

Braunton Academy



'Aspire and Achieve'

Finance Manager Required

To Commence: September 2023 or as soon after

Closing date: Noon on Monday 12th June 23

Interviews Friday 16th June 23

NJC Grade G.29-G.33 (£18.35 - £20.47 per hour)

37 hours per week x 42 weeks per year (term-time + 4 weeks to be worked during school closure/holidays)

Braunton Academy is rated 'Good' by Ofsted

Barton Lane

Braunton

North Devon EX33 2BP

Tel: 01271 812221

Academy Website: www.braunton.academy

Email applications: recruitment@braunton.academy

Principal: Mrs F Bowler

Students: Aged 11-16 number on roll: 810

May 2023

Dear Candidate

RE: Permanent Finance Manager

Thank you for expressing an interest in the position of Finance Manager within Braunton Academy. I hope that you find the enclosed information useful in forming your views of our exceptional Academy and the uniquely calm, community life we lead here at Braunton.

Braunton Academy is a true learning community, which passionately believes in empowering its staff in order to empower its students. As a respected and trusted centre of the local community, we are committed to providing the very best of education to the children of Braunton and its surrounding villages, shaping all of our futures. Supporting both students and their parent/carers, our central aim is to build strong partnerships that recognise and respect the value of learning, investing in and reigniting that true love of learning for all that it can offer our community and provide for our children as masters of their own destiny.

As a school we are keen to be at the forefront of education and our innovative work is helping to create learners who are truly independent and will be able to thrive in the twenty-first century. We believe that it is important to concentrate on what happens in the classroom and our school planning ensures that students receive outstanding lesson experiences.

This is an exciting position for a suitably qualified candidate and you will be part of both a forward thinking and hugely successful Senior Leadership Team. Our Academy has a great history with our community, one of longevity and of success. Please find enclosed the following information to help you formulate your application:

- Advertisement
- Person Specification
- Job Description
- Academy Mission Statement on Leadership
- Braunton Academy Application Form

Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to help guide our Academy within the 21st Century. Braunton Academy is a place where everyone is supported to succeed and it is a delightful place to learn and to work.

I hope that your research leads you to the conclusion that you wish to be a part of our team and, if this is the case, I look forward to receiving your application and working alongside you through this recruitment process.

Yours sincerely



Fay Bowler
Principal

Braunton Academy

VACANCY FOR A FINANCE MANAGER TO START AT THE BEGINNING OF THE ACADEMIC YEAR IN SEPTEMBER 2023

Payscale: Grade G29 - G33 (£18.35 - £20.47 per hour)

37 hours a week x 42 weeks per year (term-time + 4 weeks to be worked during the school Closure/holidays).

We are seeking to appoint an experienced, motivated and suitably qualified Finance Manager, who, as a member of the Senior Leadership Team, will lead on the strategic financial direction of this successful and Forward-thinking Stand-Alone Academy School.

The Finance Manager will work as part of the Senior Leadership Team to assist the Principal in their duty to ensure that the Academy meets its educational and financial aims. The Finance Manager is responsible for providing professional leadership and management of the Finance Assistant to enhance their effectiveness and to promote the highest standards of business ethos within the administrative function of the Academy.

Accountancy qualifications or equivalent in terms of experience/training is essential as is experience of strategic planning in a financial environment at management level and experience of managing financial accounts and computer-based financial management systems, including budget setting.

Closing date: Noon on Monday 12th June 23. Interviews on Friday 16th June 23.

An Application Pack and a Braunton Academy Application Form is available from our school website at www.braunton.academy – under the Recruitment Section.

If you believe you have the ability, skills and qualifications to fulfil this post, please complete the application form and email it to: recruitment@braunton.academy by noon Monday 12th June 23. Please note, if you have not heard from us by Wednesday 14th June then you have been unsuccessful on this occasion.

Please note, we do not accept CVs

Safeguarding: Braunton Academy is committed to safeguarding the welfare of its students therefore an online check of publicly available information will be completed to assess shortlisted candidates' suitability to work with children. The successful applicant will also be subject to an enhanced Disclosure and Barring Service check (DBS) and full identity and qualification checks. Please refer to the Child Protection Policy on our Academy website <https://www.braunton.academy/policies>

PERSON SPECIFICATION - FINANCE MANAGER

Location: Braunton Academy
 Reporting to: The Principal/Board of Trustees
 Pay scale: Grade G29 – G33 (£18.35 - £20.47 per hour)

Qualifications and Training		How Identified
Essential	<ul style="list-style-type: none"> Accountancy qualifications or equivalent in terms of experience/training. 	<ul style="list-style-type: none"> Application form References
Desirable	<ul style="list-style-type: none"> An accountancy qualification – ACA/ACCA or professional equivalent. 	<ul style="list-style-type: none"> Exam certificates
Professional Experience		
Essential	<ul style="list-style-type: none"> Experience of strategic planning in a financial environment at management level. Experience of managing financial accounts and computer-based financial management systems, including budget setting. Experience of leading a team. 	<ul style="list-style-type: none"> Application form References
Desirable	<ul style="list-style-type: none"> Understanding of Local Authority and Department for Education and ESFA financial systems and procedures. Knowledge and understanding of the Education Skills Funding Agency Academies Handbook. Experience of working in a school/college/educational context. Experience and working knowledge of payroll. 	<ul style="list-style-type: none"> References Interview
Skills/Knowledge		
Essential	<ul style="list-style-type: none"> Ability to produce financial accounts. The preparation and completion of the Education and Skills Funding Agency required returns. Ability to exchange highly complex financial information clearly and sensitively to Senior Leadership Team, Board of Trustees/Members and parents. Ability to ensure required financial deadlines are met. Ability to keep up to date with current education and financial working practices, both externally and within the Academy. Excellent communication and organisation skills. Excellent team player. 	<ul style="list-style-type: none"> Letter of application References Interview
Desirable	<ul style="list-style-type: none"> Knowledge of achieving best value by effective procurement methods, i.e. Service Level Agreements etc. Understanding of Health, Safety and Wellbeing. 	
Attributes		
Essential	<ul style="list-style-type: none"> Professional integrity and high expectations and standards. Adaptability. Willingness to undertake professional development. 	<ul style="list-style-type: none"> Interview References

Desirable	<ul style="list-style-type: none"> Willingness to be involved in the extra-curricular life of the school. 	
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JOB DESCRIPTION FINANCE MANAGER

Employer:	Braunton School and Community College Academy Trust
Location:	Barton Lane, Braunton, N Devon, EX33 2BP
Reporting to:	The Principal
Payscale:	NJC Grade G Spine Point 29 - 33
Total Weekly Hours:	37 hours per week x 42 weeks per year (term-time + 4 weeks to be worked during school closure/holidays)

JOB PURPOSE:

The Finance Manager needs to be experienced, motivated and suitably qualified to lead on Financial Management, together with the Senior Leadership Team, to ensure the highest possible standards are achieved within the Academy, as outlined below:

- The Finance Manager works as part of the Senior Leadership Team to assist the Principal in their duty to ensure that the Academy meets its educational and financial aims.
- Be responsible and accountable for the strategic oversight and day to day completion of all financial matters in line with the Education and Skills Agency's Academies Handbook and the Academy's financial policies.
- The Finance Manager promotes the highest standards of business ethos within the administrative function of the Academy and strategically ensures the most effective use of resources in support of the Academy's learning objectives.
- The Finance Manager is responsible for providing professional leadership and management of the Finance Assistant, to enhance their effectiveness to achieve improved standards of learning and achievement in the Academy.

GENERAL DUTIES

Leadership and Strategy

1. Attend Senior Leadership Team, full Governing Body and Governors' Portfolio meetings, where and when appropriate.
2. Negotiate and influence strategic decision making within the Academy's Senior Leadership Team.
3. In the absence of the Principal, take delegated responsibility together with the Vice Principal for Financial decisions.
4. Plan and manage change in accordance with the Academy development/strategic plan.

5. To lead and manage the Finance Assistant.

Financial Resource Management

1. Be responsible and accountable for the strategic oversight and day to day completion of all financial matters.
2. Preparation of the monthly and annual accounts.
3. Liaise and monitor monthly management reports to all budget holders.
4. Monitor the school budget including cash-flow forecasts.
5. Be responsible for financial systems (ESS FMS, ParentMail, Schoolhire & Civica – Cashless Catering).
6. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for the Academy's activities.
7. Submit the proposed budget to the Principal and Governors for approval and assist the overall financial planning process.
8. Oversee the tendering process for all contracts to ensure they follow the Academy's finance policy.
9. Responsibility of maintaining and updating the Academy's financial policies.
10. Prepare and disseminate accounts to parents, when necessary.
11. Take a lead in sourcing additional funding streams to ensure the most effective use of resources in support of the Academy's learning objectives.
12. Liaise with the Academy's appointed External and Internal auditors.
13. Ensure the preparation and completion of all ESFA Financial & Estates returns, including but not limited to, within the given deadline:
 - Annual Accounting Return
 - School Resource Management Tool
 - Budget Forecast return
 - Land & Buildings return
14. Cheque signatory/BACS authoriser.
15. Liaise with the external advisors including the Academy's payroll provider and bank.
16. Monitor and sanction the income/expenditure of School trips.
17. Be reasonable for the strategic overview of the fixed asset register and the capital expenditure plans including the upgrading of ICT/Technology.
18. Consider approaches for existing use and future plans to introduce or discard technology in the Academy.
19. Consult with the Principal, relevant staff and other parties to introduce new technology or improve existing technology for different purposes.
20. Ensure that the Academy, alongside the Principal, has a strategy for using technology aligned to the overall vision and plans for the Academy ensuring value for money.
21. Communicate, alongside the Principal, the strategy and relevant policies, including Data Protection for use of technology across the Academy.
22. Ensure contingency plans are in place in the case of technology failure for financial systems.
23. Liaises with Site Manger to ensure all insurance policies are valid and provide the appropriate level of financial cover.
24. With the assistance of Senior Leadership Team, co-ordinate the procurement of relevant support service level agreements i.e. Payroll, Finance etc.
25. Manage the letting of Academy premises to external organisations, for the development of the extended services and local community requirements, ensuring that Disclosure & Barring Service Certificates and Identity are checked by the HR Manager, where there are children under 18 during the hire.

26. Oversee the annual completion and update of all Inventories, authorise disposal of obsolete or failed equipment. Arrange for the sale of equipment no longer required.
27. Advise the Principal and Governors if fraudulent activities are suspected or uncovered.
28. Maintain a strategic financial plan that will indicate the trends and requirements of the Academy development plan and will forecast future year budgets.
29. Identify additional finance required to fund the Academy's proposed activities.
30. Seek and make use of specialist financial expertise.
31. Maximise income through lettings and other activities.
32. Select types of investments which are appropriate for the Academy, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
33. Present timely and fully costed proposals, recommendations or bids to the Senior Leadership Team and the Governing Body.
34. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
35. Monitor the effectiveness and implementation of agreements.

Identified and agreed Line Management

1. Define responsibilities, information and support for the Finance Assistant.
2. Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
3. Prepare information, as appropriate, for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines, as appropriate to the role.
4. Identify and organise training needs for the Finance Assistant.
5. Undertake annual performance management reviews for the Finance Assistant, liaising with the HR Manager.

Management Information Systems & ICT

1. Be reasonable for the strategic overview of the fixed asset register and the capital expenditure plans including the upgrading of ICT/Technology
2. Liaising with the appointed ICT Support Supplier.
3. Assist in establishing systems to monitor and report on the performance of technology within the Academy.
4. Responsible for ensuring the ICT provision is in line with the Cyber essentials and cyber security requirements

GOVERNING BODY RESPONSIBILITIES

1. Attendance at Governors' Finance and Estate Portfolio meetings and Full Governing Body meetings, as required.
2. Attend and produce financial and estate reports, via the Estate Manager, for the twice termly meeting of the Governors Finance and Estate Portfolio Group.
3. Review Governors' Financial and Estate policies, in liaison with the HR Manager and Estates Manager.

OTHER RESPONSIBILITIES

1. Act as a Senior Member of staff
2. Along with all other senior staff, support the day to day running of the school site including the supervision of students in unstructured times.
3. Perform other duties when asked by the Principal commensurate with the level of the role of Finance Manager.

BRAUNTON ACADEMY
MISSION STATEMENT ON LEADERSHIP AND MANAGEMENT

LEADERSHIP

Leadership ensures the Academy's commitment to improving the quality of students' learning by:

- developing a shared **vision** and evaluating progress
- sustaining a **culture** which:
 - respects and values all its members
 - is open and accessible
 - develops individuals and teams
 - challenges and motivates
 - listens and responds
- sharing and communicating:
 - a love for **learning**
 - an understanding of how people learn
 - the belief that learning never stops
- actively engaging with the **community** by:
 - encouraging and enabling community involvement by all
 - welcoming the community into Braunton Academy
 - developing business links
 - promoting the work and values of the Academy
 - supporting the life of the community

Leadership is not confined to a few people. It is a quality which is to be encouraged in all members of the Academy.

MANAGEMENT

Management ensures the Academy's commitment to improving the quality of students' learning by:

- **deploying people, time and resources to:**
 - provide the highest quality learning and teaching
 - provide pastoral support for students and staff
 - monitor and evaluate the work of the Academy
 - ensure responsible behaviour
 - ensure a safe, secure and attractive environment
 - work with the community

- **using structures and systems which:**
 - are effective and efficient
 - define roles and responsibilities
 - define lines of support and accountability
 - ensure legal requirements are met
 - are simple and unbureaucratic
 - enable decisions to be taken at appropriate levels
 - use effective communication
- **providing value for money**

Management is not confined to a few people. It is exercised by all members of the Academy.