



Swale
ACADEMIES
TRUST

Finance Manager
Central Support Services
Information

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Welcome

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, Estates, Governance and Communications.

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: Finance Manager
Grade: SAT H
Responsible to: Senior Finance Manager

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 (Accountabilities):

- Support the central finance team in the completion of all finance duties, ensuring processes are followed and timeframes adhered to.
- Line management of Senior Finance Assistants and their first point of contact for general workload queries
- Assist with the preparation of monthly management accounts and communicate information to relevant stakeholders.
- 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.
- Ensure the payroll is reconciled monthly to the budget, explaining all material variances.
- Assist with audit preparation and the completion of Government returns.
- Preparation and review of cash flow statements
- 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.
- 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.
- 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

Qualifications	Essential / Desirable
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 (AAT Level 3 or above).	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 IRIS Financials (PSF)/Access Budgets to a high level.	D
Personal Qualities	
Demonstrate a commitment to upholding and representing the central services values	E



Working for Swale Academies Trust

Benefits

- Hybrid working
- Local Government Pension Scheme – with a generous employer contribution
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Discounts with local and national retailers, cinemas and restaurants
- On-Site parking
- Access to training and development

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 28 days (SAT F-J).
- Cycle to Work scheme

Finding Us

Swale Academies Trust

Ashdown House, Johnson Road, Sittingbourne, ME10 1JS

01795 905989

recruitment@swale.at

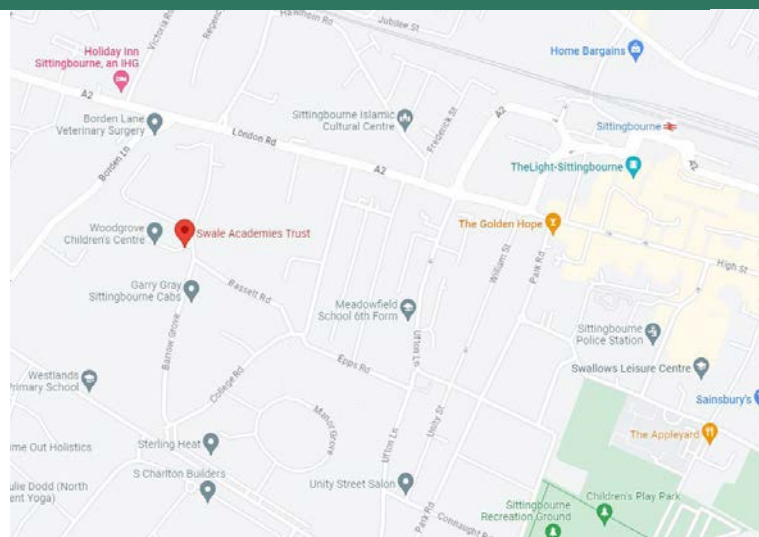
Closest Train Station: Sittingbourne Station

Approx. 15 minute walk

Closest bus stops:

The Coniston (from Sittingbourne/Sheppey) - X3, 334

The King's Head (from Medway/A249) - X3, 329





Overview of Swale Academies Trust

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, Peacehaven
- 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

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



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.

Applications for our vacancies should be made through [Kent Teach](#). Links to the relevant Kent Teach advert page can be found within the advert on any other website that it is listed. Alternately, Application forms can be found on the Swale Academies Trust website or downloaded [here](#), and applications should be made by emailing a completed Application Form to recruitment@swale.at.

Please note CVs will not be accepted in place of a completed [application form](#).

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

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.

Swale Academies Trust will run an online check of shortlisted candidates.

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.

Central Support Services

Our Vision, Behaviours for Success and Values

Our Vision

To be dynamic, innovative service professionals in the education sector, positively impacting lives for generations to come.

As a team we aim to be innovative and forward facing.
We aim to be...

AGILE



This means we...

A

are keen to
adapt

Together, we have a desire to **adapt** and improve. Being **adaptable** means we work flexibly and we foster a positive working environment where our staff feel supported to explore opportunities and be creative.

G

are always
growing

As an organisation, we are both prepared and excited for **growth**. We believe that together we can do great things, and so we are ambitious and proactive when we plan for the future. We promote a culture of collaboration to achieve our wider goals and **grow** in our areas of expertise.

I

work with
integrity

We ensure we operate with a strong work ethic and take pride in maintaining **integrity**. We work effectively by sustaining open, clear and honest communication with one another and our stakeholders. We are trustworthy in our actions, true to our word and can be relied upon.

L

are eager to
learn

We advocate for continuous **learning** and development, and support our staff to expand their skill sets and achieve their professional ambitions.

E

encourage
one another

Offering **encouragement** to one another allows us to build meaningful and supportive relationships that endure. We **encourage** one another to act with consideration, transparency and accountability.

We value:

Adaptability

Growth

Integrity

Learning

Encouragement

