



Swale
ACADEMIES
TRUST

Finance Manager
Central Support Services
Information

CONTENTS

Welcome from Gavin Bailey	3
Job Description	4
Person Specification	5
Working for Swale Academies Trust	6
How to find us	6
Overview of Swale Academies Trust	7
Application Process	8
Our Trust Values	9



Welcome

Welcome to Swale Academies Trust

A message from Gavin Bailey, Chief Finance and Operations Officer (Interim):

Thank you in your interest in this role within the Central Support Services Team at Swale Academies Trust.

The central team is pivotal to the successful running of the organisation and is focused on supporting the improvement of educational standards in all of our schools. All of the work carried out by the Central Support Services Team is in relation to the non-teaching and learning aspects of running a school. The vital work your new role entails allows Headteachers and school-based staff to focus on teaching and learning and improving student outcomes.

As CFOO, my role is to provide strategic oversight of operational services across all of our schools. The central team is well-established with an excellent track record of delivering improvement and value for money, and we continue to develop new ways of working to ensure we can effectively respond to the needs of each of our schools and continuously improve the support we offer.

We look forward to receiving your application to join our organisation at this exciting time.

Gavin Bailey

A handwritten signature in dark ink, appearing to read 'G Bailey', with a stylized, cursive script.

Operations Officer (Interim)

Job Description

Job Title: Finance Manager
Grade: SAT H
Responsible to: Financial Controller

Purpose of Job:

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

Assist the Chief Financial and Operations Officer 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 Chief Financial and Operations Officer 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 Chief Financial and Operations Officer.
- Monitor, check and identify any variance on Trust income from the Department for Education 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 one, three and 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 Chief Financial and Operations Officer 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 Chief Financial and Operations Officer, maintain the chart of accounts across the Trust. Ensure appropriate codes are used to meet financial reporting requirements.
- Assist the Chief Financial and Operations Officer 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 Chief Financial and Operations Officer 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 Chief Financial and Operations Officer (CFOO) or CEO if any fraudulent activities are suspected or uncovered.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Swale Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from ROA and will require an enhanced DBS disclosure.

Person Specification

Qualifications	Essential / Desirable
GCSE (or Level 2 equivalent) English and Maths at grade C / above (or equivalent).	E
A-Level Standard or above.	E
AAT Level 3 or above.	D
Knowledge & Skills	
A sound understanding of financial and accounting concepts.	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
Work constructively as part of a team, understanding the Trust / school roles and responsibilities and your own position within these.	E
Excellent written and verbal communication skills.	E
Excellent organisational skills.	E
Excellent ICT skills.	E
Detailed knowledge of Academy funding and the wider education sector.	D
Experience of using IRIS Financials (PSF) and/or Access Education Budgets to a high level.	D
Experience	
A minimum of two years' experience working in a finance role in a medium to large organisation.	E
Proven ability to guide, support and line manage staff as part of a wider team.	D
Personal Qualities	
Ability to work independently and as part of a team.	E
Able to remain calm, use initiative and remain focused under pressure whilst managing a wide range of situations.	E
Ability to build positive professional relationships with all key stakeholders.	E
Integrity, sound professional judgement, and the ability to maintain confidentiality.	E
Drive, enthusiasm, creativeness and willingness to initiate and maintain new developments.	E
Willingness to support the ethos and vision of the Trust.	E



Working for Swale Academies Trust

Benefits

- Hybrid working
- Local Government Pension Scheme – with a generous employer contribution
- Salary 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 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays
- Cycle to Work scheme

Finding Us

Swale Academies Trust

Ashdown House, Johnson Road, Sittingbourne, ME10 1JS

01795 905989

recruitment@swale.at

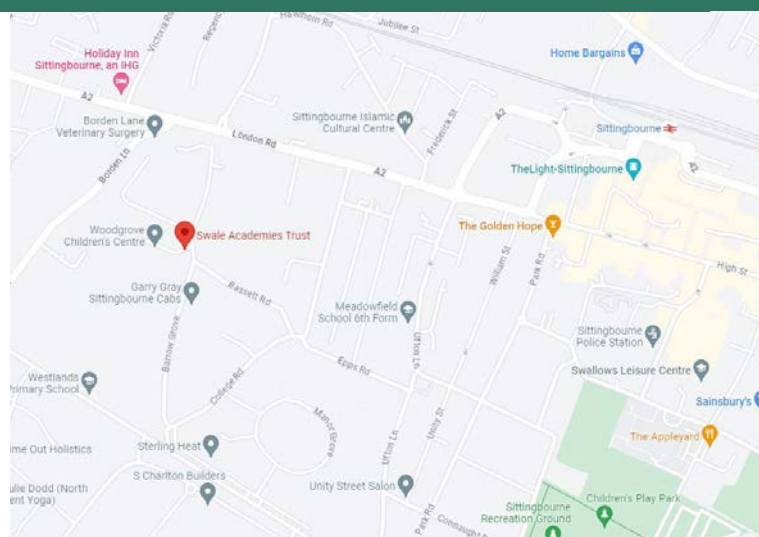
Closest Train Station: Sittingbourne Station

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.

Swale Academies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

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



SWALE ACADEMIES TRUST, ASHDOWN HOUSE, JOHNSON ROAD, SITTINGBOURNE, KENT, ME10 1JS
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