



Head of Finance

Recruitment Pack



Nurturing inclusive learning communities

CEO WELCOME

Dear Applicant,

Thank you for your interest in this vital post of Head of Finance at Ethos Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for this position.

The overarching aim of Ethos Academy Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We have six Academies: Ethos College, Reach Academy, Evolve Academy, Engage Academy, Elements Academy and Enrich Academy and we have high aspirations for future growth.

Thank you for your interest in Ethos Academy Trust and we will look forward to receiving your application.



Jayne Foster
CEO, Ethos Academy Trust



CFOO WELCOME

Dear Applicant,

The Central Team for Ethos Academy Trust is based in Kirklees, West Yorkshire and is located at Reach Academy. We currently have six academies within the Trust catering for a range of SEMH needs. The Trust is ambitious for growth which will provide opportunities for the Central Team to be exposed to a range of acquisition-related strategic activities.

The role will suit an experienced finance lead, looking to further enhance their skills into the more strategic areas of financial management. The role will be supported by a Finance Officer(s) to manage the transactional processes of the Central and consolidated Trust.

At Ethos Academy Trust we are committed to ensuring that our Central team colleagues are fully equipped and well trained to deliver a strategic and operational admin service to the Trust and our individual academies.

The Trust prides itself on living up to our core values and providing a people culture that makes us an employer of choice within the sector. We operate a flexible approach to work and hybrid working is fully supported. The Trust offers a generous pension scheme through West Yorkshire pensions, and we have a generous annual leave package for all staff. Our People Strategy supports our work around staff development and our wellbeing and employee assistance offer.

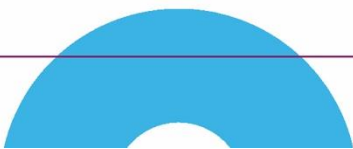
We also offer a comprehensive staff training programme and CPD opportunities. This enables our team to continue to develop their knowledge and practice, with a high focus on supporting the business support teams within our Academies and providing outstanding reporting to our Trustees.

We are seeking to appoint an enthusiastic Head of Finance looking to develop their professional skills with a desire to join our strong and dedicated team. The successful applicant must be committed to supporting our Academies and young people, and we welcome applications from candidates outside of the education sector.

I would like to thank you for your interest in Ethos Academy Trust and I look forward to receiving your application.



Dewi Bennett
CFOO, Ethos Academy Trust





Nurturing inclusive learning communities

Ethos College provides long-term full-time education places for Key Stage 4 pupils (ages 14 to 16) with wide ranging Social, Emotional Mental Health (SEMH) needs. Additional 1:1 teaching is also available for a small number of pupils across Key Stages 1 to 4 who are referred with medical needs or for those whose needs are more complex.

Our mission at Ethos College is to create a secure and stimulating learning environment in which all students are valued and respected, their learning is promoted, and their strengths are nurtured. Our focus is to prepare young people for transition to post-16 education, employment or training.



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Evolve Academy is a KS2 and KS3 school that supports students with wide-ranging Social, Emotional and Mental Health (SEMH) needs. We currently have two school bases: one in Wakefield and the other in Castleford. Some of our students have been permanently excluded from Wakefield primary or secondary schools. We also work in partnership with Wakefield mainstream schools to offer a 12-week placement for students who may require short-term step-out provision before returning to their mainstream school.

Our aim is to provide a supportive and nurturing environment that will enthuse and engage students in education. We strive to ensure that our students have clear pathways to their next educational setting, supporting schools to ensure that their varying long-term needs can be effectively met, whether this is in a mainstream or more specialised school environment. Our long-term aim is for students to be empowered to develop into responsible citizens beyond their school years.



Nurturing inclusive learning communities

Elements Academy opened in September 2022, and is a special school based in Rotherham for students in KS2 to KS4 who have social, emotional and mental (SEMH) needs. All pupils attending the academy have an Educational Health and Care Plan (EHCP) in place.

We provide a community that is safe, respectful and aspirational and the nurture principle is at the heart of everything that we do. We offer a curriculum that empowers students to gain the skills, knowledge and resilience they need to be happy and successful individuals. At Elements Academy, we place equal value upon academic and personal development and, whilst we know our students have barriers to overcome, we are committed to giving them the skills to overcome them.



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Reach Academy is a well-established school for children in Key Stage 3 (ages 11 to 14) with Social, Emotional Mental Health (SEMH) needs. Some have been permanently excluded from Kirklees secondary schools. A high proportion of children make a successful return to their local or another mainstream school following their time at Reach Academy, while some progress to special school provision in order that their long-term needs can be met.

We are committed to improving the life chances of pupils by removing barriers to engagement and achievement. Our aim is to create a secure and inspiring environment where every child is empowered to take ownership of their learning and their futures.



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Engage Academy is a school for primary aged children in EYFS 2 and Key Stages 1 and 2 (ages 4-11) who are at risk of permanent exclusion and / or are permanently excluded from a mainstream school. A high percentage of our children have Social, Emotional Mental Health (SEMH) needs along with undiagnosed complex needs. All pupils are assessed whilst with us and the majority receive an Educational Health and Care Plan (EHCP) prior to going to their next school ensuring their needs are met in the future.

We offer a nurturing, safe, inclusive and friendly environment where the building of trusting relationships is paramount. We have a broad, creative curriculum that enables all pupils, regardless of need, to achieve their potential and thrive in their new schools.

Enrich Academy is a well-established education provision for Key Stage 4 students (aged 14-16), specialising in supporting students with Social, Emotional and Mental Health (SEMH) needs as well as supporting young people aged 14-16 who are unable to attend a mainstream setting. Our nurture-based philosophy underpins our practice and ensures that we meet the individual needs of every student.



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At Enrich Academy, our aim is to provide a caring, stimulating, safe and welcoming environment where learning is enjoyable. We also ensure our teaching is personalised to the needs of students by customising the curriculum to challenge ability and raise aspirations.

We aim to improve student wellbeing and the life chances of our young people, and all our students are supported to fulfil their individual potential whilst developing the confidence and skill required to succeed in post-16 education, employment or training.

TRUST MISSION

Ethos Academy Trust is uniquely positioned with a clear strategic focus on Social Emotional and Mental Health and wider Special Educational Need provision. Our Academies are nurturing and inclusive communities, underpinned by a genuine value led culture where pupils and staff thrive and grow to their full potential.

OUR CORE VALUES

 <h3>Leading</h3> <p>with integrity</p> <ul style="list-style-type: none">• Championing honesty and transparency• Building trusting relationships	 <h3>Encouraging</h3> <p>freedom and responsibility</p> <ul style="list-style-type: none">• Working collaboratively• Investing in effective partnerships
 <h3>Thinking</h3> <p>innovatively</p> <ul style="list-style-type: none">• Finding creative solutions• Meeting individual needs	 <h3>Improving</h3> <p>continuously</p> <ul style="list-style-type: none">• Raising standards• Developing strong and effective leaders
 <h3>Celebrating</h3> <p>achievement</p> <ul style="list-style-type: none">• Improving academic progress• Enriching personal development	 <p>ETHOS ACADEMY TRUST</p> <hr/> <p>Nurturing inclusive learning communities</p>



ETHOS
ACADEMY TRUST

Nurturing inclusive learning communities





WHY WORK FOR THE TRUST?

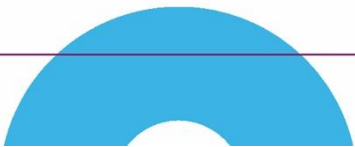
Ethos Academy Trust spans West and South Yorkshire, with all our Academies in close proximity to one another and in easy reach of main motorways and the cities and towns of Leeds, Wakefield, Huddersfield, Bradford and Rotherham. The proximity of our Academies is such that it lends itself to close and collaborative working.

At Ethos Academy Trust, we are committed to providing a top-class education and we put the needs of all the children and young people within our community at the heart of what we do. Our staff are pivotal in this and in recognising, achieving and bringing to life our vision and values.

As such, we are committed to providing our staff with high quality professional development which can be evidenced through a variety of channels. We have numerous examples of staff who have developed and progressed their careers with the Trust. We fully embrace the fact that if we invest in our staff and their futures, we will create an environment where staff are happy, inspired and ambitious, which in turn means that they are able to create positive, engaging and life changing learning experiences for pupils

Ethos Academy Trust is fully committed to supporting and enhancing the wellbeing and mental health of all stakeholders. Across the Trust there are regular opportunities for staff to come together outside of their normal working day in a social or other activity capacity.

As an employer, we are able to provide the following benefits to all members of staff:

- A chance to work at a unique Trust with a clear direction and commitment to working with Social Emotional and Mental Health need and wider SEND pupils.
 - The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and support staff and continues to subscribe to local holiday patterns and allowances within the local authority of each academy.
 - Opportunities to collaborate with colleagues across academies and within the Central Trust teams and other Multi Academy Trusts on a local and/or regional basis.
 - Structured and informal opportunities to develop skills and opportunity to progress, share best practice (locally and nationally).
 - Access to Teacher and Local Government Pension Schemes.
 - Access to 24/7 Employee Assistance Programme which includes counselling and physiotherapy services.
 - Annual flu jab
 - All staff have 1:1 sessions with their managers every half term and complete a Wellness Action Plan at least annually.
 - All staff are required to have an annual appraisal.
 - We recognise and reward staff who have gone over and above with our half termly values driven staff awards.
 - Opportunity to have your say and to contribute to Academy related developments via annual staff survey, regular “pulse” surveys and Academy Liaison Groups.
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- Access to employee salary sacrifice schemes such as Cyclescheme, Techscheme and discounted shopping.
 - Additional day off after 5 years' service with the Trust
 - Local agreements for corporate access to gyms and other leisure facilities.



I started working for Ethos College around 11 years ago as a Grade 7 inclusion worker. It was an immensely enjoyable and rewarding position. I loved the fact that I could support the social and emotional development of young people and have the ability to make a huge impact on their lives. I was inspired by our talented team and decided to combine my passion for science and education to train to become a qualified teacher. Ethos College supported me all the way and when a position became available, I applied and was proud to take up the post of science teacher. Since then, I have not looked back! I then moved into a leadership role at Ethos College. From September 2023, I will be moving to the position of Head of School at Enrich Academy. Working at Ethos Academy Trust and being part of the transformation of the lives of our young people is an absolute privilege.

EMMA GANNON, HEAD OF SCHOOL - ENRICH ACADEMY





I was inspired to pursue a career with children who have SEMH needs through my experience of teaching music as an unqualified Teacher. I joined the Trust thirteen years ago as an Inclusion Worker and was subsequently promoted to Senior Inclusion Worker, before being supported to secure a teaching qualification. More recently I was able to complete training to become a SENDCo and I am currently SENDCo for Reach Academy. The Trust and management teach within Reach Academy not only supported my ambition to become a fully qualified Teacher, they continue to offer opportunities for my ongoing personal and professional development.

SARAH SIMMONDS, SENDCO - REACH ACADEMY

During my 6 years of employment with Ethos Academy Trust, I have been supported to access a number of professional opportunities and, after securing a teaching role two years ago, I am now a member of the Senior Leadership Team at Ethos College and have been supported in undertaking the NPQSL to help me enhance my leadership skills, understanding and practice.

The Trust is committed to providing relevant and meaningful professional development opportunities to support the career progression of the staff team. I have always felt highly valued and supported by the Trust in everything that I do. It is an absolute privilege to work for a Trust that is so invested in supporting its staff to be the best that they can be and help to transform the lives of so many young people.

JACK GHEE, ACTING ASSISTANT HEADTEACHER - ETHOS COLLEGE



ADVERT FOR HEAD OF FINANCE

37 hours per week

Working full year

Permanent

£51,515 - £53,337 per annum

Closing date: 8 January 2024 at 9am

Applicants

This is an exciting opportunity to join Ethos Academy Trust, where we aim to deliver the very best educational experiences for pupils from across the primary and secondary age. Our Trust is ambitious for growth and this role represents a unique opportunity for an experienced finance professional who is seeking to develop their skills into more strategic aspects of finance. The Trust will provide an intensive programme of training and support to develop the right candidate for the strategic role that this will become.

We are looking to appoint an enthusiastic and ambitious Head of Finance to join our passionate and hardworking Central Team at Ethos Academy Trust. As a member of the Senior Leadership team, you will model best practice and progress strategic financial developments under the overall leadership of the Trust CFOO. You will carry out professional duties as the Head of Finance and provide finance and admin support to the individual academy teams within the Trust.

Visits to the Trust are encouraged. If you have any questions about the role or would like to arrange a visit, please contact Dewi Bennett at dbennett@eat.uk.com

Closing date: 8 January 2024 at 9am

Interview date: To be confirmed, but likely to be W/c 15 January 2024

You can apply for the vacancy at <https://www.eat.uk.com/recruitment-portal/current-opportunities/>

We welcome applications from candidates outside of the education sector.

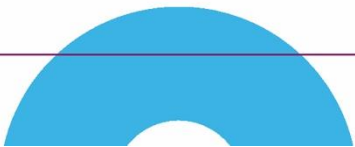




Head of Finance

JOB DESCRIPTION

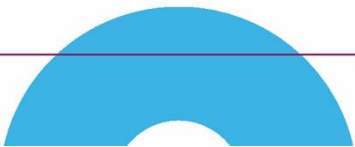
Job title	Head of Finance
Location	Central team based at Reach Academy, West Yorkshire
Hours	Full time (37 hours per week) Full year Permanent
Reports to	Chief Finance and Operations Officer
Staff responsible for	Central Finance team members
Closing Date	8 January 2024 at 9am
Salary/Grade	£51,515 - £53,337
Job Purpose	<p>Under the oversight of the Chief Finance and Operations Officer, you will support the Trust team to manage the Trust finance functions and develop the Trust financial strategies. You will be an extremely organised professional with specialist knowledge of Trust financial management, reporting, forecasting and procurement.</p> <p>As an integral part of the Central Team at Ethos Academy Trust, you will:</p> <ul style="list-style-type: none">• Assume responsibility for the consolidated monthly management accounts and lead on the production of the annual accounts• Ensure that the Trust is compliant with the Academies Financial Handbook and the Trust's own policies• Lead the finance staff within the Trust and its academies with the day-to-day financial operations and oversee the month end processes• Lead on all financial aspects of internal and external audits <p>You will be expected to have a good understanding of the Trust finance systems and procedures and excellent knowledge of the academies financial framework and governance structure.</p> <p>You will lead the development and implementation of systems and procedures associated with financial activities, ensuring efficiency and value for money.</p>





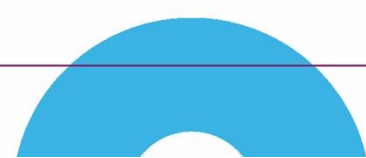
KEY OBJECTIVES AND ACCOUNTABILITIES

Main Duties

- Lead on all aspects of the Trust financial systems and processes and advise the Board, FARC and the Trust Executive team on all finance related matters
 - Lead on strategic finance initiatives and advise the board on financial aspects of strategic business cases
 - Lead on and deliver the financial aspects of the Trust strategic development plan
 - Manage the Trust's finances, financial systems and policies, ensuring appropriate reconciliations are completed and undertaking close down procedures monthly and annually
 - Provide expert financial advice to the Trust executive team in relation to financial controls, policies and budgets
 - Work with the Trust's payroll (outsourced) to manage the Trust payroll process, including undertaking checks of monthly payroll reports before approval and the preparation and posting of monthly payroll journals
 - Liaise with auditors regarding periodic and annual audits, the annual statutory accounts and other financial returns to ESFA, VAT and other returns to HMRC, pension or other returns that are necessary from time to time
 - Liaise with the pension actuary(s) in the valuation of the Trust pension scheme and its inclusions in the Statutory accounts
 - Lead on internal audit in a timely and effective manner to ensure compliance across all internal audit areas
 - Manage the Trust cash flows, investments and bank accounts. This will encompass leading on Fixed asset purchasing, depreciation and overall strategic capital plan approvals
 - Develop and implement data and finance systems and processes across the Trust, as required, to meet business needs
 - Prepare and review the consolidated monthly management accounts for the Trust. Report all aspects of financial information to trustees and review finance and risk aspects with Headteachers and SBMs. Conduct regular reviews with Headteachers, Executive leaders and SBMs to analyse and investigate variances and update forecasts
 - Build effective relationships with the School Business Managers and work with Executive leaders and the CEO to hold them accountable for delivery within their agreed budgets
 - Lead on the annual budget setting process; assisting with the robust setting of individual annual budgets for schools within the Trust and for the consolidated Trust budget.
 - In conjunction with the Chief Operating Officer, lead and co-ordinate the annual statutory accounts for the Trust and prepare the supporting information for external audit and presentation to the Board (in role development)
 - Ensure the finance function complies with Academies Financial Handbook and public sector procurement roles
 - Liaise with finance platform providers on service, performance and training issues
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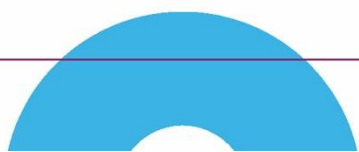
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- Lead on the development of Trust-wide finance related policies proposing any changes to Trustees
 - Support the growth of the Trust, particularly in relation to financial management processes and procedures
 - Line manage the Central and local school-based finance assistants and support their development via training/AAT mentoring and day to day guidance
 - Support SBM development and training in technical finance aspects as well as wider SBM duties
 - Build effective benchmarking methods, compile data and report this to the Board with recommendations for improvements
 - Provide financial support for payroll services and support for new schools that join the Trust in terms of the finance and administrative responsibilities
 - Lead on Trust-wide procurement encompassing contract management and tendering for Trust wide supplies and services
 - Responsible for providing financial reports and analysis when required for the Executive leaders and Trustees to assist with routine and ad-hoc financial decisions
 - Support the CEO/CFOO with the Accounting Officer Checklist and ensure compliance with the ATH
 - Manage the Trust's Risk Management process, including the updating and communication of the Trust Strategic Risk Register and quality assurance of local academy Risk Registers
 - Provide input to the Fixed Assets and Risk Committee and Executive team meetings, providing information, advice and feedback on all financial matters to the Trust
 - Work with the Executive team to develop and provide half termly finance KPI updates to the Board and FARC
 - Lead on the identification and management of finance compliance, risks and issues; prepare reports for the Board and FARC ensuring issues are escalated appropriately
 - Lead on financial aspects of due diligence and ongoing support for incoming schools
 - Develop constructive relationships and communicate effectively with other agencies and professionals
 - Attend and participate in regular meetings; sharing experience and skills with others
 - Provide training to staff on new systems and procedures and keep appropriate records

General

- Act with integrity, honesty and professional competence and understand the importance of confidentiality.
 - Have a positive attitude towards working with vulnerable young people including ability to be understanding, responsive, calm and supportive.
 - Carry out your duties with due regard to current and future Trust and academy policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, induction and on-going performance development and through Trust communications.
 - Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health
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and Safety at Work Act

- Demonstrate day to day commitment to the Trust's vision, mission and core values.
- Carry out such reasonable additional duties as may from time to time as determined by or on behalf of Trust Senior Leaders or the Trust Board.




PERSON SPECIFICATION

	Key Criteria	Essential (E) / Desirable (D)
Knowledge, Education and Training	Comprehensive knowledge of consolidated accounting systems within education, government or charity environment	E
	Hold a financial qualification (AAT, CIMA, CIPFA, ACCA, ACA)	E
	Have a thorough knowledge of the Academies Financial Handbook, Academies Accounts Direction and Funding Agreements	E
	Up-to-date knowledge of HMRC legislation	E
	Knowledge of procurement processes, including tendering	E
	Comprehensive knowledge of school budget management	E
	Knowledge of payroll management	D
	CIPFA Financial Reporting Certificate	D
Relevant Experience	Experience of financial management within education, charity or government funded setting	E
	Experience of financial management within a Multi Academy Trust	E
	Experience of preparing consolidated monthly management accounts with variance analysis, balance sheet and cash flow forecasts	E
	Experience of preparing annual accounts	E
	Experience of leading on external and internal audits	E
	Experience of preparing complex financial forecasts	E
	Experience of preparing tender documentation and supplier specifications and best practice procurement	E
	Experience of completing month end reconciliations including payroll, bank and other balance sheet items	E

	Experience of completing ESFA returns including AAR, BFR and BFRO	E
	Experience of managing fixed asset registers, contracts registers and other financial data	E
Aptitudes, skills and competencies	Demonstrate drive, energy and resilience and the ability to inspire and motivate others	E
	Be able to articulate and deliver a clear vision for a high-quality provision in a Trust context	E
	Strong and effective interpersonal skills and the ability to articulate ideas and requirements to a wide and diverse audience	E
	Be able to develop and maintain effective professional relationships with all members of the school community and outside agencies	E
	Be approachable, accessible and flexible	E
	Be able to work effectively under pressure, prioritising and delegating appropriately to meet deadlines	E
	Computer literate with a working knowledge of Microsoft Office	E
Any additional factors	Commitment to ongoing personal training and development	E
	Willingness to work outside of normal Trust hours on occasion and with due notice	E
	Willingness to undertake an Enhanced Disclosure and Barring Service check; pre-employment and annually	E
	Understanding and commitment to working in line with legislation and Trust policies and procedures	E
	Full driving licence with business insurance	D
	Understanding of safeguarding	D

Safeguarding statement

Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check (including Children's Barred List) and past employment references.



Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Equality and Diversity statement

Ethos Academy Trust treats all applicants for employment in the same way regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Disability statement

Ethos Academy Trust is committed to promoting equality of opportunity for people with disabilities. We continue to review our processes and procedures to ensure individuals with disabilities receive full and fair consideration for all types of vacancies at the recruitment stage and during their employment.

Individuals who apply to the Trust for employment will receive fair treatment and be considered solely on their ability to do the job. Where required reasonable adjustments will be applied. During employment the Trust, wherever possible, will retain the services of an employee who is or has become disabled.

Online checks for shortlisted candidates

In accordance with DfE Keeping Children Safe in Education 2022, an online search, including social media, will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

GDPR

A copy of our Privacy Notice is available via our website: www.eat.co.uk





Nurturing inclusive learning communities

Ethos Academy Trust
c/o Reach Academy
Field Hill Centre
Batley Field Hill
Batley
WF17 0BQ

