



*‘Innovative Education - Transforming Lives’*

# Recruitment Pack

Finance Officer

November 2020

## Contents

Mission Statement	3
Key Values for Learning	3
Principles underlying our academies	4
Core Goals for our academies	4
Letter from the Executive Principal	5
About our academies	6
Job Description	7
Person Specification	10
What we can offer you	12
The recruitment process	12

## **Mission Statement**

At Exceed Learning Partnership, we are committed to improving the life chances of all children. Where we have the capacity to make a difference, we are morally bound to do so.

We believe every child deserves the best possible start in life; a world class education aimed at helping the children in Exceed Learning Partnership academies to become successful learners, confident individuals and responsible citizens.

Our mission is to help every young person in our academies to expand their horizons, and build the confidence, talents, interests, skills and qualifications to succeed as they make their way towards a fulfilling and prosperous adulthood.

Members of the Trust strive together for excellence in partnership, so that our children, staff and communities benefit from excellent teaching, learning, leadership and opportunities.

### **Motto: 'Every Child, Every Chance, Every Day!'**

The child will always be at the centre, with personalised learning as our starting point, making the challenges of 'Helping children achieve more' a reality. Each child will be encouraged to develop a greater understanding of themselves as a learner, what their strengths are, how they can share these with others and their next steps in their continual learning journey. Pupils will be encouraged and inspired to believe in themselves, build dreams and aspirations and strive to achieve these.

Every child will be given the same opportunity to succeed, whatever his or her prior attainment. A key feature of Exceed Learning Partnership will be a learning curriculum which builds the characteristics of learning across all the academies within the Trust. This will focus on our learning philosophy skills: Resilience, Motivation, Collaboration, Creativity, Investigation, Teamwork and Evaluation.

## **What are our Key Values for Learning?**

**Passion** - Working in education, we have the ability to profoundly change children's lives; the stakes are incredibly high. Our aim should always be to provide for the pupils of our academies what we would want for our own children.

**Urgency** - The amount of time children spend in education is finite. We have a responsibility to ensure that every moment a child is in an Exceed Learning Partnership academy must be spent productively. Once wasted, it is gone forever and cannot be given back.

**Positivity** - Staff have a responsibility to be positive and supportive of each other. Negativity leads to low expectations and a culture where excuses are tolerated.

**Aspiration** - Embodied in the Trust motto, "Every Child, Every Chance, Every Day", all members of staff aim for excellence in their individual professional roles.

**Commitment** - Staff are prepared to go the extra mile to provide the best possible education for their pupils. The interests of children are always placed ahead of those of staff.

## Principles Underlying our Academies

- All share a relentless drive to support every child to make better than good progress in their learning to reach their full potential – ***Raising Standards***
- Have the highest expectations of all children and staff – ***Raising Expectations***
- Ensure all children become highly motivated and can challenge themselves to meet high expectations and aspirations – ***Raising Aspirations***
- Help children develop high self-esteem, respecting and taking responsibility for themselves, others and the environment – ***Raising Confidence***
- Recognise and reward success – ***Rewarding Success***
- Deliver consistently high-quality lessons which enable students to learn well – ***Teaching and Learning***
- Develop independent learning, communication, literacy and numeracy skills across all subject areas – ***Core Skills***
- Provide a creative and challenging curriculum which is personalised to meet the needs of all students – ***Curriculum***
- Create a variety of opportunities to promote students' spiritual, moral, social and cultural development – ***SMSC***
- Develop positive and secure 'Learning partnerships' between school, home and the community – ***Community Cohesion***

## Our Core Goals for our Academies

1. Our academies to excel in Statutory Test Outcomes for all their learners.
2. All academies enrolled within Exceed Learning Partnership to be capable of good or outstanding judgements from OFSTED when next inspected after two years of joining the Trust.
3. Our academies will develop innovative and transformational teachers who are constantly reflecting on the best ways to improve learning.
4. Our academies to be oversubscribed or on a significant upward admissions trend.
5. The academies to be working closely together within Exceed Learning Partnership, creating a sustainable model of high-quality education for the pupils who attend them. This will be as a result of accessing high-quality corporate services, sharing ideas that work, adoption of appropriate common policy and practice, co-development, support provision and utilising teachers, leaders and support staff for the benefit of all academies.
6. Exceed Learning Partnership to be self-sustaining and outward looking, using its capacity to support those who are underprivileged, in difficulty, or in any other way in need.
7. An inclusive culture to be the norm in each academy, with exclusions rare and every pupil leaving their academy with a plan for the next stage of their educational journey.
8. The Professional Development Programme to be producing high quality committed professionals and future leaders for ELP academies as well as schools beyond.
9. ELP academies to be recognised nationally as organisations of high quality, producing outstanding results within a culture of innovation and achievement.
10. All academies within ELP to continually develop their own unique characteristics and ethos, re-enforcing their individual identities within their respective communities. In our academies, their unique distinctiveness will underpin how they grow, develop and enrich the experiences of all pupils across ELP.
11. Exceed Learning Partnership to constantly build upon the diversity of its academies in order to broaden the experience of its pupils and communities and challenge discrimination and prejudice in all its forms.



**Letter from the Executive Principal**  
**Beryce Nixon, National Leader of Education**

Dear Applicant,

Thank you for taking an interest in developing your career with Exceed Learning Partnership. We are a relatively newly-formed Multi-Academy Trust but our leaders in all our academies have been making a significant impact in Doncaster schools for many years.

When we created Exceed Learning Partnership in April 2017, we did so in order to improve the life chances of pupils in and around Doncaster, particularly the most disadvantaged pupils. Having grown out of Edlington, the academies within the Trust have demonstrated that with the right provision, support and highest aspirations, all pupils can and will succeed. This is our ultimate goal within our Trust – making sure all our academies are exceptional places of learning where everyone thrives.

In our Trust we are delighted to welcome dynamic and talented individuals who share in our vision to help our academies to thrive. We support our staff in their learning as well as contribute to their growth by sharing our experiences.

All of us within Exceed Learning Partnership continue to grow our expertise so that we can make a difference to the lives of our pupils.

We look forward to meeting with you and warmly welcome you to visit our academies.

A handwritten signature in black ink that reads "B. Nixon".

Mrs B. Nixon  
CEO  
BA(Hons) QTS NPQH  
National Leader of Education

## About our Academies

Edlington Victoria Academy and Hill Top Academy are both large primary academies in the village of Edlington, Doncaster, for pupils of nursery age through to Year 6. Edlington Victoria has 270 pupils on roll, and was judged as 'good' during its last Ofsted inspection, while Hill Top was judged 'outstanding' and currently has 383 pupils on roll. Carr Lodge Academy in Balby joined our Trust in September 2018, which will offer 420 places to primary pupils and was newly-built in 2015. In December 2018 Sandringham Primary School also joined our Trust and currently has 459 pupils on roll and was judged good at its last Ofsted inspection. Sheep Dip Lane Academy was the latest school to join us on 1 April 2020, and has 257 pupils on roll. Our pupils come from a range of social and cultural backgrounds and the academies have a very strong community ethos which influences all aspects of school life.

The academies have dedicated senior leaders who support the work of the Executive Principal Mrs Nixon and the Principals, Mrs Clark, Mrs Macleod, Mr Tuddenham, Mr Metcalfe and Mrs Parish, in leading and managing improvement, under the guidance of a dedicated Board of Directors and Governors. The academies also have a large number of support staff to enhance learning opportunities, including HLTAs and experienced Teaching Assistants. The academies are fully committed to the inclusion of all pupils and to providing the pupils with the most exciting and inspiring learning opportunities in order to raise standards and meet the core offer of extended services.





## Job Description & Person Specification

### Finance Officer

# JOB DESCRIPTION

Exceed Learning Partnership is a multi-academy sponsor, specialising in the development of Innovative Education which sets high standards and gives pupils access to opportunities through excellent teaching and inspirational leadership. ELP academies are at the heart of their communities and community learning, and work with local authorities, employers and high-performing educational institutions.

**Job Title:** Finance Officer

**Grade:** Grade 9 Scale Point 29-35 (£32,910 - £38,890)

**Hours:** 37 hours per week, full time (100%), permanent

**Location:** Central Trust Office and all academies

**Responsible to:** CEO, Chief Finance Officer

All support staff should endeavour to maintain the ethos of the academies and must uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation. Support staff must maintain appropriate professional boundaries and respect the unique position of trust as support staff in the academies.

## **Job Purpose Summary**

Under the instruction/guidance of the Executive Principal (CEO), Chief Finance Officer (CFO) the Finance Officer will deliver all aspects of financial support across the organisation, supporting both the Trust central team and providing related finance advice, guidance and training to staff and governors in our academies.

This is a senior management position that may change over time and where the post holder needs to be responsive and proactive in the context of strategic priorities. It is therefore not possible to set out a full range of duties and the below is an indicative list. This person must be able to work independently and take responsibility for their own workload. The post will involve working on site at our academies as well as in the central Trust office; as such there is a clear requirement to build effective working relationships with all stakeholders and budget holders. Key external relationships will include Local Authority, bankers, lawyers, auditors, suppliers, parent/carer organisations.

## **Key Responsibilities and Accountabilities**

### **Strategy & Leadership**

- ❖ Contribute toward the strategic planning of the school's finances, including development of multi-year budgets, ensuring the academies maximise the use of resources and achieves value for money from all activities.
- ❖ Contribute to the overall ethos/work/aims of the Trust and Exceed Learning Partnership.
- ❖ Advise the Senior Leadership Team on strategy in relation to aspects of finance and governance issues, taking into account relevant governing documents, for example (although not limited to):

The Trust's Financial Rules and Procedures

The Education Funding Agency's Academies Financial Handbook

The Department for Education Governance Handbook

The Academies Accounts Direction

FRS 102 and Charities SORP (Statement of Recommended Practice)

### **Finance**

- ❖ Be responsible for the smooth and effective collaboration between the CFO and academy Business Managers in relation to the Trust's financial operations.
- ❖ Strengthen financial competence within the Trust to improve financial decision-making, providing strategic advice to the CEO, CFO and academy Principals as required.
- ❖ Support the CFO in ensuring the Trust upholds robust accounting, reporting and internal control procedures and systems.
- ❖ Support the CFO in the development of the financial management accounting functions of the Trust, in line with the Department for Education, Education Funding Agency, HMRC, Companies House, Charity Commission, the Trust's accountants and internal/external auditor requirements.
- ❖ Support the CFO in ensuring all statutory and financial returns are completed accurately and returned in a timely manner and by the relevant deadline.
- ❖ Support the CFO in managing all internal/external audit processes and procedures.
- ❖ Support the CFO and Business Managers in the preparation and management of budget plans, financial forecasts and funding requirements to maximise the Trust's finances and resources.
- ❖ Support the CFO with financial processing, including the posting up of orders, invoices, BACS payments, journals, bank reconciliations and VAT claims, in line with relevant procedures. Prepare month end adjustments (prepayments, accruals etc) for the Trust and assist Business Managers with these as necessary.
- ❖ Support the CFO in identifying sources of additional funding to support the Trust's programmes and development.
- ❖ Maintain an awareness of all developments and legislation surrounding finance for Multi Academy Trusts, ensuring legislation is implemented in line with the funding agreement and academies' financial

handbook, and reflected throughout the Trust's suite of finance policies.

- ❖ Advise the CEO/CFO immediately if fraudulent activities are suspected or uncovered, or if financial difficulties are anticipated.
- ❖ Prepare detailed cash flows, working closely with the CFO and relevant budget holders, providing professional advice and assistance as required.
- ❖ Ensure timely submission of accurate reports which may reasonably be expected to be produced by the finance department, for example, management information, Key Performance Indicators (KPIs), summary reports, financial analysis, miscellaneous government statistics, etc.
- ❖ Oversee cash/banking management, ensuring that cash and bank reporting requirements are anticipated and fully satisfied.

### **Additional**

- ❖ Attend meetings and events within the Trust and externally as required.
- ❖ Undertake any additional responsibilities that may be required within the Trust or by the Senior Leadership Team that are commensurate with the grade and nature of the post.
- ❖ Ensure the duties of the post are undertaken in accordance with the Trust's Staff Code of Conduct, Equal Opportunities Policy and Health and Safety Policy.
- ❖ Safeguard and promote the welfare of pupils within our academies.
- ❖ Be flexible in working hours in some instances.

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Qualifications, Education &amp; Training</b>			
Relevant professional qualifications e.g. accounting qualification, degree, NCSLs, CSBM, NVQ 4 Business and Administration or equivalent, or minimum of three years' experience as a Business/Finance Manager	✓		App Form/ Certificates
Diploma in School Business Management (or working towards)		✓	
<b>Experience &amp; Knowledge</b>			
Experience in a finance/accountancy setting working at a senior level	✓		
Knowledge and experience of budgeting and forecasting linked to strategic planning in a large organisation	✓		
Knowledge and experience of a variety of information management systems and transactional business and finance	✓		
Knowledge of teacher pay and conditions	✓		

Knowledge and experience of school/academy funding	✓		App form/ Interview/ References
Knowledge and experience of HR processes and procedures	✓		
Knowledge and experience of establishing and managing policies	✓		
Knowledge and experience of procurement, contracts, service-level agreements and traded services in organisations	✓		
Knowledge and experience of risk management	✓		
Experience of working effectively with a wide range of internal colleagues and external partners	✓		
Knowledge and experience of school/academy management issues and the role of the governing body/board of Directors	✓		
Knowledge and experience of ICT infrastructure management		✓	
Knowledge and experience of GDPR/data security processes		✓	
<b>Skills and Personal Qualities</b>			
Ability to work independently and proactively	✓		App form/ Interview/ References
Ability to use ICT systems to an advanced level i.e. Microsoft Office, Excel, information management systems etc.	✓		
Exceptional attention to detail and accuracy in approach to work	✓		
Ability to multi-task and prioritise workload to meet challenging deadlines	✓		
Excellent organisational skills and a methodical work ethic	✓		
Excellent communication, interpersonal and networking skills	✓		
Ability to analyse data	✓		
Ability to interpret legislation and regulations	✓		
Ability to consult and share decision-making with senior staff	✓		
Ability to lead by example	✓		
Ability to support, train and motivate staff with a confident approach	✓		
Ability to cope with change in a dynamic environment	✓		
Ability to keep calm under pressure	✓		
Commitment to high educational, professional and personal standards	✓		
Respect for young people and their needs	✓		
Commitment to equal opportunities	✓		
<b>Additional Requirements</b>			
Willingness to work flexibly to meet the operational and financial needs of the Trust	✓		App form/ Interview/ References
Commitment to continued professional development	✓		
Travel in connection with the post	✓		
Satisfactory enhanced DBS check	✓		DBS process
Satisfactory Trust pre-employment checks	✓		Trust process

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview. Furthermore, applicants are required to inform the Trust of any such convictions throughout their period of employment.

Applicants should note that the Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.

Employees will be expected to comply with any reasonable request from those in a position of responsibility, to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. In consultation with the post-holder, the job description may be changed by the Executive Principal to reflect and/or anticipate changes in the job that are commensurate with the role.

Candidates from all sectors will be considered as long as they can demonstrate transferable skills and a commitment to continuous improvement and excellence in a changing landscape, where ensuring the sustainability of the organisation is key.

## What we can offer you

We recognise that successful people place value on a range of benefits associated with their careers including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. As your future employer we place importance on these aspects too.

- Salary Grade 9 (£32,910 - £38,890)
- Competitive pension scheme – Local Government Pension Scheme
- 28 days' annual leave plus bank holidays
- Access to continuous professional development opportunities
- Access to support from the Trust's Health package
- Support from the ELP Trust Team and their knowledge of the landscape and individual academies
- Strong existing partnerships and networks
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## The recruitment process

Closing Date: 4<sup>th</sup> December 2020 (Noon)

Shortlisting: 7<sup>th</sup> December 2020

Interview Date: 14<sup>th</sup> December 2020