



THE HOWARD  
Academy Trust

# Candidate Briefing Pack Financial Controller





# Welcome to The Howard Academy Trust

As a Trust, we currently comprise of Medway secondary and primary schools. We have future growth plans as a Multi Academy Trust with major projects taking place across the organisation.

Our overarching aim and vision is for our member schools to deliver an outstanding education for children and young people. We endeavour to ensure that all our students have access to the highest standards of teaching, resources and opportunities. The Trust's role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Temple Mill Primary School joined the Trust as a sponsored academy in December 2015 and has moved from Special Measures to a Good school. Our schools serve their own community and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

*Owen McColgan*  
Chief Executive  
The Howard Academy Trust





## *Working together to build a community of successful learners*

### Vision and Values

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is achieved through:

Excellent teaching and learning that promotes inclusivity;

Regular opportunities for collaborative CPD to ensure best practice across academies;

A proactive network for joint working across academies, for staff at various career stages;

The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;

The unique character of each academy is valued and contributes to the THAT whole Trust ethos;

Shared whole Trust values of dignity, respect and ambition;

High aspirations for all involved with the Trust and a solutions led approach;

Each academy is a hub for its local community and families;

Facing outwards and working in collaboration with other organisations and stakeholders;

A centralised team that allows academies leaders to focus on their core purpose of education.



### Strategic Priorities

Continuously improving the quality of provision of all our academies and enhance pupil outcomes across the Trust.

Provide excellent teaching and learning that promotes inclusivity.

Continue to build the profile of THAT to support further growth within the Southeast.

Champion our THAT People Strategy to retain, recruit, develop and reward an excellent workforce.

Ensuring a financially viable and sustainable MAT with a strong business infrastructure.

Ensuring effective leadership and governance at all levels.





# Our Family of Schools



**The Howard School**  
1,500 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



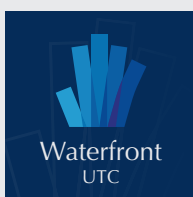
**Temple Mill Primary School**  
240 Pupils on Roll  
Rated Good by Ofsted  
Located in Strood, Kent



**Deanwood Primary School**  
230 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Thames View Primary School**  
468 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Waterfront UTC**  
250 Pupils on Roll  
Rated Good by Ofsted  
Located in Gillingham, Kent



**Miers Court Primary School**  
400 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**The Abbey School**  
1,200 Pupils on Roll  
Located in Faversham, Kent

Further information about our  
academies can be found at  
[www.thatrust.org.uk](http://www.thatrust.org.uk)



# Working for The Howard Academy Trust

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do. Since 2020, The Howard Academy Trust has received the Gold Kent & Medway Workplace Wellbeing Award and we continue to make advances in emotional, physical and professional wellbeing.



## Financial

- A competitive salary for both teaching and support staff, with annual pay progression and a robust performance development scheme underway.
- Subsidised Private Healthcare with Benenden Health.
- All staff are automatically enrolled into the Teacher and Local Government pension scheme with attractive employer contribution rates.
- We have introduced Access EarlyPay through our payroll system as a mobile app that lets users draw down a proportion of their salary. You can withdraw at any point, 24/7 with just a few taps on your mobile phone.

## Professional Development

- Early finish for teaching staff every Friday afternoon to allow for whole school CPD (Secondaries only) and whole school PPA (Primaries only).
- Comprehensive CPD programmes including departmental and whole school training.
- Trust-wide training events and Staff Conference events to bring all staff across the Trust together to network and share experiences.
- Assessment Only routes and Schools Direct opportunities to take your first step into Teaching.
- Access to 30 Level 2 qualifications through The Skills Network, free of charge to all staff.
- Career Progression and upskilling opportunities across the Trust.
- Access in-house training in to Middle & Senior Leadership courses for future leaders.
- Access to industry leading CPD subscriptions including Optimus Education.

## Wellbeing

- Full Time support staff receive 23 days annual leave as standard plus bank holidays, to increase after 5 years of service.
- Each of our academies have received the Gold Kent & Medway Workplace Wellbeing Award in 2021.
- Employee Assistance Programme, 24/7 access to a free counselling service for our employees and their families, for confidential advice and guidance.
- Access to Senior Mental Health First Aiders and a team of established Mental Health First Aiders based at all of our academies.
- Hosts of Medway Council's wellbeing afternoons consisting of use of a health check machine, blood pressure checks, alcohol awareness speakers.
- Flu jabs available for free every autumn for all staff, at their own academy for ease of access.
- Discounted gym membership at Avenue Tennis, Gillingham, on a range of different packages.
- Cycle to Work Scheme.

## Facilities

- Discounted hire of the school facilities, halls, fields, and gyms, for all members of staff up to 20%.
- On site catering at our school canteens with a full lunch menu.
- Free car parking at each Trust site.



*Hear from staff across the Trust*

# Job Description

<b>Post:</b>	Financial Controller
<b>Location:</b>	Trust Central Team
<b>Function/Department:</b>	Finance
<b>Grade/Salary:</b>	NJC PO2 points 37 – 42 £43,516 - £48,587
<b>Responsible to:</b>	Director of Finance & Operations (CFO)

## Core Purpose and Scope

The post holder will undertake responsibilities as a key member of the Central Finance Team to provide efficient and effective financial support required to meet the Trust's core financial responsibilities. They will be responsible for the day-to-day management of the finance function for the Trust.

## THAT Vision & Values

The THAT Vision statement is "working together to create a community of successful learners"  
As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

## Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

## Personal and Professional Conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

## Key responsibilities:

- To provide operational day to day financial leadership to the Trust, with support of the CFO
- Be responsible for the monthly management account process, ensuring funds in each academy are spent appropriately, and that budgets and forecasts show an accurate picture.
- To be responsible for oversight of all financial controls within the organisation



## Financial Management/ Controls

- Be responsible for ensuring the accounts are in accordance with sound financial practices and guidance, including internal trust procedures and The Academy Trust Handbook.
- Be responsible for the monthly management accounts, ensuring they are prepared timely each month, ensuring accuracy to allow the CFO to make strategic decisions and report accurately to the Chief Executive and Board of Directors.
- Ensure prompt reconciliations occur each month including payroll, bank and balance sheet, many of these tasks will be completed by the finance team and reviewed by the Financial Controller
- Regularly meet with the CFO to review the management accounts and discuss other finance matters
- Be responsible for the preparation and monitoring of the 24-month rolling cashflow forecast
- Ensure adequate financial internal controls are in place
- Maintain, accurately the Fixed Asset register, ensuring compliance with the capitalisation policy
- Work with the Head of Estates, Head of IT and other members of the middle and senior leadership team to financially manage projects included in 5 year plans
- Contribute to and lead aspects of the budget setting process
- Lead on finance projects as directed by the CFO, including modelling of costings, analysing costings, implementing new finance procedures etc
- Support in the preparation of bids for grants and additional income, including financial reporting for those the Trust is successful in obtaining
- Assist in the preparation of statutory returns
- Contribute to and lead aspects of the Year End Audit process, ensuring that the auditors are provided with completed schedules, that are accurate
- Contribute to and lead some internal audits, liaising with our external Internal Scrutiny partner to ensure that auditors are provided with completed schedules, that are accurate
- Be responsible for all exchequer services, including creditors, debtors, processing of invoices and orders, payment runs etc
- Lead on the resolution of complex financial queries and questions that the finance team are not able to deal with
- Attend finance meetings with Heads of School, and Local Academy Board meetings as directed by the CFO
- Deputise for the CFO when they are not available

## Systems Accounting

- Be responsible for ensuring functionality within all finance systems is fully utilised to drive efficiency
- Be responsible for ensuring all information, including salary information is accurately reflected in the budgeting system
- Act as the system administrator within the Finance system, managing user access, security permissions and maintenance of the nominal and cost centre ledgers

## Fund Accounting

- Be responsible for ensuring funds are posted correctly in the accounts system, ensuring the finance team are fully aware of how to fund account correctly.
- Ensure correct accounting within the finance system, in line with accounting conventions and legislation

## Resources

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Arbor, E-mail)
- Assist with the creation of reports and finance guidance documents for our schools



## Management

- This post has management responsibility for the finance team, including finance apprentices, finance officers and the management accountant

## Additional Duties:

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Director of Finance & Resources to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

# Person Specification

## Post: Financial Controller

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Essential	Desirable
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"> <li>• AAT Level 4</li> <li>• Good general education</li> <li>• Excellent ICT skills</li> <li>• Evidence of continual CPD</li> </ul>	<ul style="list-style-type: none"> <li>• Hold or be working towards a CCAB qualification.</li> <li>• Excel certifications</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• At least 5 years proven experience in the finance sector</li> <li>• Experience in a middle or senior finance leadership role of at least 18 months.</li> <li>• Line management experience</li> <li>• Suitable experience of financial management</li> <li>• Experience of working with finance systems</li> <li>• Experience of reviewing reconciliations</li> <li>• Experience of reporting financial information to non-finance personnel</li> <li>• Experience of leading elements of the year end audit</li> <li>• Experience of interacting successfully with senior leaders/ employees</li> <li>• Leading the preparation of management and or financial accounts</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the academy or education sector</li> <li>• Experience of PS Financials</li> </ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>• Excellent working knowledge of Microsoft Excel</li> <li>• Sound knowledge and understanding of Finance Systems</li> <li>• Excellent ICT skills</li> <li>• Able to work with a high degree of accuracy, with attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of child protection and safeguarding policies.</li> </ul>
<b>Characteristics and Competencies</b>	
<ul style="list-style-type: none"> <li>• Excellent communication skills including written and oral</li> <li>• Able to work well under pressure</li> </ul>	

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Excellent organisational skills</li><li>• Able to work accurately and with attention to detail</li><li>• Ability to work on own initiative</li><li>• A desire for personal development</li><li>• Able to lead and inspire others</li><li>• Flexible</li><li>• Driven</li><li>• Keen to grow, learn and an ambassador of continuous improvement</li><li>• Natural problem solver</li><li>• Positive approach to work and challenges</li></ul> |  |
|--|--|