



Welcome to our Trust

TrustEd Schools Alliance is a medium Multi Academy Trust, based in south and central Shropshire. Our nine academies, work together as a supportive local group of schools. We are highly ambitious for all our pupils; we operate with our schools collaboratively; and we embrace our stewardship role across our schools and communities.

TrustEd began in 2015, with Oldbury Wells as the founding school. Since then, we have had some excellent and strong schools join us, who continue to flourish and grow in our trust. We have also welcomed some sponsored schools into our trust, who needed assistance, and who are now thriving. We have chosen to grow locally rather than extend our reach and chosen to have a mix of primary and secondary schools, and both Church of England and secular schools in our varied Trust.

In the future we expect that our trust will have some growth of Shropshire primary and church schools, to enhance the balance of our family of schools. Our schools all belong to The Association of Character Education (ACE) and we are committed to ensuring an inclusive ethos for everyone.

Together at TrustEd we have much in common, but we are also diverse. Our schools serve the communities of Bridgnorth, Craven Arms, Church Stretton, Pontesbury and Shrewsbury. We work together to build on our schools' current strengths and to support cross-phase collaboration, whilst cherishing what makes us unique. All our school's work within their communities, with Local Governing Bodies.

We are inspired to continue to work together as a group of Leaders and Headteachers across all our schools and with a common purpose. We cherish our schools' individuality but also appreciate how much we can achieve as a team working together.

Sarah Godden





Job Description and Particulars of Appointment

Details of the Post

- Title: Trust Finance and Business Manager
- Reporting to: Director of Finance
- Main Workplace: Central Trust Offices, Bridgnorth or Church Stretton
- Additional Workplace: Trust Schools/Offices as needed, travel will be required
- Post Number:
- Grade and SCP: PO16, SCP42 to SCP45, £40,409 to £42,910 pro rata (£50,512 to £53,638 fte)
- Working Hours and Weeks: 37 hours per week (or 0.8fte), 52.14 weeks

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

Purpose of the Post

This is a challenging and strategic role within the Trust, reporting directly to the Director of Finance. The Trust Finance and Business Manager will provide high quality leadership of school financial management and business support to all schools within the Trust. The post holder will support the Director of Finance with all financial systems and processes for the Trust in line with the requirements of the Academy Trust Handbook.

Duties and Responsibilities

Reporting to the Director of Finance:

Principle Tasks:

- Ensure good financial governance in line with the requirements of the Academy Trust Handbook – in particular regularity, propriety and the achievement of good value for money.
- Provide strategic finance and business support and advice to Headteachers and School Business Managers.
- Leadership and co-ordination of the annual budget setting process, working with the Director of Finance, Headteachers and School Business Managers.
- Monitor and report on the financial performance of each Trust school through the production of monthly management accounts and cashflow statements.
- Work with Trust schools to ensure plans and actions are agreed where significant variations from budget plans arise.
- Promoting a culture of value for money by rationalising and supporting procurement of goods and services for all schools across the Trust where appropriate.
- Ensure Trust wide licences and registrations are maintained.
- Responsibility for accounting policies, financial regulations and ensuring financial systems operate with sound financial controls.
- Working with our external auditors, support the co-ordination and completion of the Trust's annual financial statements.
- Lead on treasury management/investment for the Trust.
- Report to the Trust Board as required.

- Support the production of the Trust’s 3-year strategic budget plan.
- To support the Trust Board in the systematic review of risks by development and maintenance of the Trust Risk Register
- Lead on the completion of all statutory returns for the ESFA, DfE etc.
- Attend seminars, training and CPD events relevant to the duties of the post.
- The undertaking of ad-hoc tasks, within the normal remit of this job description, or other reasonable duties commensurate with the grading, overall function, and level of responsibility of the post and as dictated by the needs of the Trust.

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the Trust’s Staff Code of Conduct and related policies and procedures.

Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the Trust’s Staff Code of Conduct and related policies and procedures.

Review and Signatures

- This job description is subject to review by the CEO/Director of Finance in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager:

Signed: **Date:**

Person Specification

<u>Qualifications</u>	<u>Essential or Desired</u>
<ul style="list-style-type: none"> ▪ A relevant professional qualification including CIPFA, CIMA, CSBM, DSBM. 	Essential
<ul style="list-style-type: none"> ▪ Evidence of continuing professional development activities 	Essential
<ul style="list-style-type: none"> ▪ Driving licence and own transport 	Essential
<u>Knowledge and Skills</u>	
<ul style="list-style-type: none"> ▪ Experience of working in business and financial management within a relatively complex organisation, ideally in the education sector. 	Essential
<ul style="list-style-type: none"> ▪ Experience of financial and budget management including month end/year end reporting 	Essential
<ul style="list-style-type: none"> ▪ Experience of operating strong financial controls 	Essential
<ul style="list-style-type: none"> ▪ Strong communication skills, able to communicate complex financial information so that others understand 	Essential
<ul style="list-style-type: none"> ▪ Ability to build relationships with key stakeholders at all levels 	Essential
<ul style="list-style-type: none"> ▪ Excellent organisation skills and ability to prioritise and adhere to deadlines 	Essential
<ul style="list-style-type: none"> ▪ Excellent IT skills, including the ability to use MS Office software packages 	Essential
<ul style="list-style-type: none"> ▪ Good knowledge and understanding of the requirements of the Academy Trust Handbook. 	Desirable
<ul style="list-style-type: none"> ▪ Confidence in working with a wide variety of staff across different settings and roles. 	Essential
<ul style="list-style-type: none"> ▪ A willingness to undertake relevant training or qualifications if required by the Trust. 	Essential
<ul style="list-style-type: none"> ▪ Have a demonstrable commitment to CPD, developing their own skills and to maintaining up-to-date working knowledge of new developments and legislation applicable to the Academy Trust and the role. 	Essential
<u>Personal Skills</u>	
<ul style="list-style-type: none"> ▪ Ability to organise and prioritise own workload effectively, particularly under pressure and using own initiative. 	Essential
<ul style="list-style-type: none"> ▪ Positive, enthusiastic outlook with energy, drive and determination to succeed 	Essential

<ul style="list-style-type: none"> ▪ An unwavering commitment to the Trust’s vision and values ▪ Willing to be accountable and take responsibility for own actions ▪ Excellent at meeting deadlines. ▪ Proven capability to work innovatively and independently. ▪ Willing to work flexibly and outside normal work hours if reasonably requested to do so. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p><u>Interpersonal and Communication Skills</u></p> <ul style="list-style-type: none"> ▪ A “can do” attitude and a clear view of the need for adopting a customer-focused attitude to work. ▪ Excellent report writing skills ▪ Excellent interpersonal and communication skills. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
<p><u>Physical Skills</u></p> <ul style="list-style-type: none"> ▪ Mobility is important, access to a car (insured for business use) and a full driving license is essential. 	<p>Essential</p>