



Budget Manager

Head Office, Lynsted & Norton Primary
School, Lynsted Lane, Lynsted, Sittingbourne,
Kent ME9 0RL

INFORMATION



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Dear Applicant

Thank you for expressing an interest in joining us at Our Community Multi Academy Trust.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive Trust. We would welcome your request to come and visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

We believe in taking care of our family of ten schools. Our number one goal is to provide our schools with the resources they need to be able to provide their children and staff an outstanding education, a network of support, and a vision to succeed. The core purpose of the Trust is to maintain good and outstanding schools, and to ensure the rapid improvement of schools which need support in the future. The Trust must also act as a vehicle for enabling the sharing of best practice across the schools to ensure continual improvement. We provide the financial capacity to achieve economies of scale to benefit every child in every school within the Trust. We create and maintain a shared culture which requires everyone whatever their role, staff or pupil, governor or parent, to take responsibility for their position and be accountable for what they achieve. We will be driven by a desire to make a positive impact on the lives of all children. Our shared culture will respect, uphold and complement each school's distinctive ethos and character. OCMAT is unique in that it is a primary only mixed Church of England MAT with both Church and Community schools.

All new colleagues at OCMAT are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our Trust and our schools, please visit our website: www.ocmat.org.uk or contact my PA: pa@ocmat.org.uk or Trust HR: trusthr@ocmat.org.uk (t: 01795 606500).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Mr David Whitehead
Chief Executive - OCMAT

Job Title: Budget Manager

Grade: Kent Range 8/9

Depending on experience

Salary: £26,598 - £34,693

Full time, all year round

37 hours per week

ADVERT

We are looking for someone:

- with an understanding of the important issues facing schools or academies.
- with significant experience of financial management in a school finance office
- with substantial experience of using school management information systems such as SIMs/RM Integris including responsibility for school census.
- with substantial experience of school accounting systems (preferably SIMS Finance) and budget planning systems
- with substantial experience of producing a range of complex documents and reports using Microsoft Office.
- with a good knowledge of the funding, regulatory and legislative environment of academies
- with knowledge of general school policy and procedures.
- who is an effective communicator who can forge effective working relationships with a wide range of people.
- Level 3 Diploma in School Business Management/AAT or equivalent.

What we can offer:

- We have structured the Business Support Team such that you will be part of a cohort of experts to aid in developing cohesive teamwork, efficiencies and shared purpose.
- A role in an exciting and newly established Multi Academy Trust with a focus on collaboration and inclusion.
- Support from a strong Trust leadership Team working together to improve all aspects of education, finance, premises, health and safety.
- A focus on career development within the Trust and in partnership with the KMA and other external partners and an opportunity to access good quality CPD and training.
- **Our Trust and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.**

If you have Finance experience, ideally within the education sector, are a committed team player with a passion for making a positive impact on the education and care of pupils, then take the opportunity to apply.

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Applications to be made via Kent Teach.

For further information about the role, please contact Elaine Latham, elaine.latham@ocmat.org.uk



JOB DESCRIPTION

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37 hours per week

Purpose of the job

Work as part of the central team to assist a group of Headteachers in his/her duty to ensure the schools meet their educational aims through good financial management.

Promote the highest standards of business ethos and provide advice and guidance to schools to promote the most effective use of resources. Use technical or specialist knowledge to make recommendations to the CFO for improved working practices.

Responsible for preparing, analysing and reconciling financial transactions relating to income and expenditure in the preparation of monthly management accounts for the Trust.

Key duties and responsibilities

Financial Leadership

- Attend Trust Leadership Team, Trust Board and appropriate Directors sub-committee meetings as required.
- Negotiate and influence financial and resource decision making within a group of School's Leadership Teams.
- Ensure compliance with the current Academies Trust Handbook and Trust Finance policy.
- Evaluate information and consult with a group of Headteachers to prepare a realistic and balanced budget for schools' activity.
- Use the agreed budget to actively monitor each school's performance to achieve value for money, meeting regularly with Headteachers to review.
- Identify and inform the Headteacher of the causes of significant variance to enable prompt corrective action.
- Propose revisions to the budget if necessary to the CFO, in response to significant or unforeseen developments.
- Provide ongoing budgetary information to relevant stakeholders.
- Advise the Chief Executive Officer and Chief Financial Officer if fraudulent activities are suspected or uncovered.
- Maintain a financial plan that will indicate the trends and requirements of a group of school's development plan and to forecast future year budgets.
- Advise schools on how to maximise income through lettings and other activities.
- Present timely and fully costed staffing scenarios, proposals, recommendations or bids.
- Evaluate each school's objectives and information for workforce planning.
- Ensure that each school has plans for ICT replacement and Premises aligned to the overall vision for the school ensuring value for money.
- Work with individual leaders in monitoring the effective use of 'ring-fenced' monies to ensure effective reporting of spend against educational outcomes.
- Identify additional finance required to fund schools' proposed activities. Prepare and submit bids for funding from outside agencies under the direction of the Chief Financial Officer.

Central Administration

- Support the CFO to prepare year end accounts and financial reports in advance of annual external audit. Apply recommendations into operational practice, providing appropriate training to business support and school staff.
- Support the CFO with internal scrutiny. Apply recommendations into operational practice, providing appropriate training to business support and school staff.
- Check and approve BACs runs.
- Prepare information for publications and returns for the DfES, LEA and other agencies and stakeholders within statutory guidelines.
- Manage recruitment, performance management, appraisal and development for designated central support staff and provide input to Headteachers for school office staff in relation to office standards.
- Participate in the design and maintenance of financial and administrative systems that deliver outcomes based on the Trust's aims and goals.
- Apply technical or specialist knowledge and experience to support the CFO to develop and maintain suitable systems of work which ensure:
 - Adherence to the current Academies Trust Handbook
 - Appropriate segregation of duty
 - Resource efficient systems of work
- Use benchmark information to assess trends and make appropriate recommendations.



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JOB DESCRIPTION

Advice and Guidance

- Ensure school office staff have a clear understanding of the policies and procedures and the importance of putting them into practice.
- Monitor the way policies and procedures are actioned and provide support and training where necessary.
- Communicate relevant policies, including Data Protection for use of technology across the Trust.
- Seek and make use of specialist expertise in relation to HR issues.

Always treat matters relating to all Trust, its constituent schools, staff and children as strictly confidential and adhere to the Data Protection Policy. Keep up to date with current events such as changes to government policies and educational developments which may impact on the Trust. Ensure all audit requirements are met in relation to own areas of responsibility.

Line manage and professionally develop central finance/administrative staff, while delegating and overseeing their day-to-day workload, to build an effective team who successfully contribute to Trust strategic goals. Assist in the recruitment and selection process of support staff. Undertake appropriate induction, probation, training and development to ensure they are well informed of school's procedures and policies.

Establish firm working relationships with both internal and external stakeholders.

Attend training courses relevant to the post, ensuring continuing personal and professional development.

Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do. Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school. Maintain confidentiality and discretion in all aspects of work.

Our Community Multi Academy Trust is committed to safeguarding and promoting the welfare of children.

Any other work requested by, and deemed appropriate by, strategic leaders.
This role is subject to an enhanced DBS check.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



Budget Manager

Applicants should describe in their application how they meet these criteria.

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none">Level 3 Diploma in School Business Management/AAT or equivalent experience with proficient knowledge/skills in business/finance administrationGCSE grade A*-C in English and mathematics	Level 4 Diploma in school business management or CIPFA professional accountancy qualification or willingness to undertake
Experience	<ul style="list-style-type: none">Understanding of the important issues facing schools or academies.Significant experience of financial management in a school finance officeSubstantial experience of using school management information systems such as SIMs/RM Integriss including responsibility for school census.Substantial experience of Trust’s current accounting system (SIMs FMS6) and budget planning system (Orovia)Substantial experience of managing and developing others in a school office environment.Significant experience of effective financial control including month end processes, budget monitoring and management accounting reports.Substantial experience of producing a range of complex documents and reports using Microsoft Office.Good knowledge of the funding, regulatory and legislative environment of academiesStrong knowledge of Microsoft Word, Excel, PowerPoint, Publisher and Outlook.Knowledge of general school policy and procedures.	<p>Experience of project management, planning, managing and monitoring work.</p> <p>Knowledge of relevant policies which keep children safe in education EG Safeguarding and Child Protection</p>
Skills	<ul style="list-style-type: none">Personal and professional integrity, including modelling values and vision.Able to promote the Trust’s strategic vision positively.Excellent communication, organisational and management skillsEffective oral and written communication to a range of audiencesAble to work flexibly to meet the changing needs of an organisation.Able to apply technical knowledge and experience to resolve more complex problems.	Able to respond appropriately to unplanned situations.

PERSON
SPECIFICATION



	<ul style="list-style-type: none">• Able to analyse and interpret data to monitor activities and promote solutions.• Excellent interpersonal and professional skills. Able to forge effective working relationships with a wide range of staff and other stakeholders.• Excellent organisational skills. Able to work under pressure, deal with a demanding workload, plan and manage multiple projects successfully within given deadlines, whilst still developing others• Able to communicate financial information in a manner that non-financial staff understand.• Able to identify improvements in working practices.• Self-motivated and able to work independently with minimum supervision.• Able to use initiative to develop and implement solutions.• Able to re-prioritise in response to changing circumstances.• Able to travel between sites.• Able to show sensitivity and objectivity and handle confidential information with discretion.	
Personal attributes	<ul style="list-style-type: none">• Agile – is adaptable, flexible, reflective and capable of leading and managing change.• Decisive – can identify and consider options, make recommendations and robustly defend decisions in a timely manner, using evidence to support proposals.• Leads – inspires and motivates others within their team, the Trust and the wider profession. Leads functions, people and/or projects with the remit of their autonomy and responsibility.• Collaborative – works effectively and inclusively both within and outside of the Trust so individuals, teams and the learning community can benefit from shared capacity and knowledge.• Resourceful – uses resources, information and knowledge to overcome obstacles and finds creative/innovative solutions to develop self, team and/or the Trust.• Emotionally intelligent – manages and uses emotional intelligence when problem solving and considers new innovations and change. Demonstrates confidence and the ability to negotiate, challenge and influence alongside care for others, diplomacy, approachability and resilience. Demonstrates both contextual and professional self-awareness.• Committed to continuing professional development and self-improvement.• Committed to the ISBLs code of ethics and understands their own professional competency and limitations.• Honest and reliable, displays integrity and commitment to the Trust.• Enrich children’s lives - champion economy, efficiency, and effectiveness. Establish a good working knowledge of the schools and how they serve their communities	

PERSON
SPECIFICATION



OCMAT OVERVIEW

We believe that every part of the body is valuable and integral to the whole (1 Corinthians 12: 14-16). Therefore, we will create a community of schools that, whilst being diverse and unique in their own context, will ensure every child receives the highest quality educational experiences and pastoral support. At the heart of our Trust's vision is a belief in educational excellence, the belief that Our Community Multi Academy Trust is called to serve pupils, staff, families, and the local community by providing places where children develop and thrive academically, socially, culturally, and spiritually in the safest environments possible.

Our Community Multi Academy Trust is committed to sustaining high quality schools. Our focus is to maintain a self-sustaining school improvement model that draws on a wealth of practice and expertise across the Trust facilitated by experienced school improvement leads. Pedagogical excellence is at the heart of our improvement model with a sustained focus on collaborative and mastery learning.

We will maintain and strengthen a shared culture which requires every member of our community, whatever their role, staff or pupil, governor, or parent, to take responsibility for their position and be accountable for what they achieve. We will be driven by a desire to make a positive impact on the lives of all children. This shared community culture will respect, uphold, and complement each school's distinctive ethos and character.

Belonging to Our Community Multi-Academy Trust offers greater opportunities for influence than single schools can achieve. Working together the Trust aims to be greater than the sum of its constituent schools. At the same time, we recognise the unique character of each of our schools and the important role they play with their local community. We will work tirelessly to maintain each school's status within their locality and strengthen their character and reputation.



THE COMPASSIONATE LEADER

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered



THE COLLABORATIVE LEADER

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities – working in a positive partnership with all Trust staff
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust



THE COMMUNITY LEADER

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

OUR SCHOOLS

Primary

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

TRUST CENTRAL TEAM

Central Support Team

(based at Lynsted & Norton Primary School)

Human Resources Team

Finance Team

Business Support & Management Information Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

EYFS Executive Officer

The Application Process

Applications will only be accepted from candidates who complete our application form. Application forms can be found on the Kent-Teach website. Alternatively, please contact trusthr@ocmat.org.uk for a paper application form.

The Shortlisting and Interview Process

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

Candidates selected for interview will be informed.

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

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, 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 and appropriate checks that may be required if you have worked or been resident overseas in the past 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 an employed teaching role

Safeguarding

OCMAT 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 six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies.

www.ocmat.org.uk

Mr David Whitehead, CEO, Our Community Multi Academy Trust

OUR COMMUNITY MULTI ACADEMY TRUST
C/O LYNSTED & NORTON PRIMARY SCHOOL
LYNSTED LANE
SITTINGBOURNE
KENT
ME9 0RL

Company No: 10842747

