**Trust Group Accountant**

Candidate Information Pack



**Contents**

**Page 3 Welcome from Chief Executive Officer**

**Page 4 Anglian Learning, a unique multi academy trust**

**Page 5 Job advertisement**

**Page 6 Job description**

**Page 8 Person specification**

**Welcome from the Chief Executive Officer**

Thank you for your interest in the position of Trust Group Accountant for Anglian Learning.

We are an ambitious, outward looking multi-academy trust consisting of five secondary schools and a Primary Hub of three primary schools. We are passionate in our belief that all young people deserve to have access to an outstanding education; we are determined that this will be the case for all those in our communities.

Anglian learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to new ideas and alternative perspectives. We are firmly committed to maintain the individual ethos and identity of each school, whilst sharing the same core trust values and goals.

If you would like an informal discussion, please do not hesitate to contact Kathryn Oliver, Director of HR at koliver@anglianlearning.org.

I hope that you find the following information useful. If you wish to apply for the role, please do so by completing the Anglian Learning Support Staff Application form and send with a brief letter of application, outlining how your skills and experience will enable you to be successful in this role. Please send your application to hr@anglianlearning.org.

We look forward to receiving your application.

Yours sincerely

Jonathan Culpin

Chief Executive Officer



**Anglian Learning, a unique multi academy trust**

All members of our Trust share the firm belief that successful learning communities are underpinned by ambitious vision, trust and strong inspirational leadership at all levels of the organisation. Through membership of Anglian Learning, these values are reinforced by working with like-minded schools, leaders and teachers, to make a difference to the loves of our children and young people. We believe that we have a shared responsibility, through support and challenge, to ensure that all our academies can offer an outstanding education to all pupils. We are committed to the best financial planning and clearest governance structure with a rigorous system of checks and balances to ensure our future development and growth.

Anglian Learning is an innovative, ground-breaking partnership, formed by the voluntary merger of three highly successful secondary school academy trusts in Cambridgeshire; we recognised that uniting together as successful schools in one multi academy trust provided significantly enhanced capacity for mutual support and challenge. The founding members of Anglian Learning are Bassingbourn Village College, Bottisham Village College, Sawston Village College and The Netherhall School and The Oakes College Cambridge. We were joined in March 2018 by three primary schools, Fen Ditton, Stapleford and Bottisham initiating the establishment of a Primary Hub. Joyce Frankland Academy, Newport, North Essex joined us in January 2020. We have also won the contract for a new primary school, Marleigh Primary School, which is due to open in 2021.

We are committed to ensuring that all Anglian Learning schools aspire to achieve consistently improving progress measures that are significantly above national expectations and place them in the top 10% of schools nationally.

We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross-school educational fertilization within the Trust to improve life chances by:

* Developing a dynamic and inspirational culture for teaching and learning excellence.
* Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
* Building a curriculum and assessment structure that will enable teachers, pupils and parents to celebrate success and respond swiftly to challenge.
* Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally and internationally.
* Promoting, enabling and supporting leadership at all levels to flourish in individual schools and across the Trust.
* Providing CPD opportunities for staff at all levels in the Trust

The Trust Leadership Team comprises of a Chief Executive Officer, a trained Ofsted Inspector as Deputy Chief Executive officer and Director of Secondary Education, with an Ofsted Inspector as Primary Executive Headteacher overseeing the Primary Hub. In addition, the Leadership Team comprises of a Director of Finance, Director of HR, Director of ICT, and a Director of Operations.

**Trust Group Accountant (2 posts)**

**Salary: PO3a (£37,849 to £40,760)**

**Pension - salary-related, defined benefit scheme that is not affected by stock market changes or performance of investments**

**Working Pattern: 37 hours per week, 52 weeks per year**

Location: Initially at Bottisham Village College but with regular travel across Trust sites in Cambridgeshire, West Suffolk and North Essex

Anglian Learning is a high-performing multi-academy Trust based just north of Cambridge. The Trust currently supports five secondary schools and three primary schools, educating over 5,000 pupils and employing more than 750 staff. Our schools are at the heart of their communities and as well as providing a broad, rich and vibrant curriculum to pupils, they also provide sporting, community education and other facilities and opportunities for all.

Anglian Learning is entering a significant period of growth. We expect five more schools to join the Trust in Spring 2020 and are planning for the opening of a new primary school, north of Cambridge airport, in September 2021.

The Trust is now looking for two Trust Group Accountants to join the central team. These posts will each lead on key aspects of the Trust’s financial operations as well as supporting schools and the Trust with management accounting, budget setting and financial reporting.

We are looking for enthusiastic, qualified accountants with a wide range of skills who can support and grow our school finance staff as well as making sure we meet reporting and regulatory requirements. You will be looking to combine your excellent accounting skills with a real desire to work with a committed team to better impact the lives and wellbeing of children, young people and our staff.

To find out more about the role, please download an application form and information pack from our website. Applications must be submitted on an Anglian Learning application form. CVs will not be accepted.

**Closing date for applications: 9.00am 3 February 2020**

**Proposed interview date: 6 February 2020**

Requests for flexibility in working arrangements/patterns will be considered.

***Anglian Learning are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Services check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.***

**Job Description**

**Trust Group Accountant**

**Accountable to:** Trust Director of Finance

**Liaising with:** Trust Director of Finance, Trust Leadership Team, Principals and Headteachers, school finance teams and external agencies

**Working time:** Full time (37 hours/52 weeks)

There may be occasions due to the seniority of the position that the Trust Group Accountant may need to work beyond agreed hours to ensure that the needs of the Trust are met.

**Salary:** PO3a (£37,849 to £40,760) pro rata

**Holidays:** 23 days plus Bank Holidays

**Disclosure Level**: Enhanced Disclosure and Barring Services Check

**Location:** The post will initially be based at Bottisham Village College but the post holder will be expected to travel to other schools within the Trust as required.

**Principal Accountabilities and Responsibilities:**

**Trust Leadership**

* The Trust central finance structure includes two Trust Group Accountants. As agreed with the Trust Director of Finance each will act as lead on key aspects of financial operation, deputising and providing support for the other post holder as appropriate. The areas of lead responsibility will be drawn from those identified in the key headings below but will include:

Management accounting

Budget process, Integrated Curriculum Financial Planning and Business Planning

Capital accounting and supporting School Condition Allocation

Payroll and pension reporting (payroll processing is outsourced)

Maintenance and development of the Financial System

Coordination of the year end process and annual audit

Completion of returns to the Education and Skills Funding Agency

VAT compliance

**Management Accounting**

* Support delivery of consistent monthly reporting across Anglian Learning to deliver accurate and timely financial reports, forecasts and supporting management information. Develop these processes to respond to feedback and as the Trust grows.
* Produce management accounts for allocated primary schools/central Trust operations as appropriate.
* Develop and monitor KPI reporting and provide analysis and explanations of variances in order to identify and effectively communicate key trends and risks to senior management and other stakeholders.
* Agree all inter-school balances on a monthly basis.
* Transactional processing for central Trust functions.

**Supporting school finance teams**

* Assist in the development and maintenance of a comprehensive Trust reporting and accounting manual.
* Guide all finance team members across the Trust in financial processes and accounting
* Provide tailored management information and support to budget holders.
* Take an active role in coordinating the annual budget process, supporting the schools/central Trust operations allocated to you and their senior leadership to produce accurate budgetary plans, as well as supporting the consolidation of budgets for reporting to Trustees.
* Support the maintenance and development of the financial management system and processes to interface into it.

**Financial Accounting**

* Maintain financial systems and processes to ensure a timely and accurate year-end close down and to meet all regulatory reporting deadlines.
* Support the completion of regulatory and statutory returns as appropriate.
* Liaise with internal and external audit.
* Ensure compliance with relevant VAT legislation and timely completion of VAT returns.
* Maintain asset registers for the Trust and support the allocation of capital funding and monitoring of capital expenditure.

.

**Other Responsibilities**

* To play a lead role in the financial reporting of the Trust
* Any other duties commensurate with the post, as directed by the Trust Director of Finance

Anglian Learning are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Services check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

**Personal Specification**

**Trust Group Accountant**

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Essential** | **Desirable** |
| **Education and Qualifications** | * CCAB (e.g. ICAEW, CIPFA or ACCA) or CIMA qualification or equivalent * Evidence of continuous professional development | * Degree |
| **Experience** | * Experience of technical financial accounting and reporting * Experience of staff leadership and management * Excellent communication skills at all levels * Experience in using and developing Financial Management Systems | * Experience of treasury management * Experience in Education or other publicly funded or charitable organisation |
| **Knowledge** | * Company and charity law, particularly governance, accounting and financial reporting requirements * Financial management processes and systems in a complex people-orientated organisation * Able to manipulate data in Excel at an intermediate to higher level | * Requirements of the Academies Financial Handbook * Regulatory reporting requirements including those to the Education and Skills Funding Agency * Good knowledge of VAT and reporting requirements |
| **Other Requirements** | * The ability to establish effective working relationships at all levels within an organisation and external to an organisation * Resilience, the ability to handle high levels of pressure and be able to meet deadlines * Enthusiastic, highly motivated with an enquiring mind and passion for excellence * High integrity and openness combined with commitment to good governance * A commitment to safeguarding and promoting the welfare of children and young people * Ability to move between Anglian Learning sites in a timely manner |  |