



Sidney Stringer
Multi Academy Trust

Information Pack **MAT Finance Manager** (Grade 8)

Required ASAP





Sidney Stringer Multi Academy Trust

Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale. The successful candidate will be based at Sidney Stringer Academy but would be expected to work across the MAT as well.



MAT Finance Manager

We are looking to appoint a Finance Manager to help support the management of Trust finances in conjunction with the CFO.

This is a varied role which we hope to adapt over time to support centralisation in order to streamline this function.

The post is 37 hours a week all year round and will involve working at all the sites in the Multi Academy Trust.



Why work at Sidney Stringer:

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and subsidies for Masters' degree courses



- Free tea and coffee
- Social committee with subsidised events
- Occupational health and counselling support
- £50 a day for taking trips at weekends/
Holidays



- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards



JOB DESCRIPTION – MAT Finance Manager

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Grade: 8 (£42,403 - £49,498)

Hours: 37 hours per week – All Year round/
Working pattern negotiable

Reporting to: Chief Finance Officer (CFO)

To assist in the development and delivery of a high-quality, trust-wide finance provision that ensures compliance, sustainability, and efficiency.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

1. To assist in the coordination, delivery, and evaluation of thorough and efficient financial compliance systems that conform with the Funding Statement, Articles of Association, and Academies Financial Handbook.
2. To coordinate and support the delivery of the financial assurance programme to include internal and external audits.
3. To monitor and review financial assurance outcomes to ensure sound internal controls are in place to minimise financial risk to the MAT.
4. To develop, configure, and manage the day-to-day operations of MAT financial software.
5. To assist in the development and analysis of budgets, forecasts, and supporting cash flow projections.
6. To lead the production of month-end and year-end consolidated financial accounts, including associated disclosures.
7. Assist in the development and submission of key statutory and non-statutory returns by the specified deadlines such as Budget Forecast Return, VAT & Annual Accounts Return.
8. Provide accurate and up-to-date guidance in relation to our statutory responsibilities in areas such as VAT.
9. Ensure value for money is achieved through the development of robust procurement systems, practices and resources.
10. Effectively support and develop finance roles across the MAT, creating a culture of outstanding practice and pride through achievement.
11. Develop and deliver finance training at an operational level across the MAT.

12. Deputise for the CFO in relation to financial matters as and when required.
13. Support the CFO in the delivery of trust-wide projects.
14. Attend meetings in relation to the role.
15. Any other duties as directed by the CFO

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources, and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The job holder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The job holder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety

Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The job holder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to or are responsible for, must be managed appropriately, and any requirements for confidentiality and security must be observed. Information must not be disclosed to any person or Authority, for example, a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment, and victimisation, advance equality of opportunity, and foster good relations between people who share characteristics, such as age, gender, race, and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The job holder is expected to comply with any reasonable management requests.

Job Description Reviewed By: C Turpin (March 2024)

Person Specification

Qualifications and Training	Essential	Desirable
<ul style="list-style-type: none"> Educated to GCSE, with good grades in Maths and English (C or better/or equivalent) Possession or progress toward a finance qualification such as AAT/CIPFA/CIMA 	✓	
Experience		
<ul style="list-style-type: none"> Of working in a challenging financial environment Of working in finance in an education setting Support to managers in discharging their financial responsibilities Effectively prioritising and planning workloads Providing financial advice and assistance Experience of working with the general public Experience of budget monitoring Of developing systems and practice 		✓
Skills: Personal		
<ul style="list-style-type: none"> Excellent written and oral communication skills to include production and presentation of complex financial models and reports for technical and not technical audiences. Good interpersonal skills with the ability to develop and foster effective working relationships. High level of numerical and analytical and problem-solving skills. Able to analyse and use financial data and provide sound financial management advice Able to deal with conflicting priorities and work to policy and operation objectives and timescales. Ability to understand, interpret and apply relevant financial procedure rules and legislation, ensuring proper practices are followed. Able to manage challenging dialogues whilst maintaining professional customer relationships. Able to work flexibly and without close supervision. Able to work effectively as part of a team Embrace new challenges and change Be committed to innovation and have a drive to always learn and develop. 		✓
Skills: Administrative		
<ul style="list-style-type: none"> Accounting principles and practice and their application Computerised financial systems, including word processing, spreadsheets and accounting systems Understanding and commitment to equal opportunities and how this is applied to financial strategies and policies Awareness of financial administration processes and procedures 		✓
Skills: Relations		
<ul style="list-style-type: none"> Excellent interpersonal skills and be able to communicate effectively Ability to develop good relations with staff and students 		✓



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Multi Academy Trust

MAT Finance Manager

Grade 8 (£42,403 - £49,498 pa)
37 hours per week - All year round

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We are looking to appoint a MAT Finance Manager to help support and manage the finances across the Multi Academy Trust.

If you would like further information or to discuss the post in more detail then please contact:

Laura Niblock, MAT Head of HR; lniblock.staff@sidneystringeracademy.org.uk

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

www.sidneystringeracademy.org.uk

Please return completed application forms to the recruitment team at - recruitment@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: Sunday 07 April 2024 at Noon

Interview date: Week commencing 15 April 2024

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.