



**STOUR VALE
ACADEMY
TRUST**

TRUST FINANCE MANAGER

RECRUITMENT PACK

Trust Finance Manager

**37 hours all year around
Permanent**

Grade 10 SCP 32 – SCP 35

£40,221 - £43,421 pa

Trust Finance Manager is a new role designed to support the Head of Finance in the management of financial operations within the Trust and member schools.

You will work collaboratively with business managers and others in schools to set standards, develop knowledge and understanding of finance policies and procedures, and to provide specialist expert advice and support.

The role requires a dedicated, flexible and organised person who will approach work with a positive attitude, and integrity. The successful candidate will be required to work within our values, ethos and approach of secure autonomy.

The central team is based in our office at Halesowen College. The successful candidate would also be expected to travel to member schools.

Stour Vale Academy Trust can offer the following:

- An excellent Local Government Pension Scheme for Support Staff
- Generous holiday entitlement (**30 days holiday rising to 34 days** after 5 years' service plus Bank Holidays)
- Access to mental health and wellbeing support via Health Assure
- Free on-site parking
- Opportunities for CPD.

Stour Vale is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.

An application pack is available from the Trust website - www.svat.org.uk

For an informal conversation to discuss the role, please contact:

Steve Ralph
Chief Finance Officer
Stour Vale Academy Trust
SRalph@svat.org.uk

Closing date: Monday 11 November 2024 at 9.00 am
Interviews: TBC

A MESSAGE FROM OUR CEO

Stour Vale Academy Trust is a diverse and interdependent, successful family of schools, founded on effective collaboration and committed to pursuing excellence through continuous improvement. Whether you are a member of the finance team, the operations team, the teacher training and development team or the executive team, as a central team member our role is to provide comprehensive support and appropriate challenge to member schools and to work together to ensure the very best outcomes for children and young people. Our expectation is that you are committed to our Stour Vale values, ethos and approach and that you place children and young people at the heart of all decision-making.

If you are someone who enjoys challenge and is ready to play a vital part in the team who will create a successful future for all of the pupils in Stour Vale Academy Trust, we would welcome your application for the post.

ABOUT STOUR VALE ACADEMY TRUST

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently twelve member schools, six primary, one junior, one infant with day nursery and four secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.



OUR VISION AND VALUES

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

OUR VALUES

STOUR VALE ACADEMY TRUST

INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

SVAT.ORG.UK

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that *Stour Vale* member schools will *create the difference together*.



Job Description

Trust Finance Manager

Grade 10, SCP 32 – SCP 35

Responsible to: Head of Finance

Responsible for: Finance

Core Purpose

In line with the values, ethos and strategic direction of Stour Vale Academy Trust as determined by the CEO and Board of Directors and under the overall direction of the CFO, the Trust Finance Manager will:

- Support the Head of Finance in the management of financial operations within the Trust and member schools.
- To work with school business managers and others in schools to set standards and develop knowledge and understanding of finance policies and procedures across Stour Vale Academy Trust and member schools, and to provide specialist and expert advice and support across Stour Vale Academy Trust.
- Working collaboratively with school leadership teams and central team to ensure that the welfare and educational outcomes of pupils are at the centre of all strategic planning.
- Support the executive team, school leadership teams and central team in maintaining an inclusive culture which values Stour Vale employees as the Trust's most significant resource and promotes staff well-being.
- Role model integrity and commitment to the vision, values and ethos of Stour Vale Academy Trust.

Legal Requirements

The Trust Finance Manager's professional duties must be carried out in accordance with the following:

- The Stour Vale Academy Trust scheme of delegation
- The provisions of all applicable legislation
- The Funding Agreements of the Schools within the Trust and the Academies Financial Handbook
- Stour Vale Academy Trust's internal financial controls and procedures

Main Duties and Responsibilities:

- To understand the finance policies and procedures across Stour Vale Academy Trust and member schools, and to provide specialist and expert advice and support across Stour Vale Academy Trust as necessary.
- Support with the development of systems and procedures to ensure the efficient, effective and accurate management of Trust finance.
- To assist the Trust's CFO with the Trust's compliance with the Academies Handbook.
- Work collaboratively with the central team and school finance teams to ensure the effective support of member schools. This will include, but not be limited to, providing support with day-to-day processing, production of three-year budgets, maintenance of monthly outturn forecasts, and preparation of monthly reporting packs.
- From time to time perform such other duties as may be required, including part-time secondment to undertake finance functions at Trust schools as necessary.
- Deal with queries, as appropriate, supporting the Central Finance Team to ensure a positive image of the Trust is always presented.
- Support the finance teams of new schools joining the Trust to understand Trust policies, procedures and reporting requirements.
- Undertake the Central Team monthly payroll reconciliation including the preparation and posting of the monthly journal and the oversight of payment to third parties by the Trust Finance Officer.
- Responsibility for setting the 3-year budget forecast for the Central Team.
- Upload the annual budgets for all schools to the finance system in preparation for each new academic/financial year.
- Upload budget virements for all schools.
- Use the agreed budget to actively monitor and control performance to achieve Best Value.
- Provide monthly budget monitoring reports to the CEO for the Central Team budget, other central team budget holders and other stakeholders as applicable.
- Update the in-year forecasts to provide effective information to the Head of Finance for the management accounts and to allow informed decision making on Trust operations.
- Undertake the month-end reconciliations and other checks, as prescribed by the Head of Finance, for the Central Trust.
- To assist the Trust Business Leader with the collation of information for audit or other external returns.
- Management of the Teachers Pensions Audit process liaising directly with external auditors and the payroll provider.

Leadership and Management

- Lead and manage direct reports in order to inspire, raise aspirations, improve achievement, embed ambition and continually drive improvement in order to achieve the vision and aims of the Trust.
- Contribute to the Trust's culture and development by ensuring that staff are fulfilling their professional responsibilities in relation to financial matters and are carrying out their duties effectively.
- Share good financial practice across the Trust and academies.
- Assist the CFO and Head of Finance to ensure an appropriate induction programme is in place for new staff in finance and provide excellent support for those members of staff who are new to the Trust/Academy environment.

Other

- Be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, recording/ reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall vision and values of Stour Vale Academy Trust;
- Attend and participate in meetings, training and learning activities as required;
- Other duties agreed from time to time.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Chief Executive Officer or Chief Finance Officer to carry out appropriate duties within the context of the job, skills and grade. It is the practice of Stour Vale Academy Trust to periodically review job descriptions to ensure that they relate to the job performed and to incorporate any changes. In these circumstances, Stour Vale Academy Trust will seek to reach agreement on reasonable changes but, where agreement is not reached, Stour Vale Academy Trust reserves the right to make changes to the job description, following consultation.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

Person Specification

Trust Finance Manager

No	Categories	Essential	Desirable
QUALIFICATIONS			
1.	Educated to a good level of education	◆	
2.	GCSE in English and Maths (Grade 4 or above)	◆	
3.	Recognised financial qualification (CIPFA/ACCA/ACA/CIMA/AAT) – demonstration of relevant equivalent experience may be considered)	◆	
4.	School financial or business management qualification		◆
5.	Evidence of commitment to continuing professional and personal development in financial management	◆	
EXPERIENCE, ABILITIES, SKILLS & KNOWLEDGE			
6.	Minimum of 2 years' experience in a senior finance role	◆	
7.	Experience of working within a finance role in an educational environment		◆
8.	Experience of using a range of financial and other ICT packages	◆	
9.	Good knowledge of the financial workings of a school/Trust		◆
10.	Excellent attention to detail	◆	
11.	Good working knowledge of excel	◆	
12.	Experience of using SAGE Intacct		◆

13.	Experience of delivering training		◆
14.	Experience of developing and supporting the implementation of financial policies and practice	◆	
15.	Experience of setting and monitoring multi-year budgets	◆	
16.	Experience of working directly with external auditors	◆	
17.	Experience line managing finance staff	◆	
18.	Practical knowledge of VAT regulations		◆
PERSONAL QUALITIES			
19.	Committed to actively promoting the values of Stour Vale Academy Trust	◆	
20.	Ability to identify work priorities and work in an organised and methodical manner	◆	
21.	Ability to communicate with a range of audiences including other employees within the Trust, Academy, governors, pupils and parents	◆	
22.	Responds positively to pressure whilst maintaining accessibility and consistency	◆	
23.	Dedicated team worker with the ability to work flexibly to meet the changing requirements of the trust and member schools	◆	
24.	Ability to show sensitivity and objectivity in dealing with confidential issues	◆	
25.	Diplomatic and resourceful with developed advocacy facilitation and negotiation skills	◆	
26.	Well-developed interpersonal skills and communication skills	◆	
27.	Willingness to participate in further training and developmental opportunities offered by the Academy and Trust, to further knowledge	◆	
28.	Commitment to safeguarding and equality	◆	



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CONTACT US

For informal talks please contact:

Steve Ralph
Chief Finance Officer
Telephone: 0121 585 5385

Please visit our website: <http://www.svat.org.uk/>