

Trust Finance Manager Recruitment Pack

Full Time: Monday to Friday – 8am to 4pm
Hybrid Working Model

Start date:
As Soon As Possible



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WHAT WE WOULD LIKE YOU TO SHOW US IN YOUR APPLICATION

What skills, knowledge and experience do you have?
Are you the right person for our organisation and team?
What is your evidence base and track record?

'Work together, learn together, succeed together.'

Welcome from the Chief Executive Officer

Dear Applicant,

I am delighted that you are interested in finding out more about joining the Agora Learning Partnership; a multi-academy trust that currently consists of ten primary schools located across Hertfordshire, served by a supportive and dedicated central team. The Trust Finance Manager position offers the successful applicant an exciting opportunity to be part of the Trust's future, where collaboration and partnership are believed to be the key to its success. The Agora is a place where we 'work together, learn together and succeed together'.

This is a post within the Partnership's central team structure, specifically the finance team. The successful candidate will enjoy the benefits of working closely with team members as well as with the leaders within our schools.

This role of the Finance Manager will appeal to a committed and enthusiastic professional, motivated by the opportunity to impact positively on children's outcomes Partnership-wide by engaging positively with the Partnership schools. The newly appointed Finance Manager, working with central team colleagues, will play a key role in supporting and enabling schools to effectively manage their finances and get the best value from their budgets.

If you believe you would make a positive addition to our supportive, professional and friendly team, then we look forward to receiving your application.

I hope you find the information in this recruitment pack useful; however, if you have any further questions, or if you would like to discuss the role in more detail, please do not hesitate to contact Theresa Allotey (CFO) on theresa.allotey@agoralearning.co.uk or HR@agoralearning.co.uk.

We look forward to hearing from you.

Kind regards

Rebecca Daulman
Chief Executive Officer

The Agora Learning Partnership's Vision and Aims

Work Together, Learn Together, Succeed Together	
Together	In ancient Greece, the word 'Agora' was used to describe a public open space used for assemblies and markets; Agora, a place where people could be together. This is the basis for our vision:
Children	At the Agora Learning Partnership, we believe in the power of collaboration to improve the life chances of children and young people, whilst enabling them to flourish and achieve the very best outcomes in all aspects of school life and beyond. This belief underpins the vision for our organisation.
Staff	For such collaboration to be a success, our staff will have a variety of skills, knowledge and expertise. We strive to be the employer of choice, so that we can recruit, develop and retain talented individuals who are suited to the schools and the children they serve.
Schools	Furthermore, we aspire for carefully planned, Partnership-wide collaboration to be the driving force for school improvement and strive for a self-improving, self-sustaining system. We believe this, alongside our 'local decisions for local children' approach, will continue to bring about rapid improvement in schools and will result in the children and young people we serve being offered a first class, enriched education that is fully inclusive; we will meet the needs of every child, preparing them for future life.
Community	We understand that each Partnership school has a unique identity, and we will continue to work hard to ensure the needs of each school community are met and to engage with them. Also, throughout our whole Partnership, we will work to provide a welcoming, safe and respectful environment; an environment where diversity is embraced and celebrated and where there is equity of opportunity for all.

The Agora Learning Partnership's Aims

Together	<ul style="list-style-type: none"> To work together to improve the life chances of children
Children	<ul style="list-style-type: none"> To enable all children to flourish and achieve the very best outcomes in all aspects of school life and beyond
Staff	<ul style="list-style-type: none"> To be the employer of choice to recruit, develop and retain talented individuals
Schools	<ul style="list-style-type: none"> To achieve ongoing school improvement by implementing the Partnership's self-improving and self-sustaining system, underpinned by collaborative-working opportunities. To continue to implement a 'local decisions for local children' approach in order that all children receive a first class, enriched education that is fully inclusive
Community	<ul style="list-style-type: none"> To recognise and promote the unique identity of each school, ensuring the needs of each school community are met and to engage with them. To provide a welcoming, safe, and respectful environment, where diversity is embraced and celebrated and where there is equity of opportunity for all

The Together Strategy

What?

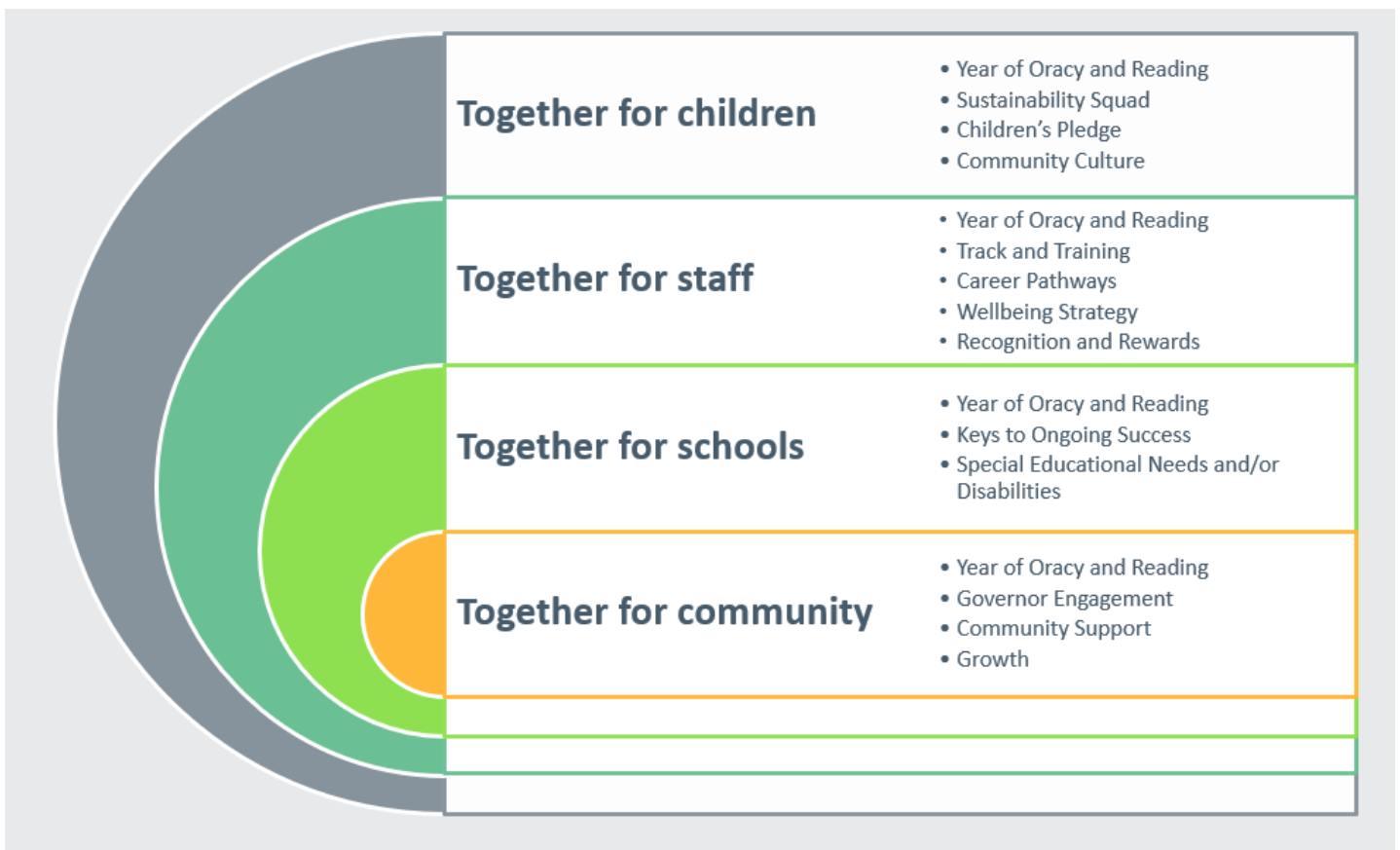
In September 2021, the Agora Learning Partnership launched the Together Strategy. The Strategy details how everybody across the Partnership will work together over a three-year period to secure Trust-wide improvement. The core purpose of the strategy is to enhance, and not replace, the individual work of schools and assist in improving the life chances of the children and young people within and across the Partnership... ultimately helping them to flourish and achieve the very best outcomes in all aspects of school life and beyond.

How?

The Together Strategy contains detail about the strategies that will be employed to achieve ongoing Trust improvement. These strategies are related to four focus areas – Together for Children, Together for Staff, Together for Schools and Together for Community. A strategic plan has been developed to drive the implementation of these strategies.

When?


Implementation of the Together Strategy strategic plan commenced in September 2021, The plan has been reviewed and updated annually since that time. The plan continues to be the driving force for Trust improvement.



Agora Learning Partnership Schools


- Alban Wood Primary School and Nursery

Jonny Spector



- Bromet Primary School

Maria Pace



- Creswick Primary and Nursery School

Rob Lock




- The Grange Academy

Craig Maddox



- Meryfield Community Primary School

Alex Gage




- The Orchard Primary School

Jonny Spector




- Oxhey Wood Primary School

Jenny Morley



- Warren Dell Primary School, including Specialist Resource Provision

Jenny Morley




- The Acorn Centre (Primary Behaviour Support Provision)

Jenny Morley




- Waterside Academy

Kevin Peart

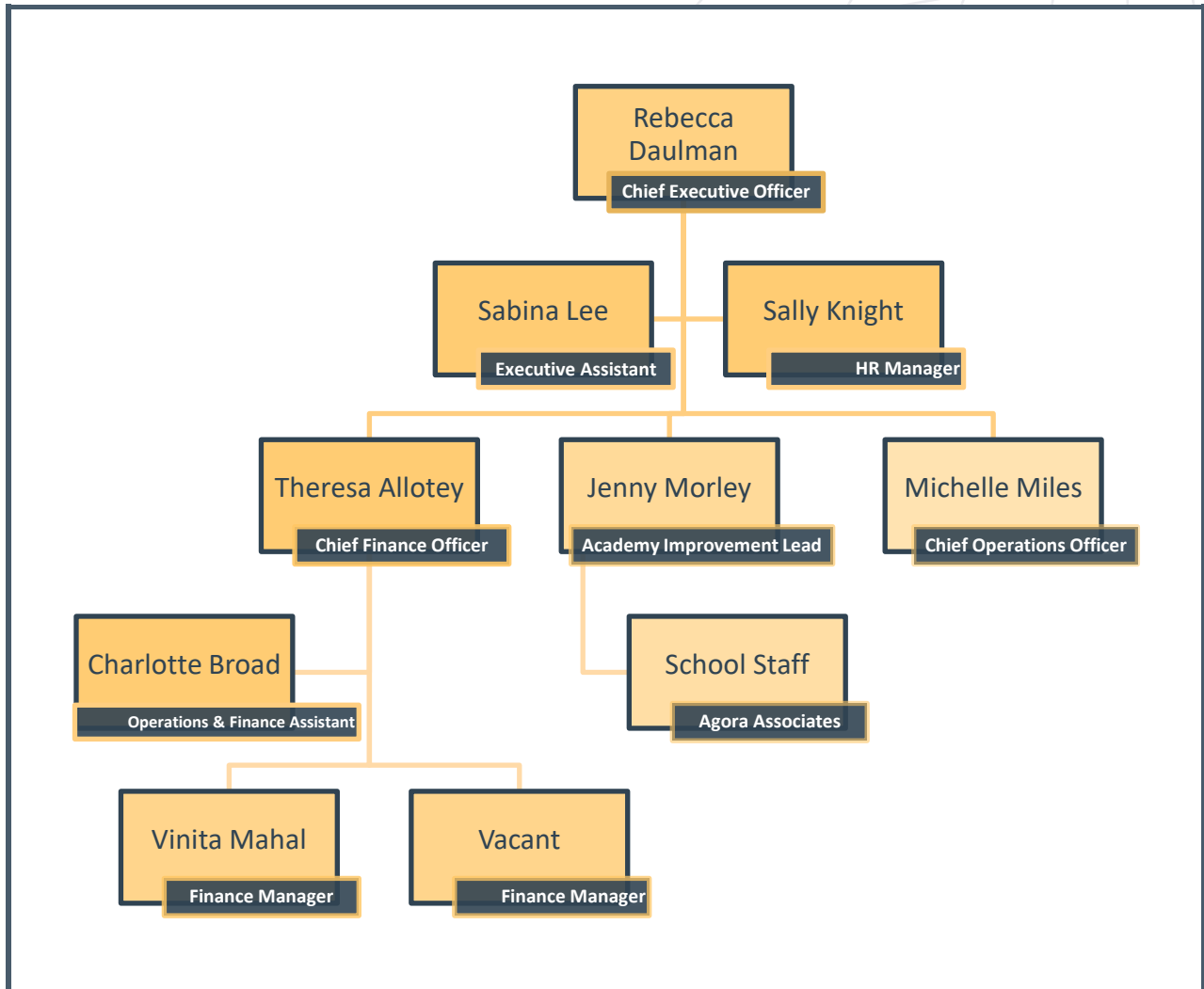


- Wilbury Junior School

Chelsea Atkins



The Agora Learning Partnership's Central Team 2024



Agora Learning Partnership Finance Manager

Job Description

Finance Manager

This job description details information about a newly designed post and is subject to review and amendment through annual negotiation as the role develops in scope.

Line manager	Chief Finance Officer
Responsible to	Chief Executive Officer
Location	Hybrid remote working (flexible in time spent in schools/working remotely)

Core Purpose of the Post:

The Finance Manager will:

- Support schools within the Trust with financial processes which may include data inputting, reconciliations and corrections.
- Work closely with the CFO to produce month end reports and balance sheet reconciliations.
- Assist with the budget setting process for the Trust.
- Engage with the rest of the Central team with a collaborative approach in line with the Trust's vision and ethos.

Duties and Responsibilities – Specific:

Finance-Related Responsibilities

The Finance Manager will:

- Provide all aspects of management accounting services to the schools in the Trust
- Complete monthly balance sheet reconciliations and produce high quality monthly variance reports for the Chief Finance Officer
- Ensure that accurate and timely accounting, monitoring and forecasting is undertaken to enable effective financial decision making and secure the financial longevity of the individual schools and Trust
- Attend and participate in finance meetings held with schools and their respective Heads
- Support the Chief Finance Officer to ensure that common finance related knowledge gaps are addressed across the Trust schools and assist in providing training for any identified needs.
- Work with the Headteachers and finance staff within the Trust schools during the annual budget setting process, providing support and challenge as required
- Support the Chief Finance Officer with all financial audits, ensuring audit timescales are met and auditor queries are answered in a timely manner.
- Keep abreast of funding and legislative changes that apply to the education sector and provide the schools with high calibre financial insight, guiding Headteachers and Academy Governing Boards in their strategic and financial planning and management
- Promote best practice with regards to financial procedures and controls and ensure adherence to these

Trust Development

The Finance Manager will:

- Recognise that their prime responsibility is to the children, families and communities that the Trust serves
- Visit schools within the Trust as and when required, to develop a good working knowledge of each school, their needs and the support required.

- Contribute to Trust policy and planning
- Work with all members of the Trust's Central Team to develop and improve systems, policies and initiatives in line with the Trust development plans
- Support the Executive in presenting and reporting about the Trust, including performance data
- Support the central finance team

Communication

The Finance Manager will:

- Liaise with the Trust schools and Central Team as required by the Chief Executive Officer or Chief Finance Officers
- Liaise positively with external parties

Duties and Responsibilities – General:

The Finance Manager will:

- Uphold the ethos of the Trust
- Actively assist in achieving the Trust's vision and aims
- Actively support the implementation of the Trust's strategic plans
- Establish and maintain professional and effective working relationships
- Contribute positively to creating a productive and happy working environment
- Work effectively with colleagues as a member of the team, taking individual and collective responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying
- Participate as required in meetings and training with colleagues in respect of duties and responsibilities of the post
- Take responsibility for their own professional development and play a full and active part in the appraisal process
- Adhere to all Trust policies and procedures, including those pertaining to:
 - Child protection and safeguarding (and be pro-active and professional with regards to all child protection-related matters)
 - Finance
 - Health and safety
 - Data Protection
 - Equality, ensuring that all stake holders are treated fairly and equally
- Maintain confidentiality at all times in respect of Trust related matters and prevent disclosure of confidential and sensitive information
- Undertake any other duties of a similar level and responsibility as may be required by the Chief Executive Officer

Finance Manager Person Specification

Finance Manager			
Requirements of the Post	Essential	Preferred	Source
Qualifications			
A recognised qualification in financial management or equivalent.	•		Application
Experience			
Experience of:			
• Experience of finance and administration in a similar public sector environment	•		Application
• Experience of monitoring a budget and analysing financial reports	•		Application
• Experience of producing standard financial reports.	•		Application
Knowledge			
• A sound knowledge of financial management and accounting procedures	•		Interview
• Computer literate	•		Interview
• Up to date knowledge of local government finance		•	Interview
• Well-developed IT expertise, including spreadsheets and a working knowledge of computerised financial systems	•		Interview/Task
• Familiarity with pay and conditions for both teachers and support staff		•	Interview/Task
Skills			
• Ability to set and work to agreed targets	•		Application
• Ability to communicate effectively with persons at all levels.	•		Interview
• Ability to maintain efficient record keeping systems.	•		Interview/Task
• Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	•		Interview
• Ability to work pro-actively to achieve efficiency and effectiveness	•		Interview
• Ability to organise own tasks with minimum supervision	•		Interview/Task

Employee Benefits

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. As your future employer we place importance on these aspects too.

- Salary £41,510 to £45,718 (M1 SCP 32-36)
- Competitive pension scheme: Local Government Pension Scheme
- 28 days annual leave (pro-rata) plus bank holidays, increasing to 31 days after five years' service.
- Flexible working arrangements
- Business miles reimbursed
- Continuous service in education recognised
- Access to continuous professional development opportunities
- Supportive, friendly, and professional working environment
- An inclusive culture, where diversity is valued and celebrated and equity for all staff is promoted.
- Strong partnerships and networks

The Recruitment Process

Closing date	9am Monday 25 th November 2024
Shortlisting	W/C Monday 25 th November 2024
Interviews	W/C Monday 2 nd December 2025

The Agora Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful appointments are subject to receiving satisfactory employment checks including references and a satisfactory Disclosure and Barring Service (DBS) Enhanced check. This post is exempt from the Rehabilitation of Offenders Act 1974.

What we would like to know

Please read the job outline and person specification then complete the online application form and supporting statement available at **MyNewTerm**, covering the questions below, by the closing date. More information about our Trust and schools can be found on the Agora Learning Partnership [website](#).

What skills, knowledge and experience do you have?

Considering the job description and job specification for the post, how well do you match what we are looking for in terms of your skills, knowledge and experience?

There may be skills, knowledge and experience you have which do not fit neatly into our job description. Are there ways in which you think you can bring additional skills, contacts or knowledge that the Trust may find useful?

Are you the right person for our organisation and team?

Please look at the list of personal attributes included in the person specification, which we think would be valuable for the post-holder. Tell us why you think you would be a good match for our organisation.

What is your evidence base and track record?

What would you like to tell us that demonstrates the measurable impact of your work that you are most proud of?