

February 2018

Dear Applicant,

**Finance Director**

Thank you for your interest in this post. Further details of the post and an application pack are attached or are available on the East Midlands Education Trust website for your information.

East Midlands Education Trust was formed in September 2014 with a mission to raise the educational standards and improve the life chances of students within the partnership. Currently there are six academies in the trust, with eight primaries and one alternative education provider in the process of joining.

Please do take some time to have a look at our website [www.emet.eu.com](http://www.emet.eu.com) where you can find out more about us and our partner schools.

The East Midlands Education Trust is an exciting place to work – a busy environment where we keep the education of our students at the heart of everything we do. We would be delighted to hear from you if you decide to apply for this post. Please complete a Finance Director application form and return it to me at [jhillier@emet.eu.com](mailto:jhillier@emet.eu.com)

The closing date for applications is 9am on Monday 9<sup>th</sup> May. We look forward to hearing from you.

Yours sincerely



Joanne Hillier  
HR Director

*"A partnership of willing, proud and autonomous schools"*  
John Flamsteed Community School - Joseph Whitaker School - Kimberley School - Ripley Academy  
South Wolds Academy - The West Bridgford School



## **FINANCE DIRECTOR**

**Scale PO10 (£51,641 to £54,650)**

**37 hours per week, all year round**

**Based at The West Bridgford School, Loughborough Road, West Bridgford, Nottingham**

The East Midlands Education Trust are seeking to appoint a fully qualified Finance Director to manage and develop our financial service and strategy as we expand from six to fifteen schools during the current academic year. In this key role you will report directly to the CEO and Trustees, ensuring the financial probity of the Trust, while taking on a change management role leading the strategic development of our finance function.

You must be able to work autonomously at a strategic level with excellent attention to detail and have the ability to manage conflicting demands. Experience of working within an Education setting or with Education partners would be advantageous, but is not essential.

In return, you will receive 27 days' holiday plus bank holidays and will have access to the Local Government Pension Scheme. We would be open to discussions around flexible working for the right candidate.

To find out more about our schools, and an application form, please visit our website at [www.emet.eu.com](http://www.emet.eu.com). Applications must be made on an EMET application form. CVs will not be accepted.

If you have any questions or would like an informal discussion about the post, please contact Joanne Hillier, HR Director, at [jhillier@emet.academy](mailto:jhillier@emet.academy)

**Closing date for receipt of applications: 9am on Monday 26<sup>th</sup> February 2018**

EMET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **JOB DESCRIPTION Finance Director**



Grade: Scale PO10 Points 57-60

Salary: £51,641 to £54,650

Responsible to: Chief Executive Officer

Responsible for: Finance across the Trust

Hours of work: 8.00am – 4.00pm (3.30pm on a Friday) with half an hour lunch

Holidays: 27 days + statutory bank holidays - Please note that the annual leave allocation for this post is to be used within the school holiday period.

Other information: Appointments made are subject to the receipt of satisfactory references, confirmation of medical fitness for this post and the outcome of the enhanced check to be carried out through the Disclosure and Barring Service.

### **Overview**

The postholder is responsible for:

- The financial probity and management of The East Midlands Education Trust;
- Developing the overall Financial strategy for the Trust;
- The implementation of financial systems, processes and procedures;
- Ensuring that all financial governance requirements and financial regulations are satisfied;
- Ensuring that all statutory accounts are completed by the deadlines.

### **Duties and Responsibilities**

- To refine, lead and continuously improve the Trust's Financial Strategy and delivery model, ensuring both are robust and fit for purpose.
- To remain up to date with the relevant financial procedures associated with Company Accounting, to ensure that all financial responsibilities are carried out for individual schools and the Trust.
- To be responsible for ensuring reporting requirements are met with regulatory departments including EFA, DfE, Companies House and HMRC.
- To ensure accurate financial reporting takes place.
- To ensure that Trustees receive timely and accurate financial information, and respond to requests for any additional financial information they require.

- To be responsible for the design, implementation and regular review of financial policies and procedures and systems in line with the Academies Financial Handbook.
- To maintain an overview of all Academies within the Trust to ensure financial consistency by adopting the Trust's financial policies and procedures.
- To establish financial audit arrangements on behalf of the Trust and ensure that regular audits take place within each of the schools in line with regulations.
- To assist the Auditors where required with the compilation of the Annual Accounts and Accounts Return.
- To attend Trustee Finance and Audit Meetings where required.
- To be responsible for the performance management of the members of staff within the Finance Team, this includes annual appraisal and mid-year review in line with the appraisal policy.
- To ensure that advice is provided in the transition to Academy status of all new schools moving into the Trust.
- To ensure that each school joining the MAT install the appropriate finance and payroll software and are trained in the use of it.
- To support schools with their budget setting where required, and to set the budget for the Trust in conjunction with Trustees and the CEO.
- To support schools with financial forecasting, and to forecast for the Trust as a whole.
- To be responsible for managing the month end process, including the preparation of monthly management accounts.
- To be responsible for managing the end of year process and closure of the accounts.
- To be responsible for the management of the PS Financials Accounting system.
- To be responsible for the overview of key financial procedures including bank reconciliations, debtor management, Supplier payments, Ordering, payroll and school fund (trips and other pupil payment) management.

## **Estates**

- Financial management of the Capital Fund
- To work in partnership with the Estates Director to ensure good financial management of the building projects associated with the Capital Fund.
- To undertake any other duties, which may reasonably be regarded as within the confines of the duties and responsibilities/grade of the post as defined.

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Signed: .....
Date: .....

**PERSON SPECIFICATION**  
**Finance Director**

<b>Qualifications</b>	
Finance qualification – CIPFA/CIMA/ACCA/ACA (or equivalent)	Essential
GCSE A*-C English and Maths, or equivalent	Essential

<b>Experience</b>	
Experience of working at a senior level within a Finance Team	Essential
Managing significant financial budgets	Essential
Statutory financial accounting	Essential
Production of annual accounts	Essential
Change management and change implementation	Essential
Setting up and management of Financial Systems	Essential
Managing computerised finance systems	Essential
Successful Team Leadership within a Finance Function	Desirable
An understanding of payroll issues	Desirable
Financial management in the Education sector	Desirable

<b>Skills</b>	
Strong technical accounting skills	Essential
Ability to analyse data and use management information systems	Essential
Ability to provide robust, strategic financial advice and management information in support of strategic objectives	Essential
Strategic thinker	Essential
Ability to motivate, inspire and influence people at all levels within the Trust	Essential
Ability to communicate effectively with people at all levels by telephone, face to face and in writing	Essential
Attention to detail	Essential
Ability to develop and maintain effective and efficient Finance systems	Essential
Good working knowledge of Microsoft Office, including word and excel	Essential
Ability to maintain confidentiality	Essential
Proven management and leadership skills	Desirable

<b>Qualities</b>	
Ability to work with accuracy under pressure	Essential
Well organised	Essential
Reliable	Essential
Ability to lead a team	Essential
Approachable	Essential
Suitable for work with children	Essential