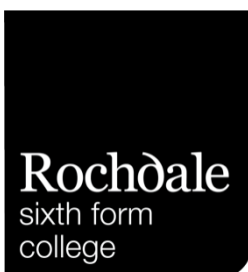


# Lead Finance Officer

Application Pack

BRINGING EDUCATION TOGETHER



Dear Colleague,

Thank you for your interest in the post of Lead Finance Officer at Altus Education Partnership.

Altus Education Partnership was formed in 2017 out of Rochdale Sixth Form College, an Ofsted Outstanding provider and grew from our desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies:

- Rochdale Sixth Form College (RSFC) opened in 2010 to address the significant underachievement in A Level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The college is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's performance tables and national achievement rate tables.
- Edgar Wood Academy is a secondary school opened in a new build in 2021 under Wave 13 of the free schools' programme. The school has already established a strong reputation in the local community and is significantly over-subscribed for 2023-24.
- Kingsway Park High School is an Ofsted rated Good school with a strong track record of providing its students with an excellent education. The school has recently benefitted from a new teaching block which opened at the end of 2023.
- Bamford Academy is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community.

Altus is now on the cusp of significant and quite rapid growth, with a high number of schools indicating an interest in joining the Trust, with seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 450 staff in four academies, within three years this could easily increase to around 10,000 students, 1000 staff and ten or more schools.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a memorandum of understanding with Hopwood Hall College around the curricula the two colleges offer and to support transition of students to post-16 education.

We wish to appoint someone who will support the CEO and colleagues in the Trust to make a positive difference to the lives of young people in the borough. In return we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack; if you wish to discuss the post further, please do not hesitate to contact our HR team on [recruitment@altusep.com](mailto:recruitment@altusep.com).

I very much look forward to hearing from you.

Yours faithfully



**Richard Ronksley**  
CEO

## Making your application

I hope that when you read this pack you are inspired to apply for the post. If you are, then this is what you need to do:

### Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification.
3. Send your application by email to [recruitment@altusep.com](mailto:recruitment@altusep.com).

### Deadline

The deadline for the post is **Monday 26<sup>th</sup> August 2024** to arrive no later than 12.00 midday.  
Interviews expected to take place week commencing Monday 2<sup>nd</sup> September 2024.

### Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

### Salary

Appointment will be made on the nationally agreed Sixth Form College Support Staff pay spine based on qualification and experience. The salary for this post is £25,276 to £27,474.

### Start Date

**Immediately**

### For an Application Pack

1. Visit [www.altusep.com](http://www.altusep.com) or
2. Contact: [recruitment@altusep.com](mailto:recruitment@altusep.com)

*Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.*

*In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.*

*It is also Trust policy to contact at least 1 reference prior to interview.*

# Altus Education Partnership Vision, Mission and Values

## Our Vision & Mission

To create and successfully run a family of inclusive academies from early years to 18 that enables all students, regardless of background, to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

## Our Values

- **Unrelenting commitment** to improve the quality of our provision and enhance the lives of our students.
- **Openness** in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- **Accountability** through the rigorous, transparent and forensic analysis of all aspects of our performance.
- **Commitment** to the principles of inclusion and equality.
- **Dedication** to the borough of Rochdale and its surrounds.
- **Collective responsibility** for one another and the results of all our students – “if one fails, we all fail”.

## The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

## Shared Objective for all Staff: “To maximise students’ achievements”

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.
- Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction.

## Job Description

<b>Job Title:</b>	Lead Finance Officer
<b>Reports to:</b>	Senior Finance Officer
<b>Remuneration:</b>	Appointment will be made on the nationally agreed Sixth Form College Support Staff pay spine based on qualification and experience.  The salary for this post is SFCA scale points 10 – 13, currently £25,276 to £27,747.
<b>Contract:</b>	Full Time – Permanent
<b>Start Date:</b>	Immediate

### Overall Purpose of the Post

- To support the Trust Head of Finance in the Trust's operational financial functions
- To take a leading role in the purchasing transaction processing
- To provide on-site support to academies on an occasional basis

### Key Duties

- To provide support in the delivery of an effective and efficient finance service to the Trust.
- To be the primary user of the web requisitioning system, train staff to access the system and raise requisitions for staff when necessary.
- To convert the requisitions to orders and send to suppliers.
- To input invoices onto the finance system
- To monitor supplier accounts and reconcile supplier statements
- To receive and distribute supplies in line with agreed procedures
- To be responsible for the collecting, counting and banking of any cash
- To oversee the ParentPay system, which enables parents to make on-line payments to the college
- To assist in the maintenance of information held in the finance system
- To account for trips and visits
- To monitor the monthly aged creditor list and ensure that invoices are processed within the required timescale
- To deal with internal and external financial queries including matters relating to orders, deliveries and invoices

### Support for the Trust

The Lead Finance Officer will

- be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of and support difference to help ensure everyone has equal access to the services of the trust and feels valued, respecting their social, cultural linguistic, religious and ethnic background

- contribute to the trust's ethos, aims and development/improvement plan
- attend and participate in meetings as required
- undertake personal development through training and other learning activities including performance management as required.

## **Other**

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate.
- Altus Education Partnership is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- Your terms and conditions are specified within your contract of employment.

# Person Specification

No.	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview
<b>QUALIFICATIONS AND EXPERIENCE</b>				
1	Level 2 (GCSE A* - C) or equivalent in English Language and maths	E	√	
2	Experience of working in a finance team	D	√	
3	Experience in an office environment	D	√	√
4	Experience of a range of financial tasks and responsibilities including inputting and analysing financial data from financial software.	D	√	√
5	Experience of the use and development of computerised systems	E	√	
6	A willingness to undertake further training relevant to the post	E	√	√
7	Experience of effective team working	E	√	
<b>SKILLS AND KNOWLEDGE</b>				
9	Excellent communication and interpersonal skills	E	√	
10	A flexible approach to duties, tasks and working hours	E	√	√
11	Excellent IT skills including an ability to use Microsoft Office applications in particular Excel spreadsheets	E	√	
13	Excellent administration and organisational skills	E	√	√
14	Recognise and understand the need for confidentiality	E	√	
15	Ability to work under pressure	E	√	
16	Ability and confidence to work under supervision and as part of the finance team	E	√	
17	Willingness to work flexibly, attending evening meetings and external training as and when necessary	E	√	
18	Ability to deal sensitively with complex and sensitive issues.	E	√	√
19	Knowledge of equality and diversity and an understanding and commitment to provide equal opportunities for all	E	√	



## BRINGING EDUCATION TOGETHER

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