



# BARKING ABBEY SCHOOL & EASTBROOK SCHOOL

## SCHOOL FINANCE MANAGER/ MANAGEMENT ACCOUNTANT

### RECRUITMENT PACK



WE ARE AN **OUTSTANDING** SCHOOL



**BELONG**  
BARKING

**ASPIRE**  
ABBAY

**SUCCEED**  
SCHOOL

[www.barkingabbeyschool.co.uk](http://www.barkingabbeyschool.co.uk)



GIVE  
AND  
EXPECT  
THE  
BEST



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# Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of School Finance Manager/Management Accountant.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe  
Headteacher

# The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

All interested applicants must complete the online application form on the TES website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

## Key Dates

**Closing Date for Applications** Friday 19th April 2024

**Interviews week commencing** TBC

Please note all dates are subject to change.



# Advertisement

## School Finance Manager/ Management Accountant

Full Time, 35 hours per week

Scale P06

(Pt 40-43, £51,093-£54,129)

**Flexible working considered for the right applicant**

Do you have an eye for detail, have a flair for managing finance and like to think innovatively?

Do you like juggling multiple tasks and working to deadlines with purpose?

If so, this could be the right job for you....

We are looking for a highly experienced and motivated individual who is keen to develop their finance career within the education sector.

Barking Abbey School and Eastbrook School are working together under the same leadership, and we are looking for a finance manager to lead, oversee and develop finance functions in both schools with the guidance and support of a highly experienced School Business Manager. This is an exciting opportunity to streamline both schools finance functions, achieve real value leading staff to create a team serving the needs of both schools.

A strong financial, business and technical background is essential to work with and to support the School Business Manager in further developing the finance, payroll functions for the Schools.

Reporting to the School Business Manager, you will be part of the central school's core staff leadership team. Managing the finance teams and all day to day aspects of the finance functions and software in both schools such as processing payments, invoicing and sales, payroll, preparation of budgets and the production of monthly and annual management accounts and returns.

The combined budget for both schools is in excess of £35M pa and there are substantial opportunities for cost saving as the two schools work together more.

The schools both have two monthly payroll runs with monthly payroll costs totalling near £2m with two separate systems and providers. There is further scope to develop this in the future. Currently across the two schools there are over 550 staff on the monthly payroll reports and runs.

### **The successful candidate will:**

- Have experience of managing very large scale budgets not necessarily in education but you must have an understanding of education finance and a willingness to continue to learn adapt and grow.
- Be able to produce budgetary information for school leaders, the local authority and Governors in a way

that they can understand.

- Be able to embed simple robust systems for payroll, invoice processing and all other financial functions.
- Have experience of gaining grants and other sums of money outside of allocated school funding.
- Have experience of leveraging purchasing power or reviewing contracts to seek best value for money.
- Understand and adhere to principals around the use and protection of public funds.
- Have a good understanding of accounting processes, and standards as set out in local authority, EFSA and DFE guidance.
- Be highly organised and able to deliver workstreams to tight deadlines.
- Have the ability to manage and motivate members of their team, and think of innovative solutions.
- Be able to develop and streamline customer and results focused systems and processes.
- Be able to develop strong professional relationships with all school staff.
- Have a customer focused approach with high standards and expectations.
- Be able to provide support and advice around aspects of financial management and processes.
- Be passionate about providing a service that proactively supports the daily operation of the school and is in line with financial regulations and schools wider regulatory framework.
- Have accountability on the day to use and management of the Schools finance systems and processes.
- Be qualified, part qualified, or undertaking either an Accountancy/Business management or other relevant qualification (e.g. ADSBM, CIPFA, AAT, ACCA, CIMA).
- Have accountability for the management and upkeep of the schools contracts register making sure that the SBM is kept up to date with contract terms and renewal dates so that the appropriate tenders and quotations can be sought.
- Own the budgetary process for both schools.
- Assist in the seeking of quotations and preparation of tender documentation.
- Support the School Business Manager and other key staff with the preparation of funding applications.
- Liaise with the Local authority and other funding bodies to make sure all funding is received and in line with projections.

#### **In return we can offer you:**

- An Outstanding school (Ofsted 2024).
- A school where we get to know our students and staff well, find out what they are good at and develop their talents.
- A professional, friendly and supportive working environment.
- The opportunity to access a wide range of CPD opportunities within and beyond school.
- A school which understands the importance of staff well-being and workload management.
- An experienced School Business Manager, with a track record of supporting staff to develop their careers.
- Work as a member of the core staff leadership team, developing your skills and making an impact to the lives of our students.

Potential flexible working on offer for an outstanding candidate. The successful candidate will be subject to an Enhanced DBS Check if not registered on the Update Service. Immediate start available.

If you believe you have the skills and expertise to make a significant contribution to our school and work as part of a friendly professional and welcoming team, we hope that you will apply. We encourage applications from suitably qualified, enthusiastic and experienced professionals.

We believe it's important that are our staff are happy and thriving and want them to enjoy working in the school sharing our ethos and values. With this in mind, visits to the school are warmly welcomed prior to interview.

To book your appointment email: [linesj@barkingabbeysschool.co.uk](mailto:linesj@barkingabbeysschool.co.uk)

Barking Abbey serves a diverse community and positively welcome applications from all sections of the community. If you are interested in making a difference in young people’s lives whatever your background or history, please apply.

Barking Abbey is a heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

The school is located less than 10 minutes walk from Upney tube and 15 minutes from Barking mainline station.

Barking Abbey celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people’s lives whatever your background or history please apply.

We are proud that Ofsted recently judged the school to be Outstanding in all areas. The report states; “This is a large and diverse school where difference is valued. Pupils, and students in the sixth form, are supportive and respectful of each other. Pupils’ conduct is exemplary, both inside lessons and around the school. Leaders have established simple and clear rules that everyone understands. Pupils are focused, engaged and participate well in lessons. Staff feel that their workload and well-being has been carefully considered by leaders. They appreciate their open-door policy”. (Ofsted, February 2024)

Please click here to find out more information about what it is like to work at Barking Abbey:  
<https://www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/>

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.





# Job Description

<b>Job Title:</b>	Finance Manager/Management Accountant
<b>Grade:</b>	P06
<b>Working hours</b>	35 Hours Per week (FT)
<b>School:</b>	Barking Abbey School
<b>Reports to:</b>	School Business Manager
<b>Responsible for:</b>	Finance & Payroll Staff
<b>Number of Posts Supervised/Managed:</b>	Currently 4

## 1. Purpose of the Job

To be responsible to the School Business Manager for the operational areas of finance, providing a high-quality central finance service for the schools and managing a delegated annual budgets of approximately £35,000,000.

To manage the promotion and delivery of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

To line manage the finance and payroll staff (4 currently) and support and enable all school staff to fulfil their financial obligations.

This will include overseeing finance systems, transactional procedures, preparation of monthly and annual management accounts. Making sure that systems are kept upto date and are regularly reviewed so that they are fit for purpose and in line with the latest DfE guidance.

To support the school business manager through the provision of information with year-end reporting and budget and other financial reporting as required including periodical statutory financial reporting to the Local Authority.

The Finance Manager will be responsible for maintaining and assisting with the development of financial controls and procedures, ensuring that these are adhered to consistently at all levels across the school.

Under direction of the School Business Manager work as part of the schools core staff leadership team to deliver the school's strategic vision, plan and objectives; continuously improving operational support functions so the school remains fit for purpose: building and sustaining business relationships and strategies to improve the outcomes and wellbeing for students and staff.

## 2. Main Duties

Under the direction of the School Business Manager, manage the daily operations and functions of a delegated annual budget of approximately £35,000,000.

- Work as part of the core staff leadership team to assist the School Business Manager in ensuring that the school meets its educational aims ensuring the best possible outcomes for students.

- Under direction of the School Business Manager support with the planning, development, design, organisation and monitoring of the finance function within the school.
- Be responsible for leading and managing the finance team (1 report currently) and work with and support school staff to fulfil their financial obligations.
- To provide the School Business Manager) with monthly reports on the up to date financial position. Working with the School Business Manager to forecast expenditure accurately enabling management decisions to be made based on accurate and timely information.
- Assist the School Business Manager in the annual preparation of the 3-year budget setting for the school and any budget re-forecasts as necessary throughout the year.
- To produce accurate monthly and annual management accounts including forecasting where necessary, ensuring that all statutory reporting deadlines are met.
- Functional responsibility for the operation of the school accounts including ensuring monthly balance sheet reconciliation, steady and consistent monitoring of budgets, monthly and annual closing down of accounts in accordance with financial principles of accrual accounting.
- To monitor all income and expenditure for the school, keeping appropriate budget holders informed of their balances and committed expenditure to ensure sound financial management.
- Checking and reviewing the fixed asset registers and reconciling these to the trial balance.
- To process cash book postings and nominal ledger journals including any central cost recharges.
- Manage the cash flow through weekly monitoring of the debtor and creditor positions in order to ensure a positive cash flow position and secure maximum benefit.
- To undertake checks of the monthly payroll against the budget reports, making any necessary amendments to ensure accuracy of the schools budgetary processes. To forward on any amendments to the School Business Manager and as necessary to the HR Officer and/or the payroll provider.
- To assist all staff, suppliers and customers with any financial queries as and when required and liaising with Heads of Department and budget holders.
- To develop the use of and support others in the operation of the Access accounting package and other financial systems in use.
- Work with the School Business Manager to facilitate external and internal audit arrangements as required and implement audit requirements as it affects all financial activities in the school.
- Work with the School Business Manager to ensure that all statutory financial reporting to the Local Authority, Teachers' Pension Scheme and Local Government Pension Scheme, and HMRC is carried out accurately and to published schedules.
- Work within the Seven Principles of Public Life and ensure that the trust and the individual academies comply with the Academy Trust Handbook and other relevant regulations at all times.
- Liaise with all external services and providers in regard to financial processes.
- Liaise with funding agencies and the Local Authority to secure the optimum level of funding.
- Ensure schools maximise income through grants, lettings and other activities and ensure accurate reporting and publication of the same.
- Be responsible for the recoupment of High Needs, Pupil Premium, SEN and other Funding, ensuring regular and accurate pupil tracking and reconciliation and liaise with the local authority for timely payment of the same.
- Management of ear-marked funding streams (such as pupil premium, FSM vouchers, 16-19 Bursary and Extended Schools), ensuring all such funds are accounted for and received.
- Identify potential funding opportunities, agencies government initiatives etc and ensure income generation from both diverse and obvious sources.
- To implement robust and efficient processes and procedures that support staff in school.
- To regularly review banking systems and processes.
- To update and write policy and procedures.
- Oversee the processing of all financial documentation for the schools including the inputting of orders and processing of invoices and cheques to ensure prompt and accurate payments are made.
- Oversee the collection, banking and disbursement of all monies (including lettings income and school fund) within the school to ensure they are accounted for in accordance with the Financial Regulations and consistent financial reporting framework.

- Manage and maintain the Schools Contracts register, advising and working with the School Business Manager and other members of the school's leadership team to negotiate and manage contracts, draft and implement tenders and service level agreements (including those provided by the Local Authority) for the provision of services.
- With support and under direction from the School Business Manager regularly reviewing all financial policies, procedures and processes.
- To maintain confidentiality at all times in respect of academy related matters and to prevent disclosure of confidential, personal and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.
- Maximise potential school income, acting as point of contact for grant applications, gifts or other donations.
- To oversee and monitor the schools monthly payroll runs, checking reports and identifying discrepancies.
- To be the schools lead for drafting procurement documentation in line with current guidance and legislation seeking best value.
- To oversee and lead on contracts management across the school.

### **3. Safeguarding Responsibilities**

To ensure attendance at School safeguarding training and to ensure staff post is responsible for supervising also attend safeguarding training.

To remain up to date with safeguarding responsibilities and School policies as they relate to this post

### **4. Customer Care**

Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council and Barking Abbey School.

### **5. People Management**

- Day to day management, supervision and support of designated school staff including their performance management and continuing professional development.
- Delegation of appropriate tasks to the Finance staff to ensure balance of workload.
- Foster teamwork involvement with staff to increase performance.
- Create an environment for ideas and innovations to be explored and work practices challenged.
- Encourage all staff to meet their full potential.
- Ensure that staff assigned (directly and indirectly), understand the priorities, objectives and policies of the School, Council and Department and can successfully implement decisions.
- Make sure that full confidentiality is expected by all staff line managed by postholder.
- Keep abreast of current legislation and development in relation to all aspects of the role.
- Undertake personal professional development as required.
- Responsible for setting clear objectives for these staff, and annually review performance against these objectives.

## 6. Statutory Requirements

**This post carries a requirement to have an Enhanced Disclosure and Barring (DBS) check for Children.**

## 7. General Accountabilities and Responsibilities (All roles)

- I. Liaise effectively with Borough Finance and other relevant sections of the Borough's Children's Services Department and external agencies and organisations.
- II. Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules and other requirements of the Council.
- III. Promote the development of a high-quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- IV. Undertakes a proactive, committed approach towards the Council's Best Value ethos.
- V. Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies including Equal Opportunities in Employment.
- VI. Ensure compliance with appropriate legislation, Council and School Policies, Standing Orders, Financial Regulations and other requirements of the Council/ School.
- VII. Ensure compliance with and actively promote Health and Safety at work legislation, School, Council and Departmental H&S policies and procedures.
- VIII. Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- IX. Ensure compliance with other School Procedures such as Safeguarding and Data Protection.
- X. Comply with the Data Protection Act 1998 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- XI. Take responsibility for continuing self-development and participate in training and development activities.
- XII. To share with other staff skills and knowledge relating to this post.
- XIII. As directed by the Headteacher, you may be required to cover or provide support to the other posts within the office administration/support services functions of the school.

The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

The Job Description will be subject to annual review by the School Business Manager and the postholder in order to take into account the changing needs of the school and conditions of service as outlined in the current document.

<b>Employees Signature</b>		<b>Date</b>	
<b>Head Teacher Signature</b>		<b>Date</b>	

# Person Specification

## Education/Training

- Minimum of 2 x level 3 qualifications (A Level or equivalent) or relevant experience (E)
- Hold relevant accounting and or business qualifications (e.g. CIPFA, AAT, ACCA, CIMA) (D)
- Evidence of managing complex demands with a high degree of customer satisfaction (E)

## Finance Experience

- Proven experience in aspects of the Job Description (D)
- Experience of working in an educational environment (D)

## Knowledge and Key Skills

- Have experience in the management and operation of academy/school accounting procedures (D)
- High levels of numeracy and literacy (E)
- Exercises training and motivational skills in relation to other staff (E)
- To be highly organised with an ability to prioritise school maintenance needs, managing own workload, whilst ensuring that lower priority work is maintained (E)
- Possess highest standard of professionalism at all times (E)
- Good interpersonal skills to establish effective working relationships (E)
- Highly competent in the use of ICT (E)
- Experience in use and development of accounting software (E)

## Job Circumstances

- Ability and means to travel between campus's (E)
- To have an up to date enhanced DBS Disclosure (the school will organise this) (E)
- Ability to work flexibly (E)

## Other requirements (All Essential)

- Promote the vision, aims and values of the school and in so doing support its leadership.
- Be aware and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to appropriate person.
- Contribute to overall ethos/work aims of the school.
- Be responsible for ensuring that personal and sensitive data processed within the school is treated with confidentiality and kept secure and in line with Data Protection guidance including the new General Data Protection Regulations.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Establish constructive relationships and treat all users of the school buildings and communities with courtesy and consideration.
- Participate in training and other learning activities and continuous performance development.
- Present a professional and friendly disposition and personal image contributing to a welcoming environment.
- Be aware and support difference which supports equal opportunities and fairness for all.
- The School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

## About the Department

Both Schools currently have different finance software charts of accounts and systems and processes despite following the same financial regulations and guidance. There are currently 2 teams working across the two schools with 4 staff.

You will be part of the core staff leadership team leading and developing all finance functions across the two schools as well as having oversight over payroll processing and functions.

This is an exciting time and provides the right person the an exciting opportunity to lead on the development and change of a department that really makes a difference to the schools and staff an impact outcomes for students. Implementing and making decisions on systems and processes to be implemented and followed.



## Our Ethos and Values

# **B**RAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

**BELONG**  
BARKING

**ASPIRE**  
ABBEY

**SUCCEED**  
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.



Sandringham Campus  
 Sandringham Road  
 Barking  
 Essex  
 IG11 9AG

Longbridge Campus  
 Longbridge Road  
 Barking  
 Essex  
 IG11 8UF

[www.barkingabbeysschool.co.uk](http://www.barkingabbeysschool.co.uk)

