



Trust Financial Operations Manager

JOB TITLE



Aletheia

Anglican Academies

Trust





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## Our vision

Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting an ethos based on a belief in the value and potential of every student to achieve excellence academically and in their wider studies and become fully the best person they can be.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.
- Providing a sustainable model to support a self-improving school system.

## Our Schools



### Saint George's Church of England School

Number of pupils: 1146

[Click here for the Saint George's school website](#)



### Shorne Church of England Primary School

Number of pupils: 210

[Click here for the Shorne school website](#)



### St Botolph's Church of England School

Number of pupils: 449

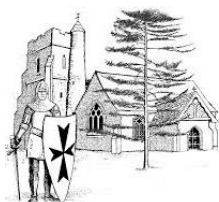
[Click here for the St Botolph's school website](#)



### Stone St Mary's Church of England Primary School

Number of pupils: 635

[Click here for the Stone St Mary's school website](#)



### Sutton-At-Hone Church of England Primary School

Number of pupils: 409

[Click here for the Sutton-At-Hone school website](#)



### Horton Kirby Church of England Primary School

Number of pupils: 264

[Click here for the Horton Kirby school website](#)



### Rosherville Church of England Primary School

Number of pupils: 143

[Click here for the Rosherville school website](#)



### Holy Trinity Church of England (VA) Primary School

Number of pupils: 488

[Click here for the Holy Trinity school website](#)



### Cliffe Woods Primary School

Number of pupils: 392

[Click here for the Cliffe Primary school website](#)



### Halling Primary School

Number of pupils: 344

[Click here for the Halling Primary school website](#)

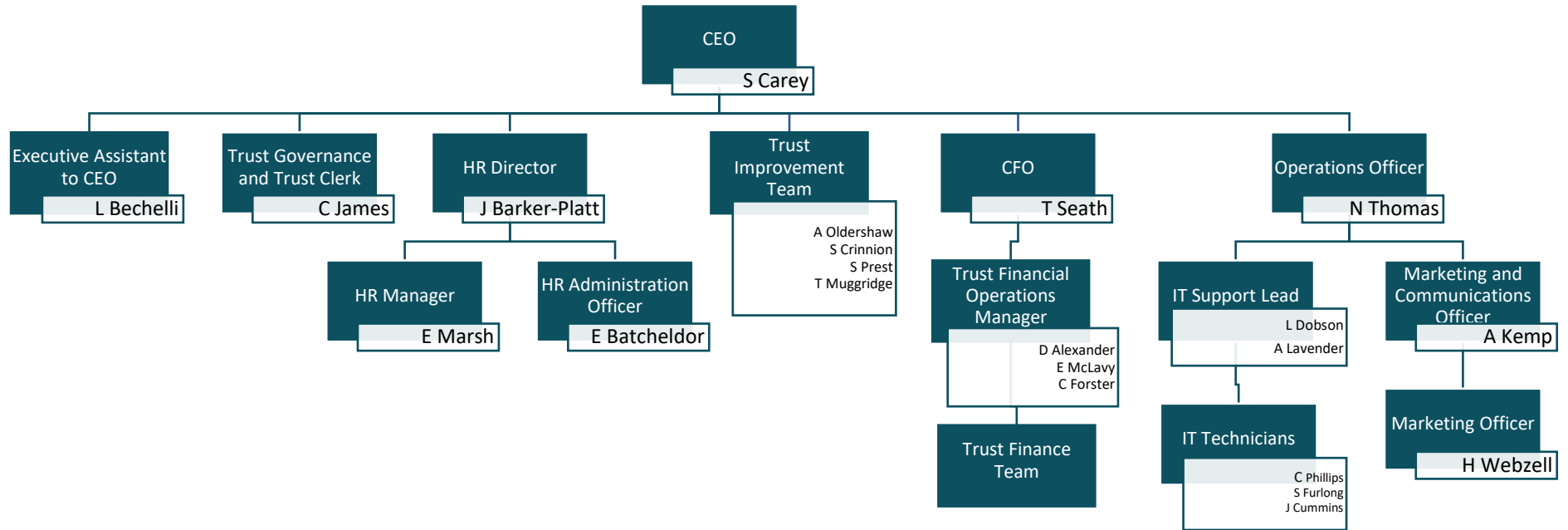


### Sedley's Church of England Primary School

Number of pupils: 94

[Click here for the Sedley's Primary school website](#)

# Our Team



# Job Description

## The Growth of Aletheia

The Aletheia Academies Trust was established in December 2014 when the existing Saint George's Church of England trust was joined by St Botolph's Church of England Primary School and Shorne Church of England Primary School. Since then, the Trust has continued to grow with Stone St Mary's CEP School, Horton Kirby CEP School and Sutton-at-Hone CEP converting to academy status and joining. In September 2018 Rosherville CEP Academy was re-brokered to join Aletheia. In September 2019 Saint George's became an all-through school with the addition of a new primary phase. Holy Trinity CEP School, Gravesend is the latest local school to convert and joined the Trust on 1<sup>st</sup> November 2020. Cliffe Woods Primary, Halling Primary and Sedley's CEP joined in 2022.

## We have:

- 1 All-through Academy
- 10 Primary Academies
- A new all-through academy being built on the Ebbsfleet development, due to open September 2024.

## We are responsible for:

- Over 4,700 children & young people
- Over 600 employees
- £27m public money

## The Role

This is a new and exciting role to join our expanding Multi Academy Trust Central Finance Team. The Trust Financial Operations Manager will report to and assist the CFO who is responsible for the overall direction and coordination of the financial activities of the Trust.

You will be a key member of an expanding Central Finance Team which currently maintains the finances for the Trust Central Fund, 1 All-Through and 10 Primary schools. You will assist the CFO with financial accounting and transactional finance for the Trust, ensuring all systems are updated and reporting is timely and in line with all annual financial returns.

## Principle Responsibilities

This is a hands-on role working with the CFO to maintain up to date financial records including monthly monitoring of individual academy budgets which will involve regular liaison with Budget Holders, Headteachers and Finance Governors.

- Provide accurate and up to date financial reports to the Headteacher and Finance Governor for selected schools
- Responsible for all journals and final GL balances including performing monthly balance sheet reconciliations and control accounts
- Provide support for month end, and statutory accounts process
- Intercompany accounts management
- Responsible for updating and managing the Prepayment of invoices schedule
- To provide support for both internal and external audit, ensuring compliance to procedures
- To assist with the completion of returns for submission to external bodies/agencies, including HMRC compliance (including Reclaim tax)
- Responsible for fixed asset management
- Responsible for Central bank account reconciliations
- Ensure compliance to accounting standards and procedures
- Liaise with payroll providers and gathering of payroll related information with preparation of monthly payroll journals
- Collate and manage database for contracts and leases
- Line management of junior roles within the Central Finance Team
- Provide monthly reporting and ad hoc reports as and when required
- Play a key role in contributing and supporting the development of the financial accounting system
- To provide support in all aspects of financial accounting issues
- To comply with Academy policies and procedures

## Person Specification

This section will allow you to understand who we are looking for within this role and the skills knowledge or experience that we would expect.

- Fully or Part qualified (studying) - accounting qualification (or equivalent) Desirable
- Experience of working in the education system Desirable
- Demonstrable financial expertise in an education environment Desirable
- Experience of line managing others Desirable
- Evidence of continuous professional development Essential
- Knowledge & understanding of importance of Safeguarding Desirable

### Skills and abilities and professional attributes

- Excellent Excel and IT skills Essential
- Excellent numerical skills Essential
- Has the ability to use own initiative Essential
- Good communicator with proven interpersonal skills to all levels of stakeholders Essential
- Welcomes challenge and flexible in adopting to the changing needs of the Trust Essential
- Ability to work in a demanding environment and meet deadlines Essential
- Ability to manage competing tasks and priorities Essential
- Good organisational skills and ability to prioritise own workload Essential
- Ability to work individually or as part of a team Essential

# Application Process

## Trust Financial Operations Manager

Kent Range 10 (KR10) - £34,866 - £41,011 per annum

37 hours per week (52 weeks per year) – Negotiable for right candidate

### Required to start as soon as possible

This is a new and exciting role to join our expanding Multi Academy Trust Central Finance Team. The Trust Financial Operations Manager will as part of a team and report to and assist the CFO who is responsible for the overall direction and coordination of the financial activities of the Trust.

You will be a key member of an expanding Central Finance Team which currently maintains the finances for the Trust Central Fund, 1 All-Through and 10 Primary schools. You will assist the CFO with financial accounting and transactional finance for the Trust, ensuring all systems are updated and reporting is timely and in line with all annual financial returns.

This is a hands-on role working with the CFO to maintain up to date financial records including monthly monitoring of individual academy budgets which will involve regular liaison with Budget Holders, Headteachers and Finance Governors.

The Trust comprises of Saint George's All-Through and ten local primary schools. Our schools have an existing reputation for high quality education with a relentless focus upon high expectations and aspirations. We are a friendly, dynamic and innovative group of schools and pride ourselves on our commitment to ensuring all children progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

Please download a vacancy pack and apply online at <https://www.aletheiaacademies-trust.org.uk/join-aletheia-academies-trust/vacancies>

**Closing Date: Friday 24<sup>th</sup> March 2023**

**Interview Date: To be confirmed**

Aletheia Anglican Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, governors and Trustees to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers, governors and Trustees will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.