



**GREAT
HEIGHTS**
ACADEMY TRUST

Achieving excellence together

Finance Manager

CANDIDATE INFORMATION PACK



► Welcome

Dear Colleague

We are delighted that you are considering the position of Finance Manager at Colne Valley High School, one of the academies within Great Heights Academy Trust (GHAT).

This is an exciting opportunity to develop this newly created role, which will lead on all aspects of financial management at Colne Valley High School and to support the Principal in ensuring effective strategic financial planning at the academy.

We are seeking to recruit an experienced Finance Manager who has the skill set, drive, and motivation to support the effective and efficient financial operation at Colne Valley High School.

The successful candidate will be supported by the Trust's experienced financial team including Chief Finance Officer and Deputy Chief Finance Officer; GHAT finance team values incorporate five pillars of: Teamwork, Accuracy; Respect; Support; and Integrity.

Great Heights Academy Trust focuses on meaningful collaboration between Trust schools for the benefit of all the children in the Trust. The Finance Manager role will be pivotal to supporting the aims of the Trust via delivery of strategic and effective financial operational and support services at the academy.

This is a great opportunity for an experienced and passionate finance leader to join our growing Trust. We are looking for an individual who will be prepared to be a key member of the academy senior leadership team and one that will bring business and financial acumen, diligence, dedication, high attention to detail as well as possessing excellent interpersonal skills.

We hope that the candidate pack provided will give you all the information that you require.

We look forward to receiving your application.

Yours sincerely,

Mr Jimmy Christian
Executive Principal

Mrs Amanda Rawson
CFO Great Heights Academy Trust

Overview of the Position of Great Heights Trust

- The Trust Board are seeking a highly driven and talented individual to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in financial management and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

About the Trust

The Trust currently comprises of seven primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Marsden Junior School and, in April 2024, Niels Academy). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

► To find out more about our Trust, please view our [Stakeholder Overview](#).

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. DBS checks are required for all posts.



Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

We aim to

- ✔ Develop an effective partnership of schools that share a commitment to raising standards.
- ✔ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✔ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✔ Share expertise – both best practice and best practitioners.
- ✔ Develop all teachers and leaders through effective professional development.
- ✔ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations



GREAT HEIGHTS
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MARSDEN
JUNIOR SCHOOL



NIELDS
ACADEMY



BOWLING GREEN
ACADEMY



RAYNVILLE
ACADEMY



THE GREETLAND
ACADEMY



CARLINGHOW
ACADEMY



THE MIRFIELD
FREE GRAMMAR



COLNE VALLEY
HIGH SCHOOL



WEST VALE
ACADEMY



English Hubs
Teamworks English Hub
© The Greetland Academy



Great Heights
Research School
West Yorkshire
Supported by the Education Endowment Foundation



AA Teamworks
WEST YORKSHIRE SCITT

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



► Finance Manager

Achieving excellence together

Position:	Finance Manager
Department:	Finance
Responsible to:	Principal and the Great Heights Academy Trust Deputy Chief Finance Officer
Responsible for:	Colne Valley High School

Prime Objectives of the Post

The Finance Manager is a key member of the academy finance team, providing professional management of financial services for the academy within Great Heights Academy Trust (GHAT). The post holder is responsible for the management and operation of the academy’s accounting and budgeting systems, and the monitoring and reporting on the academy’s financial performance. They ensure the provision and excellent communication of accurate and timely specialist/technical financial advice and information to the central GHAT Finance team, the Principal, academy senior leaders, and other trust colleagues, to enable the trust to make best use of its financial resources.

Statutory Requirements

- It is aligned to the Local Government Terms and Conditions, set out in the statutory guidance.

Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

Main Duties and Responsibilities

1. To manage the budget of the academy, as determined by the Board and in liaison with the Principal, to ensure accurate forecasting and that spend is within the approved budget plan.
2. To accurately prepare, analyse and interpret complex financial information including budgets, income and expenditure reports, financial forecasts, and other reports as required; effectively communicating on all financial aspects of the academy to the relevant stakeholder(s).
3. To advise on the resourcing / service level agreement needs of the academy, in liaison with Central GHAT Business Support Team, including scope for efficiencies, sustainability, and ensuring best value in the use of resources.
4. To produce accurate budget information for a range of internal stakeholders, including liaising with colleagues to ensure curriculum led financial planning information is accurate and aligns with budget planning in order to support the Principal in utilising staff resource efficiently.
5. Support the production of the monthly management accounts, in line with the GHAT timetable, including investigation of variances for the academy and taking mitigating action on any areas of concern, with support from senior leaders.



6. To oversee the payroll function, carrying out checks on the payroll processes to ensure accuracy of payroll provision to all stakeholders (including HMRC and West Yorkshire Pension Fund), and ensuring a monthly reconciliation of payroll to the budget modelling software is completed; escalating and ensuring correction of any issues identified.
7. To oversee the processing of orders, invoices and payment for goods and services, in line with the GHAT central payment processes, and ensuring that order and invoice related queries are dealt with speedily and effectively.
8. To advise and support academy staff with the requirements for managing public funds and ensure that the Trust Financial Procedures and Scheme of Delegation, including any required tendering processes, are understood and adhered to within the academy.
9. To ensure accurate financial records are maintained and reported.
10. To prepare appropriate documents for the year end audit file of the trust and support with auditor queries as necessary.
11. To support the central GHAT Finance Team embed internal and external audit recommendations.
12. To line manage a small team; conducting appraisal, setting objectives, delegating work, managing performance, and providing development as required; cultivating a customer focused service provision within the team.
13. Ensure self-generated income is maximised and areas of self-funded activity are operating efficiently; ensuring all income is recorded speedily, including the prompt banking of any cash receipts and the raising of sales invoices.
14. Liaise with the central GHAT Finance Team to ensure internal re-charges are correct and have been processed to ensure accurate consolidated trust financial reporting.
15. In liaison with academy colleagues, ensure that any grant income is spent in accordance with grant conditions and associated action plans, escalating any areas of concern to the Principal or central GHAT Finance Team.
16. To undertake any duties, consistent with this position assigned by the Board of Trustees, central GHAT Team, or the Principal, which could include assisting with the management of other Trust academies if and when required.

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults.

General

- To uphold the Nolan Principles of public life.
- To take part in any CPD activities appropriate to the role.
- To support the development of initiatives and policies such as data protection, equality policy, safeguarding, health and safety.
- To undertake any other professional duties as required by the CEO/Board

This job description is not intended to be comprehensive and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

**Person Specification: Finance Manager****Key to identification:** A = Application I = Interview R = Reference

Education and Training	Essential	Desirable	A/I/R
A degree or higher education level qualification in a relevant subject, or be working towards	✓		A/I/R
A minimum of 5 GCSEs at grades AC including English and mathematics	✓		A/I/R
A recognised professional accountancy qualification (CIMA, ACCA, CIPFA).		✓	A/I/R
AAT or School Business Management qualification		✓	A/I/R
Experience	Essential	Desirable	A/I/R
At least three years' experience in a senior finance role.	✓		A/I
Managing and reporting on budgets of significant financial value	✓		A/I
Experience in producing year end accounts and meeting audit and statutory deadlines	✓		A/I
Presenting financial information, for example management accounts and financial forecasts, to senior leaders	✓		A/I
Exercising highly developed advisory or persuasive skills, to convince others to adopt courses of action they might not otherwise wish to take	✓		A/I
Supervisory and/or management experience	✓		A/I
Maintaining accurate financial records using both manual and electronic systems	✓		A/I
Working under pressure and meeting conflicting deadlines	✓		A/I
Producing reports and using data	✓		A/I
Providing customer focused services to meet the needs of all stakeholders	✓		A/I
Experience of working in a finance role within the education sector		✓	A/I
Experience of working within financial frameworks and maintaining financial controls	✓		A/I
Experience of income generation		✓	A/I

Experience of audit and/or risk management	✓		A/I
General and Specialist Knowledge	Essential	Desirable	A/I/R
Excellent knowledge of budget and financial management systems.	✓		A/I
A good level of computer literacy, including being an expert with Microsoft Office software, especially Excel.	✓		A/I
Analytical and problem-solving skills and the ability to manipulate, interpret and present complex data.	✓		A/I
Knowledge of the requirements for managing public funds, the Academy Trust Handbook and producing statutory returns as required by the ESFA, and company/charity legislation.		✓	A/I
Knowledge and understanding of pay and conditions for teachers and support staff.		✓	A/I
Knowledge and understanding of academy/school finance.		✓	A/I
Full UK Driving Licence and own vehicle	✓		A/I
Personal Qualities	Essential	Desirable	A/I/R
Proactive and forward thinking	✓		A/I
Ability to work as a team member and use own initiative	✓		A/I
Able to work with minimal supervision	✓		A/I
Rigorous and methodical with the ability to manage own workload and meet deadlines	✓		A/I
Ability to multi-task is essential as is the ability to prioritise and effectively manage large volumes of requests	✓		A/I
Structured and organised	✓		A/I
Confident in providing training, advise and support to colleagues	✓		A/I
Additional Requirements	Essential	Desirable	A/I/R
Operate with the highest standards of personal/professional conduct and integrity.	✓		A/I
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	✓		A/I



Willing to undertake training and continuous professional development in connection with the post	✓		A/I
Work in accordance with the Trust's values and behaviours	✓		A/I
Able to undertake any travel in connection with the post	✓		A/I
Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	✓		A/I
Ability to form and maintain appropriate relationships and personal boundaries with children, young people, and vulnerable adults.	✓		A/I
A commitment to safeguarding and promoting welfare for all.	✓		A/I



► Reasons to work at Great Heights Academy Trust



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

