

**Candidate Information**  
Finance Business Partner  
MAT Central Team

# About the Multi Academy Trust



## The Trust

The Diocese of Coventry Multi Academy Trust Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

## Our Vision

Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

## Our Strategic Goals

To achieve our object, mission and vision, we will focus on the following five high-level goals:

- Deliver excellent education.
- Ensure strong and effective governance at all levels.
- Build a strong and sustainable infrastructure.
- Become an employer of choice.
- Drive sustainable growth

## About the Role

The Trust is looking to appoint an inspirational and highly effective Finance Business Partner who is committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of between £35,000 to £45,000 FTE
- Eligibility to join the Pension Scheme

## Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Richard Griffiths at [richard.griffiths@covmat.org](mailto:richard.griffiths@covmat.org) to make arrangements.

Please note the closing date for applications is midday on Friday 15<sup>th</sup> July 2022. Completed applications and supporting documents should be sent via email to [hr@covmat.org](mailto:hr@covmat.org)

We welcome all applications regardless of age, disability, gender, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

# Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,700 Multi Academy Trusts in England. Highlighted as a leading diocesan Trust and a model of good practice by the Department for Education in 2016, the trust is now home to eighteen academies spread across the Diocese of Coventry. This scale makes us one of the top 150 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 4,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development for ambitious people, genuine career development and opportunities for growth. All our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme. In addition, there is a superb package of employment benefits, including access to the Cycle to Work Scheme, membership offers and retail discounts.

We are proud to tell people that an academy has never dropped an Ofsted grade under our management and our most recent SIAMS inspection resulted in an “excellent” judgement. But we are not standing still, and you would be joining the trust at an important stage in our development. We are on the verge of another period of growth, we are reviewing our school improvement offer and our central support structure, and our pupil numbers continue to rise.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

**Michael Cowland, CEO**

# Our Diocese

Church schools in the Coventry Diocese, work in partnership with their local Church to worship God, make new disciples and transform communities, whilst delivering excellent education. The schools' team at the Diocesan Board of Education support and equip local partnerships between schools, governors, parishes and clergy by:

- 'Championing the role of the Church in Education.
- Protecting and developing the historic Church investment in education.
- Promoting the establishment of new Church schools.
- Enabling Flourishing for all in Church School communities.
- Facilitating creative and flexible partnerships between schools.
- Encouraging collaboration to ensure excellence and distinctiveness across the family of Church schools.
- Supporting the professional development of staff, governors, clergy, and church workers.
- Support the process of Academy conversions.
- Providing pastoral support to school leaders and governors

## April Gold, Diocesan Director of Education

### The distinctiveness and effectiveness as a Church of England school are outstanding

The excellent care and nurture by all staff to enable every child to reach their potential reflects the school's core faith values.

Collective worship is central to the life of the school and because of its relevance supports both children and adults in their faith journeys.

Religious education (RE) contributes effectively to the spiritual, moral, social and cultural development of each child.

Dedicated Christian leadership by staff and governors inspires every person in school to aspire to be the best they can be.

**SIAMS Inspection, 6 July 2015, grade: Outstanding**

'I believe that schools are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.

The Diocese is proud of its Church of England Schools which educate about 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working in the values of Jesus Christ every day. Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

**Bishop Christopher**



# Our Academies



**St Laurence's CofE Primary School**  
Old Church Road  
Coventry  
CV6 7ED



**St Oswald's CofE Academy**  
Addison Road  
Rugby  
CV22 7DJ



**St Bartholomew's CofE Academy**  
Bredon Avenue, Coventry  
CV3 2LP



**St Michael's CofE Academy**  
Hazel Grove  
Bedworth  
CV12 9DA



**Queens CofE Academy**  
Bentley Road  
Nuneaton  
CV11 5LR



**Leamington Hastings CofE Academy**, Birdingbury Road Hill,  
Leamington Hastings, Rugby  
CV23 8EA



**Stretton CofE Academy**  
Stretton Avenue  
Coventry  
CV3 3AE



**Leigh CofE Academy**  
Plants Hill Crescent  
Tile Hill, Coventry  
CV4 9RQ



**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Salford Priors CofE Academy**  
School Road  
Salford Priors, Evesham  
WR11 8XD



**Harris CofE Academy**  
Harris Drive  
Overslade Lane, Rugby  
CV22 6EA



**All Saints CofE Academy LW**  
Warwick Road  
Leek Wootton, Warwick  
CV35 7QR



**St Nicolas CofE Academy**  
Windemere Avenue  
Nuneaton  
CV11 6HJ



**Burton Green CofE Academy**  
Hob Lane  
Burton Green, Coventry  
CV8 1QB



**Studley St Mary's CofE Academy**  
New Road, Studley  
B80 7ND



**Long Itchington CofE Academy**  
Stockton Road  
Long Itchington, Southam  
CV47 9QP



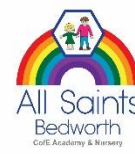
**St John's CofE Academy**  
Winsford Avenue  
Coventry  
CV5 9HZ



**Southam St James CofE Academy**  
Tollgate Road  
Southam  
CV47 1EE



**Central MAT Office**  
The Diocese of Coventry Multi Academy Trust  
The Benn Education Centre  
Craven Road  
CV21 3JZ



**All Saints Bedworth CofE Academy & Nursery**  
Off the Priors, Mitchell Road  
Bedworth  
CV12 9HP

# Finance Business Partner

## Job Description

### KEY PURPOSE

On behalf of Diocese of Coventry Multi Academy Trust, provide a proactive financial support service to the family of academies within the Trust and contribute to the development of the central MAT finance function and its service delivery.

### ACCOUNTABILITIES

The appointee will be line managed by the Head of Finance.

### PRINCIPLE RESPONSIBILITIES

To provide an effective and efficient financial support service to all academies within the Trust family.

To assist with the production of high quality monthly and yearly reporting to Trust stakeholders.

Provide financial support to the central MAT team.

To develop, monitor and analyse financial KPI's.

To contribute to the ongoing development and improvement of reporting processes, including identifying areas for improvement and implementing change as required.

To support the implementation and continual development of computerised financial support systems e.g. PS Financials financial package, BPS budget planning software, online banking, reporting software.

To undertake any reasonable additional duties commensurate with the role.

Strategic and operational financial support to the Trust family of academies via regular on-site visits and remote support.

Support the development and training of academy staff in financial regulation, policies and procedures.

Monitor compliance with financial policies, procedures and schemes of delegation.

Support and monitor month end routines e.g., accruals, prepayments, key account reconciliations, reporting.



Support annual budget setting process (academy and central MAT).

Ensure each academy produces high quality timely financial management information including monthly KPI data, accurate financial statements.

Central MAT finance support e.g., data processing, month end routines, key account reconciliations.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy and Code of Conduct.

## **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust, the Finance Business Partner will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

## **STRENGTHENING THE COMMUNITY**

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

### **This will include:**

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom



English is an additional language), to support and improve pupils' achievement and personal development.

- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

## **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

**The Trust will ensure that:**

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

## **DATA PROTECTION**

The post holder must always meet the requirements of the General Data Protection Regulation Act 2018, especially concerning confidentiality, treatment of personal information and records management.

## **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Head of Finance reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

# Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Qualifications and Experience</b>						
1	CCAB qualification or qualified by experience	x		x		
2	Previous experience of working as a Finance Business Partner or Finance Manager within the education or charity sector	x		x		
<b>Professional Experience and Knowledge</b>						
1	Experience of financial reporting, ideally in the education/charity sector	X		X	X	
2	Experience of financial systems development	X		X	X	
3	Experience of managing change within an organization	X		X	X	
4	Have a willingness to demonstrate commitment to the Christian values and behaviors which flow from the MAT ethos	X		X	X	
5	Experience of managing priorities in a pressurised environment whilst meeting agreed deadlines/timescales	X		X	X	
6	Experience of building and maintaining effective working relationships	X		X	X	
7	Good communication skills – written and verbal	X		X	X	
8	Ability to challenge constructively and effectively	X		X	X	
9	Experience of developing/working within a MAT		X		X	
10	Working within the education sector	X			X	
11	Experience of Charity SORP accounting	X			X	
12	PS Financials experience		X		X	
13	Orovia Budget Planning Software (BPS) experience		X		x	
<b>Personal Qualities</b>						
1	Awareness of initiatives within an area of a Multi Academy Trust				X	
2	A flexible and enthusiastic approach				X	
3	The ability to be self-motivated and to motivate others				X	
4	Good problem-solving skills				X	
5	The ability to work to deadlines				X	
6	Behaviors which support the core values of the MAT				X	
7	A willingness to undertake continuing professional development				X	
8	Ability to demonstrate an understanding and knowledge of Equality & Diversity				x	
9	Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children				x	

I **(name)** hereby confirm that I have received a copy of the Job Description for the post of **Finance Business Partner**.

Signed .....

Date .....