

July 2024

Dear Colleague

Thank you for your interest in joining us at Myton School.

I am delighted that you have requested further information about this vacancy and hope that you will be sufficiently inspired to submit an application.

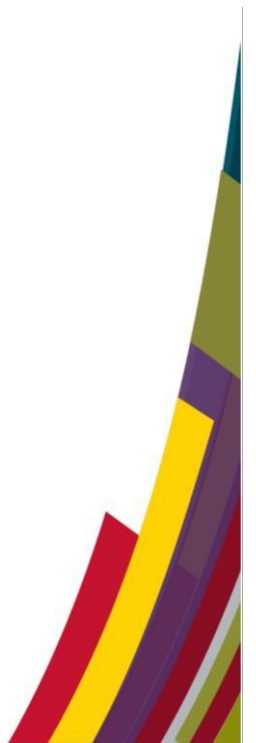
We warmly welcome informal enquiries to the Head of Department, or via our HR Team. The Deputy Heads, Neil Phipps and Liz Curtis, would also be very happy to talk to you about the culture and ethos at Myton and our plans and aspirations for the future.

We are immensely proud of our school and our place in the local community and can assure you of a warm welcome if you do come to join our staff in the near future.

Yours sincerely



Andy Perry
Head Teacher



INFORMATION FOR APPLICANTS

Interim Finance Manager

Closing date: 9.00am on 2 September 2024

The following guidance is to help you to provide the necessary information we need to give your application appropriate consideration and also give you an insight into how your application will be handled.

Covering Letter

Please attach a covering letter to explain the reason for your application and outlining your suitability for the role. This will assist those who are short-listing the applications and enable them to assess quite quickly how closely your application meets the criteria for the post (i.e. the person specification).

Application Form

A Myton School Application Form must be completed for you to be considered for the role. Please complete the online application form which you can access from [our website](#). Alternatively you can request an application in Word format, or paper copy by emailing vacancies@myton.co.uk and making this request. You can include a CV as additional information if you wish. If you need to include more information on any section please attach a continuation sheet to your application form.

Employment History

Please provide a FULL history of your current and previous employment and record any gaps in employment with details of your activities during these periods.

Returning Your Application

Completed applications and any supporting information should be received by the advertised closing date. NB: This is usually by 9.00am unless stated otherwise.

Online applications via the school website (www.mytonschool.co.uk) are preferred and should be submitted by the closing date.

- **E-mailed applications** should be sent to vacancies@myton.co.uk
- **Postal applications** please address as **“Job Application for the post of ...”** to identify it more easily from the general post. *Please ensure correct postage (e.g. Large Letter) is used as Royal Mail will withhold all insufficiently stamped mail until a fee is paid by the school which could mean missing the closing date.*

References

Please contact your referees in advance and give them permission to provide a reference to us should we need to do so to abide by current Data Protection regulations.

Please provide details of two appropriate referees including your most recent employer and, if applicable, a reference from any previous educational employment you have had. We do not normally accept references from relatives, friends, work colleagues etc. or open references i.e. not written in relation to the specific post for which you are applying.

If your application is short-listed, references will be taken up before interview. This is to enable the panel to be aware of any information they may need to discuss with you at interview. If you don't want your referees to be contacted before interview, if your application is short-listed, please indicate this clearly on the application form.

Criminal Record Declaration

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore convictions, cautions, bind-overs, and warnings, including those otherwise regarded as “spent”, must be declared. However, certain convictions and cautions are considered ‘protected’ meaning they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Should you have any record to declare, please provide details on the Declaration form and bring this with you if you are invited to interview in an envelope marked *Confidential FAO HR Manager*.

Short-listing

Short-listing normally takes place immediately after the closing date. The information you provide on the application form will be scrutinised and assessed against the criteria in the person specification, and the stated job requirements. This process will be carried out by more than one person to ensure objectivity. An online search of all shortlisted candidates will be performed prior to interview.

Contacting You

We do endeavour to contact all applicants regarding the outcome of their application as a matter of courtesy. You should expect to receive a communication from us within two weeks of the closing date, although on occasions it may take longer than this (for example, if we need to involve a number of people in the short-listing process or over school holiday periods).

Attending Interview

If you are invited for interview you will be asked to bring certain documents with you including proof of identity (preferably photo-ID), a DBS Disclosure if you have one and any relevant qualifications. We may also conduct remote interviews via a video link where appropriate.

Enquiries

If you have any queries regarding your application or the information sent to you, or to confirm that your application has been received, please contact vacancies@myton.co.uk or 01926 493805 ext 225. Please use email only during school holiday periods.

Thank you for your interest and we look forward to receiving your application by the closing date.

Kind regards

Lisa Taylor
HR Manager

Person Specification

Interim Finance Manager

*A = Application I = Interview T = Test

Knowledge and Experience

	Essential	Desirable	Assessed by *
• Good standard of general education including higher qualifications e.g. A levels or equivalent	E		A/I
• A professional accounting qualification e.g. CIMA, ACA, ACCA, CIPFA etc	E		A/I
• Experience of managing a Finance Team within a school, charity, or company environment	E		A/I
• Experience of managing an in-house payroll function	E		A/I
• Knowledge of MS Office 365 including Outlook / Excel / Word and PowerPoint	E		A/I
• Ability to work independently with awareness of when to use initiative	E		A/I
• Experience of completing external and internal audits and managing the audit processes	E		A/I
• Experience of working in a busy environment	E		A/I
• Knowledge of child protection policies and the need for compliance with these procedures	E		A/I
• Appropriate level of data protection and confidentiality awareness	E		A/I
• Experience of working within an education environment		D	A/I
• Experience of working with other external providers e.g. banks, suppliers etc		D	A/I
• Experience of working with EI Finance, SAGE Finance and SAGE payroll		D	A/I

Skills and Abilities

• Ability to lead and also work collaboratively in a team	E		A/I
• High level of verbal and written communication and interpersonal skills			
• High level of numeric skills			
• Ability to work independently, manage own time and prioritize own and teams workload effectively	E		A/I
• Ability to manage month-end cut off processes and prepare accurate and timely monthly management accounts and forecasts	E		A/I
• Good time management skills	E		A/I
• Able to work effectively under pressure, remain calm and use own initiative	E		A/I

Personal Attributes

• Suitable to work with children and safeguard their welfare	E		A/I
• Confident, enthusiastic and self motivated	E		A/I
• A flexible approach to daily work schedules and willingness to show flexibility in the role	E		A/I
• Positive approach to personal development and training	E		A/I
• Flexible approach to work with a willingness to be flexible with working hours to respond to the needs of the school/students		D	A/I
• Willing to contribute to the wider school effectiveness including whole school, extra-curricular activities		D	A/I

Job Description

Finance Manager

Post Title: Finance Manager

Reporting to: Finance Director

1. Job Summary / scope / purpose

Manage and maximize the school resources through budgeting, monitoring expenditure, managing payroll costs and cash management and assist, wherever possible in, income generation

2. Key Responsibilities

2.1 Finance Office Procurement, Processes and Procedures

- Ensure the efficient operation of all financial matters according to agreed financial procedures, and regularly review/update procedures.
- Responsible for all accounting procedures including:
 - ordering, processing and payment for goods and services
 - operation of all bank accounts ensuring full reconciliation at least once per month
 - maintaining an asset register
 - preparing invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts
- Ensure all financial procedures comply with approved financial regulations, including the Academies Financial Handbook.
- Provide leadership, management and support to the team of Finance Officers, including performance reviews, coaching and identifying appropriate training and development.
- Oversee all supplier payment runs.
- Seek professional advice on insurance and work with Finance Director to help advise Governors on the appropriate insurances for the school. Implement the approved insurances and handle any claims.
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of services and supplies and ensure best value.
- Act as the point of contact with central and other agencies regarding grant applications, gifts and other donations.

2.2 Management Accounts and Governor Reporting

- Prepare monthly management accounts (based on accrual accounting) in a timely manner, including I&E, cash-flow and Governors dash-board
- Prepare detailed management accounts forecasts, including Finance Manager report, I&E, B/S, cash-flow in a timely manner for presentation to the Finance, Personnel and External Governors committees that take place 6 times per year
- Attend the FPE Governor meetings that take place 6 times per year
- Prepare detailed and summary reports for the Finance Director to present to the Leadership Team and Governors' Finance Committee to assist in decisions on financial strategy and planning.
- Use financial management information to identify areas of relative spend, assess trends and directly advise the Finance Director accordingly.
- Monitor SEND top-up funding and liaise with the SENCo to ensure accuracy

2.3 Budgeting

- Assist the Finance Director in the annual budget process by preparing annual estimates of income and expenditure. Obtain agreement of budgets and monitor accounts against budgets.
- Liaise closely with budget holders, Heads of Department and senior Support staff regarding budget monitoring.

2.4 Payroll

- Manage the provision of a comprehensive payroll service for all school staff, including the operation of the Teachers' Pensions and Local Government Pension Schemes and other deductions.
- Provide leadership, management and support to the Payroll Manager, including performance reviews, coaching and identifying appropriate training and development.

2.5 VAT Returns

- Oversee the preparation and submission of monthly VAT returns

2.6 External Audit and Internal Scrutiny

- Assist the Finance Director with audit requirements, acting as the main day-to-day contact for the auditors and preparing draft year-end accounts. Ensure all detailed break-downs to support the year-end accounts is available and that any exceptional problems are reported immediately to the Finance Director.
- Prepare all financial returns for the DfE, ESFA and other central and local government agencies within statutory deadlines. These will be reviewed by the Finance Director prior to submission.
- Act as main point of contact for internal scrutiny reviews as agreed by the FPE committee at the start of each academic year

2.7 Stowe Valley MAT Migration

- Manage the migration from EI Finance accounting system to SAGE (used by SVM) prior to conversion date
- Manage and support the wind down of Myton School Trust post transfer to SVM and manage the final audit process

3. Responsibility for Staff

The post-holder is responsible for the management and development of the Finance Office Staff including the Payroll Manager

4. Level of Supervision

The post holder will receive direction and supervision from the Finance Director

5. Summary of main terms and conditions

The above responsibilities are subject to the general duties and responsibilities contained in the Contract of Employment for Support Staff.

Grade	<ul style="list-style-type: none"> • Grade H; scale points 26 - 28
Salary range	<ul style="list-style-type: none"> • The full-time equivalent salary is within the range £34,834 - £36,648 per annum • The actual salary, based on the hours per week and working weeks plus holiday entitlement per annum, is within the range £24,704 - £25,991 per annum.
Starting salary	<ul style="list-style-type: none"> • The actual salary will be calculated based on the hours per week, the working weeks per annum including a pro-rata holiday entitlement per annum. • The starting salary will normally be at the minimum of the salary scale, unless incremental points are awarded for previous skills and experience. Thereafter, progression will be by annual increments, subject to satisfactory performance.
Hours	<ul style="list-style-type: none"> • The appointment is for 28 hours a week. • Days/hours of work (start and finish times) will be 9am to 4.30pm (Monday, Tuesday, Wednesday and Friday. There is also an unpaid break of a least 20 minutes per day if working over 6 hours per day. • Due to the nature of the role some flexibility in working hours may be required (e.g. for attendance at meetings).
Working Weeks	<ul style="list-style-type: none"> • Term-time plus five Staff Training days a year (i.e. 39 weeks) plus 3 additional weeks in the school holidays.
Probationary period	<ul style="list-style-type: none"> • New external appointments are subject to successful completion of a six month probationary period (or 1½ terms).

- Supervision of/support for students • As part of your responsibilities you may be required to assist with the supervision of students at break or lunch time, or assist with students during Form Time, or with assisted reading as part of your contractual working hours.
- Notice period • A minimum of one month in writing to end at the end of a calendar month (i.e. at least one complete calendar month).
- Fixed term • This is a fixed term contract for 8 months
- Location • Based at Myton School with a requirement to travel off site to support student needs as required.

- The job description outlines in general terms the main responsibilities of the role, which the post-holder will be expected to undertake. It does not list all the tasks and duties of the post-holder or specify the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job/responsibilities described may vary or be amended from time to time without changing the overall level of responsibility associated with the post.
- The Job description may be reviewed and amended from time to time by the School in consultation with the post-holder, to reflect or anticipate changes in the job which are commensurate with the grade and job role.

CONDITIONS OF SERVICE FOR SUPPORT STAFF

Summary for Applicants

The terms and conditions of employment are stated in full in the contract of employment. A summary of the main terms and conditions is outlined below. Applicants can request details on any terms and conditions not specified below from the HR Department.

Working Hours

Your normal working week will be as specified in the job description. The standard working week for full-time employees is 37 hours a week. The job description will specify whether your post is for work during term-time only, whether you are required to work during school holidays and Training Days whether you are required to work regular or occasional additional hours or overtime.

Salary and increments

The salary is normally based on an incremental scale. Subject to satisfactory service and at least six months' service in the grade, an increment is payable on 1st April each year until the maximum of the grade is reached subject to satisfactory performance.

For term-time employees, the annual salary is calculated on the number of weeks worked plus statutory annual leave and a pro-rata holiday entitlement for additional holiday above the statutory minimum. This is paid in equal monthly instalments throughout the year or for the duration of the contract.

The salary in the first year of employment will reflect the working weeks remaining in that leave year and therefore may be different to salary paid thereafter. Further details will be outlined in any offer of employment.

Probation Period

This appointment is subject to a 1½ terms or six-month probationary period.

Notice Period

You are required to give one month's notice in writing to terminate your employment.

Annual Leave

23 days' annual leave entitlement plus 12 Bank/Additional Holidays, rising to 26 days after 5 years' service (salary calculations for leave will be on a pro-rata basis for part-time staff, except for the statutory minimum entitlement).

Pre-employment checks

ID Checks: We will need to see original documentation that verifies your name, any change of name, date of birth, current address and photo ID. This will normally always include a birth or adoption certificate and a passport (if the applicant holds a passport).

Criminal Record: All employment within a school requires an Enhanced Disclosure from the Disclosure and Barring Service (previously the Criminal Records Bureau). It is therefore essential that you are willing to complete a Disclosure application if offered the post. The Disclosure will include details of any cautions, reprimands or final warnings, as well as convictions, including otherwise "spent" convictions and other relevant information, such as police enquiries and pending prosecutions. Further information can be found at <https://www.gov.uk/criminal-record-checks-apply-role>.

Eligibility to Work in the UK: Under the Asylum and Immigration Act 1996 it is a criminal offence to employ anyone who is not entitled to live and work in the UK. The successful applicant is therefore required to produce one or more documents as specified in the Home Office list of approved documents as proof of his/her eligibility to work in the UK.

<https://www.gov.uk/government/publications/right-to-work-checklist>

Qualification: The successful candidate will also be asked to produce original certificates for any qualifications they hold which are relevant to the post to which they are appointed.

Health: The successful candidate will be required to complete a confidential medical questionnaire which will be assessed by our Occupational Health provider to ensure that s/he is able to meet the requirements of the role. In some circumstances a medical examination by a registered medical officer may be required.

Pension provisions

If you are over 16 you will automatically join the Local Government Pension Scheme (LGPS) unless your employment is on a casual basis. If you have made, or wish to make, alternative pension arrangements (e.g. the State Earnings Related Pension Scheme or a personal pension from an independent provider) you must apply to 'opt out' of the Local Government Scheme.

Continuous service

Myton School is an Academy Trust and therefore an employee's continuous service starts from the date s/he joins Myton School. The exception would be in the event of a redundancy where the academy recognises the effect of the redundancy payments (continuity of employment in local government, etc.) (modification) order 1999.

SUPPORT PROGRAMME FOR NEW STAFF

Staff Welfare

Promoting staff wellbeing is considered highly important at Myton; the school has a very proactive Wellbeing group that is involved in ensuring the welfare of staff through activities such as Well Being events, providing “breads and spreads” in the Staff Room, offering Flu- vaccinations on site and liaising with the Senior Leadership Team on matters such as the school calendar to ensure workload is managed.

There are also Mental Health First Responders, who can be available at a mutually convenient time, to have non-judgmental and supportive conversations on a one to one basis to support colleagues.

We also subscribe to Westfield Health, providing staff with free information, support and advice including telephone or face to face counselling.

Mentors and Buddies

All new staff will be ‘buddied’ with a friendly face in school. This person will be a carefully selected volunteer who will have your interests at heart. They will be a point of contact within your department or area in school and will be able to take you through some of the school systems and procedures on a one-to-one basis. They will also ensure that you are able to access the right training and people to ensure your induction is completed.

Training, support and assessment

Your Induction training will include the important basics including Safeguarding and Child Protection, Health and Safety, Data Protection and if appropriate, relevant software. In addition, there is a comprehensive annual programme of Twilight training sessions and all staff are invited to participate in any whole school training activities that they feel are appropriate to their needs.

All staff participate in an annual review process which provides an opportunity for an in-depth discussion with the line manager to agree work objectives and areas for future support as well as appropriate training and development.

The school is committed to providing the best possible professional support for **all newly appointed colleagues** Including regular monitoring, feedback and support.