and Trustees.
- To contribute to the development and review of the TGT's strategy and business plan ensuring the financial objectives are linked to the overall long term financial sustainability of TGT.
- To contribute to the development and review of the Business Continuity Plan for TGT.
- To continuously review and evaluate the financial impact of all purchasing and procurement of contractual goods and services for TGT, including Education, HR and Payroll, Estates and Facilities, ICT, and Insurance arrangements, ensuring value for money is being secured at all times.
- Provide strategic leadership of internal and external audits ensuring that all audit evidence is supplied according to auditor requirements.
- Strategic leadership of TGT Financial systems and processes including maintaining an up-to-date financial handbook.
- Strategic leadership of financial policies and procedures including implementation of the TGT scheme of delegation in relation to finance.
- Support the development of Trust-wide priorities including the development of policies procedures and protocols that ensure effective and efficient challenge and support for TGT academies.
- Accountable for identification and monitoring of financial and commercial risk in accordance with the TGT risk register. Accountable for identification and mitigation of reputational risk linked to finance.
- To ensure TGT has appropriate financial systems in place and managing these in accordance with the agreed policies and timetable; ensuring accurate financial records are maintained and reported to the DfE, HMRC, ESFA, Companies House and the Charity Commission.
- To oversee the preparation of the year end statutory accounts and the audit file for the year-end audit of the Trust accounts; liaise with the auditors to reach signoff and filing of annual company accounts according to DfE, ESFA, Companies House and HMRC guidelines.
- Advise the Executive and the Board on external and internal audit arrangements, as required by financial regulations and memoranda.
- Procurement of an internal audit function and to manage the Audit contract and relationship with Internal Auditors.
- Liaise with both Internal and External auditors and facilitate all audit arrangements in line with strict deadlines. Implement audit requirements and recommendations, as they affect all financial activities in TGT.

Standards and quality assurance

- Support the aims and ethos of the Trust
- Attend team and staff meetings
- Be proactive in matters relating to health and safety
- Participate positively in training and professional development

- Take part in support staff appraisal

General Responsibilities

- Ensuring TGT makes effective use of innovation in achieving its strategic and operating plans.
- To work proactively with academy Head Teachers' to support them in the delivery of the highest possible quality of learning, teaching and leadership in every academy.
- To ensure that all of the staff in the functional teams with whom you are responsible, are suitably trained to perform their roles effectively, safely and with a high degree of customer service.
- To represent the Trust and/or executive to regulatory authorities, the media, stakeholders and the public as required.
- Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust.
- The jobholder is expected to observe their obligations in accordance with the Trust's Safeguarding Policy, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.
- Demonstrating an active commitment to their own professional development.
- Undertaking any duties, consistent with this position, which might, from time to time, be assigned by your line manager.
- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of students, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the Trust's policies and procedures,
- The jobholder is expected to comply with the provisions of the General Data Protection Regulation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed.
- Information must not be disclosed to any person or Authority without observing the correct procedure for disclosure as set out in the Trust's GDPR Policy.
- To undertake any reasonable travelling requirements, to fulfil the tasks and responsibilities of the role.

SELECTION CRITERIA
Head of Finance

	Essential	Desirable
Qualifications/Training		
Professional accountancy qualification – ACA, ACCA, CIMA or equivalent	✓	
Educated to degree level or substantial, equivalent level of work experience	✓	
Degree in administration or business		✓
Knowledge and Experience		
A successful track record in management accountancy	✓	
Experience of managing a finance function, covering all aspects of financial planning, budgeting, forecasting, analysis, accounting, cash flow, payments, invoicing, reconciliations and reporting	✓	
Experience of managing teams	✓	
Experience of implementing finance strategies	✓	
Experience of working in the education, NGO or charity sector		✓
Experience of working with a range of stakeholders to promote best financial management	✓	
Understanding of relevant statutory and regulatory requirements and compliance processes	✓	
Knowledge of the Academy Trust Handbook		✓
Experience of preparing and implementing policies, processes and procedures	✓	
Experience of working with external and internal audit and knowledge of implementing rigorous internal controls	✓	
Experience of working with Trustees/Directors		✓
Personal Qualities and Abilities		
Commitment to the vision and values of the Trust and the enhancement of outcomes for learners	✓	
Commitment to safeguarding, and the welfare of children and young people	✓	
Strong relationship-building skills with the ability to inspire trust and commitment across the organisation	✓	
Ability to present complex information to a wide and diverse audience, requiring high levels of negotiation, diplomacy and confidentiality,	✓	
Good organisational and project management skills, and the ability to balance competing pressures, deadlines and demands	✓	
Strong decision-making skills and sound judgement	✓	
Excellent interpersonal, communication and influencing and negotiation skills	✓	

Ability to manage own workload, without direction, having the ability to prioritise appropriately in meeting multiple deadlines	✓	
High ethical standards and a commitment to The Principles of Public Life (Nolan Principles)	✓	
Willingness and ability to travel throughout Oxfordshire and to attend meetings out of core working hours	✓	

Please ensure that your application demonstrates clearly how you meet the above criteria

