



Trust Finance Manager

BCAT 9 (Salary: £32,485 - £36,693)

Information Pack



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Dear Applicant

BCAT Trust Finance Manager

Welcome to the application process for the post of Trust Finance Manager for Barton Court Academy Trust. I am immensely proud to be the Executive Headteacher/CEO of all the schools within Barton Court Academy Trust. In all our schools, I am particularly proud of the efforts and energy my colleagues make every day to provide the quality education that pupils deserve. The dedication and determination exhibited by our staff across the Trust humbles me daily and our collaboration in pursuit of excellence in our work is exciting. We are a small Trust, but as we have grown our ambition of what we can achieve has grown with us.

We are seeking to appoint a Trust Finance Manager to:

- Ensure accounting systems across the Trust are accurate and complete
- Manage the in-house payroll service for all Trust staff; including the management of pension schemes and associated services
- Manage the Trust Finance team to deliver an excellent service to the Trust and all its Schools
- Support the CFO in ensuring that the Trust is compliant with the Academy's Trust Handbook and other relevant legislation, and adheres to policy and procedure with regards to finance and payroll.

The Trust Finance Manager is expected to be organised, disciplined and able to be flexible with their workload to meet Trust wide demands, whilst also prioritising deadlines. The post holder will lead a newly centralised finance team, co-ordinating activities within the schools in order to deliver a highly effective and value driven service with an emphasis on developing productive partnerships and realising the benefits and efficiencies of shared service provision and economies of scale across the Trust.

The Trust Finance Manager will report to the CFO; supporting the CFO in fulfilling their statutory duties and responsibilities.

We are a small Trust of 3 secondary schools, but as we have grown our ambition of what we can achieve has also grown. Barton Court Grammar School is an excellent co-educational 11-18 years school in Canterbury; Barton Manor School, also in Canterbury, is an 11-18 years secondary Free School, which opened to Y7 only in September 2022 and will grow each year when a new intake of Year 7 joins us. The Charles Dickens School (CDS) is an 11-16 years non-selective co-educational school in Thanet, which was originally in special measures but since joining BCAT in 2017 has been on a rapid improvement journey, our last Ofsted in March 2023 graded the school "Good" in all categories.

Barton Court, next door to Barton Manor, provides support for Barton Manor School with many senior leaders, middle leaders and teachers leading and teaching at both schools. There is a significant number of staff who work across both schools ensuring that Barton Manor has high quality, specialist staff from the outset. Joint pastoral, curriculum, senior leadership meetings and joint training and development to share best practice are embedded.

Being part of a small Trust with schools that work closely together, provides further leadership and professional development opportunities and greater scope to share best practice to improve the life chances of all pupils. I am particularly proud of the efforts and energy my colleagues make every day to provide the highest quality of education that pupils deserve.

Please see our website (www.bartoncourtacademytrust.org) and visit us to consider whether the Trust appeals. If invited to interview you will find we are open and transparent so that you have a thorough insight into what constitutes being a Trust Finance Manager at Barton Court Academy Trust. It is a dynamic Trust and it is a place for enthusiasts who believe that all things are possible.

We are committed to building careers at BCAT and establishing sustainable opportunities for staff development. We will ensure the successful candidate has an effective and bespoke induction process and will receive full support from me, senior leaders and Trustees.

If you wish to visit the school and/or discuss the role please contact me via email kcardus@bartoncourt.org or by telephone on 01227 532140 or 01227 464600.

Please submit your application at your earliest convenience; we look at all applications as they arrive and reserve the right to progress them at any stage.

I hope that the quality of your application leads to an interview and thus gives us the opportunity to share our Trust with you.

Best wishes

A handwritten signature in black ink, appearing to read 'K Cardus'. The signature is fluid and cursive, with the first letter 'K' being large and prominent.

Kirstin Cardus
BCAT CEO/Executive Headteacher



BARTON COURT ACADEMY TRUST

BCAT Mission Statement

“BCAT provides aspirational educational opportunities in all its academies to improve the life chances of its children and young people; delivered through strong partnerships between staff, students and parents that share our core values of excellence and equity”.

Barton Court Academy Trust consists of 3 secondary schools:

- Barton Court Grammar School
- The Charles Dickens School (joined on 1 March 2017)
- Barton Manor School (a secondary Free School) opened to Y7 in September 2022

BCAT VALUES

Achievement
Challenge
High Aspiration
Independent thinkers
Equality
Valued
Excellence

We place the child first in all that we do and to all that we aspire. We are uncompromising in our desire to sustain improvement, deliver on standards and provide an outstanding educational experience for all. We are forward looking, equipping our young people with the skills, knowledge and aptitude to succeed but also strive to instil traditional values of hard work, resilience and respect for others. Despite the complexity of MAT organisation we remain in agreement with Professor Hargreaves (*Self Improving School Systems, National College for School Leadership*) who stated “Great classrooms make Great Schools” and Great schools therefore make a Great Trust. We are a school-based Trust that agree with this simple, yet profound statement.



Barton Court Academy Trust (BCAT)

Trust Finance Manager Job Description

Job Description:	BCAT Trust Finance Manager
Grade:	BCAT 9 (Salary: £32,485 - £36,693)
Employed for:	Full time - 37.5 hours per week, 52 weeks per year.
Hours:	8am to 4pm Monday to Friday, 30 mins unpaid break per day
Location:	Canterbury (BCAT Head office) <i>Travel to other BCAT Schools as required</i>

Professional Relationships:

Responsible to:	BCAT Chief Finance Officer (CFO)
Responsible for:	Trust Finance Officer and Trust Finance Assistant

Purpose of the role:

- Ensure accounting systems across the Trust are accurate and complete
- Manage the in-house payroll service for all Trust staff; including the management of pension schemes and associated services
- Manage the Trust Finance team to deliver an excellent service to the Trust and all its Schools
- Support the CFO in ensuring that the Trust is compliant with the Academy's Trust Handbook and other relevant legislation, and adheres to policy and procedure with regards to finance and payroll.

JOB DESCRIPTION

Financial Management

- To support the CFO in ensuring the Academy Trust adheres to its' obligations under the Funding Agreement, Academy Trust Handbook and all other regulations as relevant
- To assist with changes to the working budgets across the Trust
- Use the latest agreed budget to actively monitor actuals against; preparing reports for departments monthly and reporting any potential overspends to the CFO as soon as known
- Support the CFO in produce monthly management accounts by ensuring control accounts are reviewed and reconciled monthly
- Ensure the Trust has clear and up-to-date Finance Policies which are underpinned by appropriate processes and procedures for the ordering of goods and services, and processing of payments.
- Support the CFO with the process of Internal Scrutiny and the External Annual Audit, dealing with requests from auditors for information and ensuring any recommendations made are implemented in a timely manner.
- To manage the maintenance of accounting records across the Trust; ensuring financial controls are implemented, reviewed and adhered to.

- To manage the timely and accurate ordering, processing and payment of all goods and services.
- Act as the second signatory to the Academy Business Teams for making amendments to the bank signatories and online approval, ensuring approval by either the CFO or Executive Headteacher.
- Be vigilant of potential fraudulent activities; advising the CFO and Executive Headteacher in a timely manner if any are suspected or uncovered. Work with the Bank to reclaim any losses as soon as possible.
- Reviewing weekly Payments Runs as first signatory.
- Import Bank Statements weekly into PS Financials.
- Complete the Bank Reconciliation ideally weekly; at least monthly – ensuring any queries are resolved as soon as possible.
- Submit monthly VAT returns to HMRC in a timely manner; ensuring reconciliation to finance system and only bona fide VAT is reclaimed.
- Ensure trips are financially viable ahead of the visit date; working with the trip leader to resolve any issues.
- Be responsible for submitting any insurance claims via the RPA or Zurich as required; ensuring funds are reimbursed in a timely manner.
- Act as the system administrator for the Discretionary Bursary Fund, ensuring all claims are correct and in line with policy.
- Actively promote change in accordance with the Trust's strategic plan
- Provide training and development to all staff in relation to finance matters as required

Payroll and Pensions

- Manage the payroll services for all Trust staff including the management of pension schemes and associated services.
- Ensure all changes in staff pay; both permanent and temporary are recorded accurately in the payroll software each month
- Produce payroll reports, ensuring all information is accurate.
- Agree payroll reports to budget each month, ahead of payroll being released.
- Progress payroll each month; produce electronic payslips for all staff in the Trust and ensure accurate payment of net salaries by the agreed pay date.
- Ensure all third-party payments are made accurately and timely.
- Produce the RTI report and upload to HMRC.
- Log all permanent changes in support staff with Kent Pension Fund each month, submitting a reconciled remittance each month and accurate annual returns by the given deadline.
- Administer the Teachers' Pension for the MCR on a monthly basis and complete the End of Year Certificate ready for audit purposes; ensuring data is accurate and reconciled each month
- Answer queries from staff across the Trust, obtaining advice from HR when needed.
- Liaising with auditors regarding any Payroll or Pensions related queries.

Leadership & Management

- Contribute to the development of the Trust's values and vision and communicate these clearly and enthusiastically to all staff and other stakeholders
- Ensure that all staff are briefed on allocated work, showing how it fits within the Trust's vision and objectives
- Monitor the progress and quality of work teams and individuals for whom the post holder has specific responsibility and provide prompt and constructive feedback
- Motivate, encourage and empower teams and individuals to work innovatively and creatively to achieve objectives

- Provide support to staff during times of change and challenge
- Encourage staff to take the lead and take decisions when they have the knowledge and expertise to enable to do so
- Understand the culture and climate of the Trust and where appropriate the wider educational environment
- Maintain a visible, professional and high profile within the Trust
- Safeguard the assets and reputation of the Trust and ensure truthfulness in all public communications.
- Ensure the Trust's Equality Policy is clearly communicated and followed
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

Safeguarding

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to safeguard all students at all levels across the School community.

It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:

Policy and Procedure

- Act as a champion of the School's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role of teacher effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role of teacher and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

General

- Demonstrate the vision and values of the Trust in everyday work and practice.
- Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
- Have a high profile across the Trust and develop effective relationships where appropriate.
- Manage own workload and that of others to allow an appropriate work/home life balance.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- This job description may be varied to meet the changing demands of the Finance and Schools Support Service and Academy needs at the reasonable discretion of the Trust
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- The post holder may deal with sensitive material and should maintain confidentiality in all BCAT matters.
- Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

The post holder is also required to undertake such other duties and training as may be required by or on behalf of BCAT provided that they are consistent with the nature of the post. To carry out as requested from time to time any other relevant duties as may be reasonably required by the Chief Finance Officer or Executive Headteacher.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Barton Court Academy Trust.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Chief Finance Officer the other.



Barton Court Academy Trust (BCAT)

Trust Finance Manager Person Specification

The person specification sets out the: (i) qualifications and professional development; (ii) experience and knowledge; and (iii) personal qualities required for the role in line with the key accountabilities and responsibilities in the job description.

The person specification will be used as part of the selection process including: (i) shortlisting of applications (ii) assessment by interview (iii) and satisfactory references. To apply for the role, please complete the application form fully and provide a supporting statement of no more than two pages of A4.

Criteria	Essential	Desirable	
Qualifications & Training			
Specialist and/or generalist degree qualification in Finance		X	Application Form
Qualified accountant accreditation from a major accountancy professional body e.g. CIMA, ICAEW, ACCA, CIPFA		X	
CCAB Membership/Chartered Fellowship status		X	
Finance relevant qualification such as AAT	X		
Evidence of continuous professional development	X		
Experience, Skills & Knowledge			
Experience of adhering to financial controls and governance framework	X		Application Form & Selection Process
Experience of best practice financial reporting and analysis	X		
Experience and working knowledge of Financial Management Information Systems essential (to include the ability to automate data input/outputs from the system)	X		
Robust technical accounting background and attention to detail	X		
Experience of preparing monthly management accounts; to include balance sheet control accounting	X		
Experience of managing the purchase to pay process within an organisation	X		
Experience of supporting Academy audits		X	
Working knowledge of in-house payroll	X		
Competent & confident professional, with excellent communications skills, capable of interacting with wide range of Key stakeholders (including Trust Board, Regulatory Authorities, Banking Institutions, Auditors, Legal/Tax Advisors)	X		
Ability to continuously develop and lead a strong team (experience in line management essential)	X		
Ability to work under pressure in order to meet the ongoing/flexible demands of the business and external deadlines	X		
Proficient in MS Office Suite, with advanced working knowledge of MS Excel	X		
Proactive, intuitive and curious mind set to support business opportunities and mitigate issues	X		
Proactive approach to 'agile' working, with ability to travel to different locations within the geographical remit of the Trust in accordance with the needs of the business and role	X		
Significant experience in relevant area, e.g. within education or other relevant public sector or business sector	X		
Knowledge of financial governance and regulatory requirements in all areas of finance management		X	

Excellent awareness specifically in the areas of funding within the education sector		X	
Significant experience within education or a public sector organisation		X	
Leadership Skills			
Ability to lead others towards the Trusts' vision	X		Interview & Selection Process
Adopt a proactive approach to developing team members working in partnership with the HR team to ensure that career opportunities and pathways are clearly defined for Finance team members	X		
Ability to establish successful relationships at all levels and have good communication skills verbally, and in written and presentation formats	X		
Commitment, drive and the ability to achieve the highest standards and best practice across all aspects of the Trust	X		
Ability to cultivate a team ethic, role modelling the Trust's core values and behaviours	X		
Ability to lead, coordinate and delegate	X		
Values			
Commitment to achieving excellence across a team	X		Application form & interview
Appreciation of the importance of strong and strategic leadership	X		
Commitment to constructive working relationships with the central team, school leaders, staff, governors, trustees, and wider community to include all key stakeholders	X		
Commitment to supporting the wellbeing and work-life balance of their team	X		
Is value driven to ensure every child gets the very best start to life as a result of their experience at BCAT academies	X		
Enthusiastic to contribute to the wider life of school where every person is valued for who they are	X		
Personal Qualities			
Professional and well-presented, with the ability to demonstrate impact and presence	X		Interview & Selection Process
Reliable, solutions focused and has integrity	X		
Compelling communicator who will inspire, challenge, motivate and empower teams/individuals to achieve.	X		
Willing to have candid conversations about performance and standards	X		
Passionate about the importance of education	X		
Is able to listen and understand, as well as being reflective and self-aware	X		
Adaptable to change, whether precited or otherwise	X		
Calm, confident and solutions focused	X		
Ambitious and motivated for self and others	X		
Personal Circumstances			
Must legally be entitled to work in the UK	X		Application Form & Document check
Nothing in personal background or criminal record indicates unsuitability to work with children / young people / vulnerable / within finance	X		
Safeguarding			
Has appropriate motivation to work for children and young people	X		All stages of the Recruitment Process
Understands the importance of maintaining appropriate relationships and personal boundaries with children and young people	X		
Displays commitment to the protection and safeguarding of children and young people	X		

Good knowledge and understanding of safeguarding practice	X		
Compliance			
Enhanced DBS Clearance	X		Application Form /References/ Pre- Employment Checks
Social Media checks	X		
Can evidence proof of right to work in the UK	X		
Minimum of two appropriate references	X		

Application Process

- Closing date for applications is **Monday 2 October 2023 @ 9am.**
- Interviews will be held on: **w/c 9 October 2023**

Please complete the application form and provide a supporting statement (on no more than two sides of A4). The supporting statement should include how you meet the person specification and your skills and experience to date that make you an ideal candidate for this post.

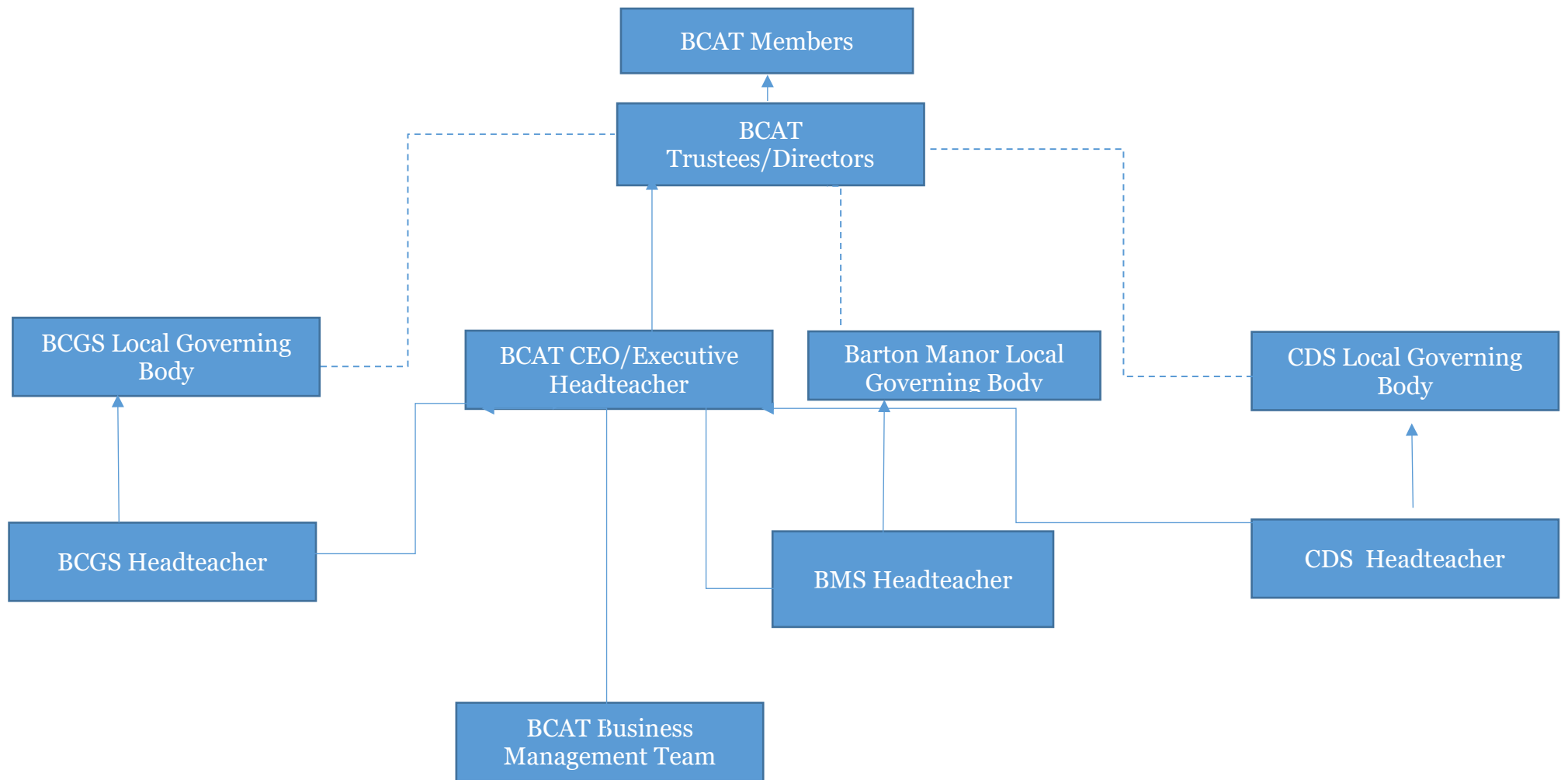
If you wish to discuss this post please contact the CEO/Executive Headteacher via Mrs Light, PA to the CEO/Executive Headteacher, rlight@bartoncourt.org

Please email your application to:

BCAT HR Recruitment
Barton Court Grammar School
Longport
Canterbury
CT1 1PH

recruitment@bartoncourt.org

Barton Court Academy Trust (BCAT) Omnigraph



BCAT Business Management Team

