

A tall, vertical signpost for Swale Academies Trust. The top section is white with the trust's name in teal. Below is a teal section with four white horizontal bands, each containing a location name and a directional arrow. The sign is positioned in front of a brick building with large windows, partially obscured by lush green trees. A blue metal fence is in the foreground.

Swale
ACADEMIES
TRUST

Trust Office ↗

Westlands Primary ↖

Westlands Nursery ↑

Children's Centre →

Swale
ACADEMIES
TRUST

Finance Manager

Central Support Services Team
INFORMATION

CONTENTS

Welcome from Janet Garraway	Pg 3
Job Description	Pg 4
Person Specification	Pg 6
Overview of Swale Academies Trust	Pg 7
Application Process	Pg 8
Safeguarding	Pg 9

Welcome from Janet Garraway – Chief Operating Officer

Thank you for your interest in this role within the Central Support Services Team at Swale Academies Trust. This is an exciting time to be joining the Central Team, which is currently seeing a growth in capacity and expertise. We continue to develop new ways of working to ensure we can effectively respond to the needs of each school within the Trust and continuously improve the support we offer.

The team is pivotal in the successful running of the Trust and is focused on supporting the improvement of educational standards in every school. All of the work carried out by the Central Support Services Team is in relation to non-teaching and learning aspects of running a school, which includes IT, Finance, HR, Procurement, Governance, Projects and Estates.

We want to drive improvement further and faster, developing the efficiency of our schools through shared resources and collective procurement. Effective and efficient use of resources supports teaching and learning across the schools alongside ensuring both the long term viability of individual schools and the sustainable growth and strategic direction of the Trust.

As Chief Operating Officer, I constantly ensure that the services we offer are sustainable to support our future growth and provide strategic oversight of operational services across all schools.

As a team, we offer a high quality service to all of the schools across the Trust. This innovative centralised structure allows Headteachers to focus on teaching and learning.

We encourage our staff to be flexible thinkers with an open-minded approach to change as we continue to expand our successful Multi-Academy Trust. If you are as excited about this as we are and want to join us on our journey, we would be delighted to receive your application.



Janet Garraway
Chief Operating Officer

JOB DESCRIPTION

Job Title: Fiance Manager
Grade: SAT 10
Responsible to: Head of Finance

Purpose of the Job:

To be responsible for the production of good quality budget and monitoring information for Headteachers, Trust Principal, Governors and Directors.

Assist the Head of Finance in the development and implementation of robust systems to ensure the Trust complies with the Academies Financial Handbook and delivers sound financial controls, achieves value for money, and continues to be a worthy custodian of public money.

The post holder will assist the Head of Finance in ensuring the Trust achieves its aims and objectives. This involves:

- Supporting financial planning.
- Monitoring of performance against budgets and grants.
- The provision of appropriate, timely management information.

Main duties and responsibilities:

- Support the central finance team in the completion of all finance duties, ensuring processes are followed and timeframes adhered to.
- Assist with the preparation of monthly and termly management accounts and communicate information to relevant stakeholders.
- Assist with audit preparation and the completion of Government returns.
- Ensure the payroll is reconciled monthly to the budget, explaining all material variances.
- Produce meaningful three / five year budget forecasts to the agreed timescale, taking into consideration relevant government guidelines and any other sources of information in accordance with government budgets.
- Monitor and forecast expenditure against budgets. Proactively identify issues arising and resolve these with the appropriate budget manager and the Head of Finance.
- Monitor, check and identify any variance on Trust income from the Education Funding Agency and other sources of income.
- Assist the Head of Finance in the production of the year end timetable. Ensure year end timetable is adhered to and all relevant people are aware of the importance of deadlines set.

JOB DESCRIPTION

Main duties and responsibilities (Continued):

- In conjunction with the Head of Finance, maintain the chart of accounts across the Trust. Ensure appropriate codes are used to meet financial reporting requirements.
- Assist the Head of Finance in the control and co-ordination of purchasing within the Trust including orders, quotations and administering the tendering process. Liaising with external suppliers/contractors to ensure best value is achieved.
- Assist the Head of Finance in producing schedules of fixed assets, accruals and prepayments.
- Ensure all Trust financial procedures, financial controls and the Academies financial handbook are adhered to.
- Advise the Head of Finance, COO, or CEO if any fraudulent activities are suspected or uncovered.

General accountabilities:

- Ensure that output and quality of work is to a high standard and complies with current legislation/standards.
- So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees.
- Undertaking such other duties as reasonably correspond to the general character of the post.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

PERSON SPECIFICATION

	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications	Educated to A-level standard or above.	E
	GCSE (or Level 2 equivalent) English and Maths at grade C / above (or equivalent).	E
	Hold a recognised accountancy qualification.	D
Experience	A minimum of two years' experience working in a finance role in a medium to large organisation.	E
	Experience of successfully managing a team.	D
Skills and Abilities	Excellent written and verbal communication skills.	E
	Excellent organisational skills.	E
	Excellent ICT skills.	E
	The ability to plan, prioritise and manage a workload in a fast-paced environment.	E
	The ability to produce and analyse financial data and extract meaningful information.	E
	Be calm, use initiative and remain focused under pressure and manage a wide range of situations.	E
	Work constructively as part of a team, understanding the Trust / school roles and responsibilities and your own position within these.	E
Knowledge	A sound understanding of financial and accounting concepts.	E
	Detailed knowledge of Academy funding and the wider education sector.	D
	Experience of using PS Financials/ HCSS Budgeting to a high level.	D

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Human Resources Team
Swale Academies Trust
Ashdown House
Johnson Road
Sittingbourne
Kent
ME10 1JS

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring with them the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence.
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>