



Trust Finance Support Officer

Candidate Pack



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Introduction

Dear Colleague

Thank you for your interest in the post of Finance Support Officer.

This is an exciting new opportunity for an enthusiastic and adaptable finance professional with an interest in education to join this highly regarded and successful Church of England Trust.

Our successful candidate will support our Group Financial Controller by undertaking core finance processes and general administrative tasks, to ensure robust financial reporting and compliance across the Trust's growing portfolio.

The role is offered as a maximum of 37 hours per week, across the full year. The Trust is committed to flexible working and will always seek to accommodate the needs of employees, where possible agreeing alternative working arrangements.

Whilst the role is advertised as full time worked over 52 weeks we would consider term time working plus additional weeks for the right candidate.

Salary and benefits

- Opportunity to play a vital and worthwhile role in helping us in our mission to achieve better outcomes for children and young people across the area
- Working as a valued member of a reputable and supportive team, for an organisation which respects its staff and has a strong Christian ethos
- Working across Trust schools, with flexibility to work from home
- Full-time role
- 26 days annual leave plus Bank Holidays, rising to 28 days pro-rata after 5 years' service
- An attractive salary package which reflects the scale and demands of the role
- Membership of the Local Government Pension Scheme and KentRewards scheme
- Access to continuing professional development
- Relevant professional fees reimbursed

I hope that, having read the description of the role in this pack, you would like either to contact us for a further discussion or to submit an application. We very much look forward to hearing from you.

Yours faithfully

Ian Bauckham CBE
CEO



About the Trust

Tenax is a Church of England academy trust located in West Kent and East Sussex, and currently comprises 7 primary schools (one of which is a free school and one is a school with no faith designation) alongside a large secondary school, Bennett Memorial. It is led by Mr Ian Bauckham CBE, who also holds a number of national roles in education.

The Trust also runs School Centred Initial Teacher Training (SCITT), and Bennett is designated as the Teaching School Hub for both East and West Kent.

Tenax aims to achieve excellence for all through outstanding leadership and this is complemented by an emphasis on creating schools with a strong and distinctive ethos and culture. We value diversity and the distinctive local character of each school. We welcome pupils and families from all backgrounds and from all faiths and none.

Our educational philosophy derives from our founding values:

- We believe in the value and potential of every child and young person.
- We are committed to high standards of achievement and embrace a positive mindset that insists all students can make exceptional progress.
- We provide a rich curriculum designed to prepare pupils for future learning as they grow in knowledge and confidence.
- We invest in the expertise of our teachers by providing best in class professional development for all. We value our support staff and offer competitive employment packages for all. We aim to be an employer of choice.
- We focus on giving our pupils the richest personal development possible, so that they grow in character and acquire strong values to stand them in good stead in adult life.
- The Trust aims to maintain and further enhance its reputation for excellence in all aspects of its work.

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The name 'Tenax' is the Latin word for 'tenacious' or 'steadfast'. We chose it because we are steadfast in our belief in the value of Church of England education, and the consequent commitment to high achievement and personal growth for all young people.

For more detailed information please see our website at www.tenaxschoolstrust.co.uk.

Role Description

Finance Support Officer

Job Title:	Trust Finance Support Officer
Reports to:	Group Financial Controller
Remuneration:	Tenax Support Staff (equivalent KR 6) FTE min. £21,801 – max £23,262 Local government pension scheme Access to KentRewards benefit scheme
Working time:	Max 37 hours per week (whilst the role is advertised as full time worked over 52 weeks we would consider term time, plus additional week and flexible working for the right candidate) 26 days annual leave + 9 bank holidays Working times to be mutually agreed Some flexibility may be required within working times, to meet the demands of the Trust.
Place of work:	Trust HQ at Bennett Memorial Diocesan School, Tunbridge Wells and at other Trust schools as required, with flexibility to work from home
Key relationships:	Group Financial Controller, Chief Financial Officer, HR Director, headteachers, school business managers

Job purpose

- To assist the Group Financial Controller (GFC) by undertaking core finance processes and general administrative tasks to:
 - ensure strong and compliant accounting and financial reporting across the Trust, upholding the highest standards of financial probity
 - monitor effective financial controls and processes in the Trust

Key duties and responsibilities

- Set up and maintain a monthly return summary to ensure collation of Monthly Financial Information from Tenax's schools and Teaching and Training Hubs.
- Consolidate monthly financial management information
- Prepare of monthly recharges
- Maintain the trust's annual financial calendar
- Prepare payroll data for monthly finance returns

- Undertake a range of financial procedures for primary schools that have opted to have central financial support (including placing orders, paying invoices, uploading Bank BACS runs and monitoring finance email accounts)
- Maintain the trust's internal finance portal and ensuring all published information is current and up to date
- Monitor and check information from schools for audit returns
- Work on ad-hoc projects as directed by the GFC e.g. the smooth implementation of the new finance system

Additional Responsibilities

- Attend meetings as required.
- Maintain confidentiality inside and outside the workplace.
- Understand and follow all school and Trust policies and procedures.
- Performing other ad hoc duties and assignments as may be determined suitable by the GFC.
- Partake in relevant training and development as required by the GFC

This role description will be reviewed annually and may be subject to modification after consultation with the postholder. It is not intended to be a comprehensive statement but to set out the principal expectations of the Trust in relation to this role.

Person Specification

Finance Support Officer

This person specification is designed to enable potential applicants for this role to determine how fully they currently meet the requirements of the role. It will be used to shortlist applicants and as part of the selection process.

It is not necessary to meet all points listed below in order to apply. We are very keen to hear from applicants who believe they are, in broad terms, a 'good fit' for the role as described.

We are an organisation committed to developing all of our staff through Trust-wide mentoring and support arrangements. We will work with the new post holder to secure the most appropriate CPD opportunities.

- Experience of working within a finance office, ideally in a multi-academy trust.
- Expertise of MS Office packages (especially Excel) and knowledge of financial systems; with previous experience of SIMS Financial Management System (FMS) an advantage
- Excellent verbal and written communication skills
- Ability to communicate and explain financial matters to non-financial professionals

- Analytical skills, attention to detail while being able to keep abreast of and focus on the wider picture, and a practical approach to problem solving
- Ability to plan, prioritise and manage a workload in an environment of regular and critical deadlines
- Willingness to take on new challenges and opportunities in unknown territory
- Resilience and the ability to work under pressure
- Capability to work effectively independently and supportively as part of a team
- Sympathetic to the core aims of the Trust and its Church of England ethos
- Full driving licence and own transport and the ability to travel to various office locations when required.

Application Process

Tenax Schools Trust is committed to safeguarding and promoting the welfare of all children and young people and all applicants are expected to share this commitment. All appointments are subject to pre-employment checks, including satisfactory references and an Enhanced DBS check.

Before applying

Any potential applicant who would appreciate an **informal and confidential discussion** with Pauline Barritt, GFC about the post should arrange an appointment by contacting:
barritt@tenaxschooltrust.co.uk

Such conversations are not part of the selection process for the role.

In light of the COVID-19 situation, we may not be in a position to arrange pre-application visits to our schools, but may be able to arrange further conversations with Trust personnel if this is helpful.

Applications

Please send your completed application form to Emma Ivory, HR Officer at Tenax Schools Trust – HR@tenaxschooltrust.co.uk by **12 noon on Friday 30th September**. Please refer to the guidance notes for applicants.

Shortlisted candidates

Short listing will take place on the afternoon on Monday 3rd October after which the shortlisted candidates will be contacted. This will include a letter outlining the interview process. ***Interviews are expected to take place at Bennett Memorial Diocesan School week of 3rd October 2022.***

**Interviews may take place using a modified process, such as video conferencing, subject to COVID-19 restrictions as may be in place at the time.

Offer of Employment

The successful candidate will be contacted by phone on or before week of 10th October and an offer of employment made subject to the satisfactory completion of all pre-employment checks

Guidance Notes for Applicants

Accessibility

Please advise us as soon as possible if you require reasonable adjustments to enable you to participate in this recruitment process. This may include alternative arrangements at the application or interview stage. Please contact Emma Ivory, Human Resources Officer at HR@tenaxschooltrust.co.uk regarding such needs.

Application Form

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form will very likely be photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions. Please make sure you complete the application form that was sent to you with the application pack as this will be the most up to date version.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates' experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form and these should be attached to the application on a separate sheet. Your personal statement should be not more than two sides of A4.

Referees

We will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in your present post for less than three years, the Trust may wish to seek further supporting information from your previous employer(s).



Qualifications

You may be required to provide documentary evidence of your relevant qualifications (excluding GCSE, O and A levels) at your interview.

The Trust will ask to see the original certificate, and copies will be taken for your application.

Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement that will be assessed by Tenax Schools Trust's Occupational Health Team.

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 staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the Trust as the employer.

This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- a full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK
- a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)

Please note that applicants who use documents from a state which is part to the European Economic Agreement must apply to the EU Settled Status Scheme, and any appointment would be subject to Settled Status being granted. More information is available from <https://www.gov.uk/eusettledstatus>