



Finance Director
Outwood Grange Academies Trust

Application Pack

Contents

Welcome Letter

Copy of the Advertisement

Outwood Grange Academies Trust Vision

Job Description

Person Specification

Child Safeguarding Policy

Explanatory Notes

How to Apply

Welcome Letter

Dear applicant

Thank you for your interest in the position of Finance Director working within the Outwood Grange Family of Schools.

Outwood Grange Academies Trust is an education charity that has a proven track record of revolutionary school improvement and transforming the lives of children and young people. As a charitable Trust it is responsible for assets in excess of £200 million and an annual income of £45 million.

The role of Finance Director will provide strategic direction, vision and clarity for finance teams working across the Trust and its individual academies. It will also involve working with your team of staff to support and embed new academies joining the Trust.

You will be responsible for all aspects of the Trust's financial activity, and will be expected to make a direct contribution to defining strategic priorities that will shape the future of the Trust. Reporting directly to the Chief Executive, you will manage a team of more than 25 people, including 6 direct reports. The Trust is currently managing the process of bringing its payroll fully 'in-house' and the payroll will also sit within the Finance team.

The post will be based at the Trust's offices at Outwood Grange Academy in Wakefield. However, there may be the requirement to travel to other academy sites.

You will be joining a highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding candidate who can realise the highest possible quality of services to support our educational vision, strong leadership and effective support to colleagues, to enable the organisation to achieve the best possible outcomes for students.

This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Michael Wilkins
Chief Executive and Academy Principal

Advertisement



FINANCE DIRECTOR Outwood Grange Academies Trust

Required for as soon as possible
Salary: £(negotiable)

Outwood Grange Academies Trust, is seeking a high profile, dynamic and corporately focused Finance Director to join and support its chain of high performing academy schools.

Ambitious and with proven experience, you will be responsible for all aspects of Group finance, and will be expected to make a direct contribution to defining strategic priorities that will shape the future of the Trust. The Trust currently has assets worth in excess of £200 million and an annual income of £45 million. Reporting directly to the Chief Executive, you will manage a team of more than 25 people, including 6 direct reports.

You will create robust budgets and forecasts, ensure financial records meet compliance standards, provide analysis and insight to support decision making, and will lead and support key projects.

To be successful you will need a proven record of delivery at a strategic financial level, coupled with a track record in developing high performing teams and individuals. Naturally, you will have advanced analytical and problem solving skills, as well as the ability to switch from macro to micro.

Personable and professional, your technical knowledge will need to be peerless, and you will be more than capable of engaging and influencing people at all levels through excellent written and verbal communication skills.

The Outwood Grange Academies Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced CRB disclosure.

Application packs can be downloaded from : www.outwood.com

Closing date:

Ethos and Vision

Outwood Grange Academies Trust Vision

That Trust places students at the centre of everything it does, with a focus on creating a culture of success, a positive climate for learning, and increased student attainment, achievement and social and emotional development. In raising standards for its own students the Trust will contribute to the raising of educational standards and achievement generally across the locality through the mutual sharing of knowledge, expertise and resources from across the education, business, industry and voluntary sectors and the wider regional, national and global communities.

The whole purpose of schools is that children come first and everything that is done must reflect this single goal. The Trust's mantra is an all-encompassing 'Students First'. It is an absolute priority that every student, irrespective of their starting point, succeeds and achieves. In order to do this, a high quality educational experience will be an entitlement for every student, with all parties; students, staff, parents/carers, and the wider community working together to achieve these goals for young people within the community.

The Trust provides a high quality learning and cultural environment that inspires and motivates children and the wider community to engage/re-engage in education. The 'Students First' philosophy drives policy, practice and governance in order to achieve this.

Leadership development, succession planning, and capacity building are also major priorities for the Trust.

Academies within the Trust

Outwood Grange Academy, Wakefield

Outwood Academy Acklam, Middlesbrough

Outwood Academy Adwick, Doncaster

Outwood Academy Brumby, Scunthorpe

Outwood Academy City, Sheffield

Outwood Academy Foxhills, Scunthorpe

Outwood Academy Portland, Worksop

Outwood Academy Ripon, Ripon

Outwood Academy Valley, Worksop

Outwood Primary Academy, Kirkhamgate

Outwood Primary Academy Ledger Lane

Outwood Primary Academy, Lofthouse Gate

The Trust is currently seeking to sponsor further secondary academies in Barnsley, Chesterfield and Redcar

Job Description

Post Title: Finance Director

Salary£(negotiable)

Reporting to: The Chief Executive

Overall purpose of the post

Responsible for the all aspects of Finance within the Outwood Grange Academies Trust Family of schools.

The Finance Director will work in close co-operation with the Chief Executive to ensure that an appropriate financial policy framework is in place to guide the Trust's financial decision making.

The postholder will be accountable to:

The Outwood Grange Academies Trust
Board Finance Director and Audit Committee
The Chief Executive

The postholder will be accountable for

- The overall performance of the finance function, including line management as identified.
- The strategic leadership and direction of the finance service across the Family of Schools, ensuring a customer led approach, support for academy based teams and the training of new academies joining the Family of Schools.

Special Features

The postholder shall be required to travel to any of the schools/academies within the Outwood Grange Family of Schools as directed by the Chief Executive

MAIN DUTIES AND RESPONSIBILITIES:

- Provide leadership to the Board on finance and accounting strategy to optimise the Trust's financial performance and strategic position;
- Contribute fully to the developments to the Trust's strategy across all areas of the business, assumptions and decision making as appropriate and providing financial analysis and guidance on all activities, plans and targets;
- Develop and oversee the quality of management information, budgeting and forecasting processes;
- Ensuring that the OGAT Board and Executive Team have regular and accurate information to manage delegated budgets. Provide professional advice and assistance as required;
- Lead on the development and submission of bids for grants and other income streams;
- Strengthen financial competence across the organisation to improve financial decision making and operational effectiveness;
- Ensuring the continued evolution of sound information systems to enable the Board to make measured strategic and operational decisions;
- Establish a high level of credibility and manage strong working relationships with external parties including the EFA, HMRC, the DfE and external auditors;
- Reviewing and improving existing Trust financial systems and policies ensuring they are robust, compliant and support current activities and future growth;
- Lead on the Trust's approach to risk management and co-ordinate the strategic risk registers;
- Delivery of monthly (internal) and annual (external) consolidated accounts;
- Cash/Treasury management – both day to day and strategic deposits – including daily movement/deposit of funds to ensure maximum returns for the Trust;
- Managing development of financial reporting systems (including KPI dashboard) to ensure appropriate level/standard to support OGAT growth objectives/plans;
- Ensuring appropriate controls to safeguard Trust assets;
- Management of the budget process from planning through consolidation to final approval by the OGAT Board;
- Management of production of OGAT Medium Term Financial Plan;

- Delivery of Board consolidated management accounts pack (income statement/balance sheet/cash flow/variance reports to budget and revised full year forecasts);
- Management of preparation of statutory accounts for OGAT and related entities;
- Management of submission of returns to tax authorities (VAT, Corporation Tax, PAYE/NI) including relationship with relevant external advisors;
- Leadership, mentoring and provision of managed/continuous development of Finance staff across group;
- Change management – developing/leading development of Finance organisation through significant period of growth driven change – adapting shape/structure/team abilities to meet evolving organisational requirements;
- Management of establishment and maintenance of Group Procurement policies and procedures;
- Management of a payroll team, to ensure the accurate and timely payment of salaries to all Trust employees;
- Keep abreast of all developments and legislation surrounding payroll, pensions and benefits. Ensuring all legislation is implemented and adhered to by the Trust.
- Management of project cost tracking including provision of monthly update to Finance and Audit Committee and Board;
- Provision of ‘on-boarding’ support (education in OGAT policies and procedures/provision of transitional Finance support) to new academies

Supplementary Support

- a) Be aware of, and comply with, policies and procedures relating to child protection, health and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- b) Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- c) Contribute to the overall ethos/work/aims of the Outwood Grange Academies Trust.
- d) Attend and participate in meetings.
- e) Participate in training and other learning activities as required.
- f) Recognise own strengths and areas of expertise and use these to advise and

support others.

- g) Other duties agreed from time to time by the post holder with the Line Manager or Executive Principal/Chief Executive.
- h) Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

NOTES

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Job Specification

Knowledge, skills and experience requirements for the post.

Qualifications
Qualified accountant (ACCA, ACA, CIMA)
Experience and Knowledge
A strong track record of leading a large team of financial professionals and colleagues.
Experience of negotiating contractual agreements
An innovative leader, with a clear understanding of how Finance can support the desired outcomes of the organisation
In-depth knowledge and application of financial and non-financial modelling
Knowledge of legislation affecting payment of salaries, pensions and provision of benefits
Knowledge and experience of the charity sector would be advantageous
Understanding of group accounting including the ability to produce and interpret UK GAAP compliant consolidated financial statements
Abilities and Skills
Ability to demonstrate a business focus and commercially minded approach to managing a public sector finance function
Ability to win support for new ideas and concepts through effective advocacy skills
A strong understanding of IT and its potential for the organisation
A proven ability to successfully manage all resources effectively
The ability to translate a visionary/innovative concept into a practical implementation plan
Personal Attributes
The requirement is for a commercially astute, articulate, technically strong, dynamic, insightful and influential leader with the ability to operate at both strategic and operational levels
A Team player with excellent communication skills and a robust and focussed approach

to the delivery of key strategic imperatives
Energetic, highly motivated, with an inquiring mind and passion for excellence and innovation in pursuit of success
High integrity and openness combined with commitment to good governance
A mature and balanced approach to the assessment and management of risk
An ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation
An enthusiastic and motivational leader with strong morale building skills
The ability to drive forward change often in very challenging circumstances
Someone who is resilient and determined but can also provide support, demonstrate empathy and deal with staff and situations in a sensitive and considerate manner
A strong commitment to personal development for all staff including themselves

Child Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all of its student. Each student's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at the Academies, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our students.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

'Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

Safeguarding Children and Safer Recruitment in Education DfES 2007

The Trust pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Criminal Records Bureau checks.

Explanatory Notes

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks and DBS checks.

- Candidates should be aware that all posts in Outwood Grange Academies Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy CRB requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate

- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- List 99 check
- Satisfactory CRB/DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

How to Apply

To apply please complete the Outwood Grange Academies Trust application form. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date:

Interviews:

Date to be confirmed

Applying:

Completed application forms may be returned in electronic format to:-

OGATrecruitment@outwood.com

If you would prefer to submit a paper application form, please return to:

Human Resources
Outwood Grange Academy
Potovens Lane
Outwood
Wakefield
WF1 2PF