



SCHOOL FINANCE LEAD

INFORMATION PACK

Central RSA Academies Trust

Social Justice Through Exceptional Schools



INTERESTED IN WORKING AS PART OF AN ORGANISATION WITH A POWERFUL VISION AND STRONG VALUES?

Our mission is to be an organisation that champions '*social justice through exceptional schools*'. We achieve this through the values shared by all schools within the Trust.

We have a proud, strong association with our founding partner, the Royal Society for the Encouragement of Arts, Manufactures and Commerce (known as the Royal Society of Arts, the RSA). The RSA supports us with our distinctive culture. Our schools are rooted in the heart of their community, truly inclusive, building resilience, confidence and cultural capital for all. We foster a culture of innovation and creativity, and advocate that physical and mental well-being are essential for life at school and beyond.

WE BELIEVE IN BEST!

THE HISTORY OF THE CRSAAT

2012	The Trust is founded by Arrow Vale RSA Academy
2013	Ipsley CE RSA Academy joined the Trust
2014	Arrow Vale RSA Academy achieve 'Outstanding' by Ofsted
2015	Arrow Vale RSA Academy becomes a National Teaching School
2016	Church Hill Middle RSA Academy & Abbeywood First RSA Academy join the Trust Ipsley CE RSA Academy Achieves 'Outstanding' SIAMS inspection
2017	CRSAAT becomes the accounting body for the RSA Academies Teaching School Alliance (TSA) RSA Academy Tipton joins the Trust The Trust is renamed Central RSA Academies Trust & central office in Birmingham opened
2018	Abbeywood First RSA Academy becomes a Teaching School
2019	Sutton Park Primary RSA Academy joins the Trust Oldbury Park Primary School RSA Academy joins the Trust St Stephen's CE RSA Academy joins the Trust
2021	Arrow Valley First School joins the Trust

TRUST IN NUMBERS

600+ Staff

9 Academies

3800+ Pupils

THE ROLE

School Finance Lead (school based)

Salary Grade: Gr5 (£22,183-£24,491, pay award pending); Type: Permanent

Hours - 30 hours per week, Term Time plus 12 days

Performance-based increments and Local Government Pension Scheme (LGPS).

JOB PURPOSE

- To lead, line manage and oversee the finance function for Waseley Hills High School (a school which will be part of CRSAAT from 1 September 2021), in order to maintain, report and forecast accurate financial information and to assist colleagues and pupils in the retrieval of financial information. This includes some operational transactions.

KEY ACCOUNTABILITIES

- Ensure adherence to central trust financial regulations and policies as well as ESFA Academies Financial Handbook
- Adherence to Trust monthly and annual timetable of financial requirements
- Review Budget Monitoring Reports – monthly for each budget holder, head and Local Governors highlighting any concerns
- Support the School Principal and Trust Finance staff to prepare and update three-year budget proposal (income and expenditure), for submitting to central trust for review
- Termly review of annual outturn [and publish to budgeting system when agreed]
- Salary reconciliation with central or HR support – monthly
- Support internal and external auditors when on site
- Support with liaison with the Trust, the preparation for the annual external audit
- Preparation and maintenance of other financial records and associated projects
- Support Trust with all Government returns in a timely manner

Context:

Working together as part of the RSA Family of Academies, our exceptional schools create learning that is inspirational for all: igniting imagination and enabling creativity and curiosity which result in the highest achievement. People are valued and happy, developing the skills and networks for success and fulfilment.

The Trust is committed to deliver on the following strategic objectives so this role will be a key part of that delivery:

Outstanding Professionals

- Developing workforce expertise for all (SO 1.3)

Innovative Systems Enabling Creative Schools

- Financial health (SO 2.3)

Exceptional Learners

- Exceptional outcomes (SO 4.6)



MANAGE AND ASSIST

- Preparation of Budget (income and expenditure) and monthly monitoring thereof
- School level transactions are recorded accurately and timely including but not limited to:
 - All income streams
 - All types of expenditure
 - Sales and purchase invoicing accurately recorded and traced through to successful settlement
 - Credit cards recorded accurately belonging to school staff
 - Administration of any Petty Cash, SQuid income, Expense Claims
 - Administration of orders raised (including approval) and invoices paid and credit card purchases
 - Financial administration of any additional school service provisions
 - Goods receipting of orders
 - Insurance claim administration
 - Petty Cash administration
 - Expense Claims
- Maintenance of Finance Policy documentation
- Maintenance of other financial records and associated projects

OTHER

- To keep under review with the Principal the best operational and logistical set up of dealing with financial transactions and staff levels to manage this.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.
- To participate in the School's emergency response arrangements as directed by the designated officer.

SKILLS & ATTRIBUTES

- Good communication skills and the ability to work effectively with stakeholders at all levels
- Collaborative and responsible
- Self-starter
- Self-organised
- Can act with integrity, openness, and authority
- Flexible hands-on approach

EXPERIENCE, QUALIFICATIONS & TRAINING

- AAT level 3 or equivalent (commensurate experience considered)
- Previous experience in education an advantage
- Experience of operating accounting systems (Sage 200 an advantage)
- Experience of analysis of financial reports, forecasting and budgeting

ADDITIONAL FACTORS

- Customer focused, can-do attitude
- A professional and friendly disposition
- Ability to maintain confidentiality
- Ability to remain impartial
- An openness to learning and change

LINE MANAGEMENT STRUCTURE

- Responsible to: school headteacher
- Responsible for: Finance Assistant
- Link to: Central Trust Finance Team

HOW TO APPLY

For a private and confidential discussion about this exciting post please contact the Central Office on 0121 270 3117 or email ahorwood@centralrsaacademies.co.uk to arrange a telephone conversation with the CFO, HR Manager or Waseley Hills High School.

We also encourage applicants to visit all our Academy websites as well as our Trust website: www.centralrsaacademies.co.uk.

Closing date is 9am Monday 28 June 2021

To apply please visit <https://www.centralrsaacademies.co.uk/careers/latest-vacancies/>

Please send completed applications to ahorwood@centralrsaacademies.co.uk

Central RSA Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS clearance.

