## Contents Page

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome from the CEO</td>
<td>3</td>
</tr>
<tr>
<td>2. The Executive Team</td>
<td>4</td>
</tr>
<tr>
<td>3. The Finance Team</td>
<td>5</td>
</tr>
<tr>
<td>4. The Role of the Finance Director</td>
<td>5</td>
</tr>
<tr>
<td>5. Finance Director Job description</td>
<td>7</td>
</tr>
<tr>
<td>6. Finance Director Person Specification</td>
<td>10</td>
</tr>
<tr>
<td>7. What Can We Offer You?</td>
<td>11</td>
</tr>
<tr>
<td>8. The Recruitment Timeline</td>
<td>11</td>
</tr>
<tr>
<td>9. How to apply</td>
<td>11</td>
</tr>
</tbody>
</table>

**Appendices**

- Governance Information Booklet
- ATLP Brochure
Welcome from the CEO, Richard Gill

I am delighted that you are interested in this rare opportunity of a vacancy arising in the executive team at the Arthur Terry Learning Partnership.

We are a learning family of 14 schools (5 secondary, 9 primary) with a further 4 primary schools hoping to join over the next 12 months. We have a thriving SCITT which plays an important role in the supply of the next generation of teachers within the trust and beyond, alongside a range of other income streams related to our teaching school designation. We are ambitious. Trustees share that ambition. Children only get one chance and our partnership working and child-centred ethos is infectious driving all involved to make a difference and give all of our young people the very best start in life.

I am supported by a strong and effective executive team consisting of two HR Directors, an Operations and Estates Director and two Directors of Education. We are ably supported by our wider leadership team of a Data Manager, Safeguarding Lead, Head of PR and Communications and Data Protection Lead. Our new Finance Director will join this established team and need to demonstrate that they, too, share our values. She/he must show the leadership qualities that not only protects the organisation from the challenges that surround education, currently, but is able to seize the opportunities brought about by our past and able to complement the team in driving the team further, for the benefit of our children, our families and the communities we serve.

We have recently centralised all of our central functions across our schools. The teams behind the executive team are still establishing themselves in how they work in order to have greater impact on our schools. The successful applicant will be invited to share their opinion on how this can be made even stronger so as to ensure the support given to our family of schools is the best it can be. We know we can always improve and we strive to do so.

I hope this pack answers many, if not all, of the questions you might have and leaves you excited about the prospect of working with us. If you would like an informal conversation, or wish to find out more, please do not hesitate to contact me via my PA at Claire.swann@atlp.org.uk. I am happy to arrange informal visits for those interested.

Do you have the desire to put children at the heart of everything we do? Do you feel strongly about the strength of collaborative practice, espousing the belief that by working together, we are stronger? Do you have the skills and experience that can truly make a difference and are you prepared to work hard to ensure that children are given the very best life chances possible? If so, we want to hear from you.

With all good wishes,

Richard

CEO, Arthur Terry Learning Partnership
The Executive Team

The Executive Team comprises experienced business and education professionals, with the expertise to support the development of learning and teaching and the business aspects of the Learning Partnership.

The ATLP’s Executive Team works closely alongside the CEO, Leadership Teams and Trust Board, managing all core MAT business functions to ensure that we are superior as a MAT, robust as a business and that standards are consistent throughout the Trust.

By centralising specialist services, we are able to maintain high standards, deliver a more effective cohesive business support model, and provide better value for money, maximising economies of scale. This enables our school leaders to focus on teaching and learning, the bedrock of our improvement strategy.

As a member of the Executive Team, you will be required to sign an executive contract of employment, which details the terms and conditions of employment including compa ratio pay. You will also be subject to an executive appraisal process. Further details can be obtained by contacting the HR Directors;

Sandra Martin - Sandra.Martin@atlp.org.uk
Sue Pountney - Sue.Pountney@atlp.org.uk
The Finance Team

The Role of Finance Director

This post offers an exciting opportunity for an ambitious and enthusiastic professional to join a new and growing multi-academy trust. The Finance Director will provide leadership and management of all aspects of finance, as well as contributing to the strategic direction of the Trust. All the work of the Finance Director will be rooted in ensuring benefit to the learners and communities the Trust serves.

As a key member of the Executive Team, the Finance Director will play an important part in setting the direction of strategic development. This will include regular reporting to the Trust Board and the production of high quality reports to enable them to make informed decisions.

The Finance Director will keep ahead of funding and legislative changes that apply to the education sector and will provide the Board of Trustees with strategic financial information to enable them to make informed financial decisions.

The Finance Director will be responsible for the operational line management of the finance function and managing all the financial accounting and transactional finance for the MAT, ensuring all systems are up-to-date and reporting is timely and in line with required annual financial returns.

They will lead the work of the finance team and to co-ordinate with the work of the external auditor to prepare and submit audited statutory consolidated accounts.
Robust systems, processes and controls will be implemented and a fixed asset register and risk register maintained.

The Finance Director will monitor financial performance and will drive change within the finance operation of the Trust, bringing greater efficiency in the way the Trust carries out its business.

In the current financial climate supporting The Operations and Estates Director and schools to maximise income generation will be an important part of the role.

The Finance Director will regularly visit schools within the Trust to develop a good working knowledge of those schools and how they serve their communities. They will ensure good use of resources by utilising and developing capacity from within the Trust and contracting from outside the Trust where this is not available.

In all their work the Finance Director will recognise that their prime responsibility is to the children, families and communities that the Trust serves.
Finance Director Job Description

Post Title: Finance Director

Hours of work: 37.5  Weeks: 52.143

Responsible to: Chief Executive Officer

Key Purpose:
1. The overall purpose of this post is to provide professional leadership and management of financial services for the Multi Academy Trust.

2. Be accountable for ensuring the provision of the financial reporting to enable the Trust to achieve its aims and objectives through the effective and efficient management of its financial resources.

3. To promote best practice and to ensure compliance with the financial processes and procedures set out in the policies of the Multi Academy Trust and in accordance with the EFA Academies Financial Handbook, and the requirements of the DfE and the EFA.

4. To take responsibility for the prompt and effective introduction of financial systems and processes in the Multi Academy Trust.

5. The Director of Finance will have a key role in the management of the Multi Academy Trust and will have effective responsibility for the following:

• Financial Statements
• Management Accounts
• Financial Compliance
• Budget Preparation
• Financial Reporting
• Income Generation
• Financial monitoring - including payroll and staff pensions
• Securing “best value” in all areas
• Audit services (internal and external)
• Other areas of work commensurate with the purpose of the post.

Principal Accountabilities

Financial Management
• Ensure the Multi Academy Trust has appropriate financial systems in place and managing these in accordance with the agreed policies and timetable; ensuring accurate financial records are maintained and reported to the DfE, EfA, Companies House and the Charity Commission.
• Prepare year end statutory Multi Academy Trust Trustees Report and Financial Statements.
• Submit Financial Statements in accordance with EFA guidelines, following the Finance & Audit Committee and Trust Board approval.
• Prepare Value for Money Statement on behalf of the Accounting Officer.
• Devise appropriate accounting procedures to plan and monitor each Academy’s 3 year budget plan.
• Produce timely, accurate and appropriate reports and financial forecasts for the Multi Academy Trust Finance & Audit Committee and Trust Board.
• Review cash flow for each school within the MAT.
• Liaise with Headteachers to ensure financial action plans are on track for implementation.
• Ensure timely and effective financial information to Trustees and provide general support to ensure the effective conduct of their business in accordance with the Articles of Association and financial regulations.
• Research and bid for additional funding to DfE for the Multi Academy Trust and in support of individual academies and assist with the financial monitoring of projects as they are agreed.
• To oversee the recovery of VAT.
• To oversee appropriate credit control processes thus ensuring that the payment of outstanding sums are received as swiftly as possible.
• To advise the Trust Board, Governors and Headteachers on financial and budget matters.
• To provide training as required to meet the needs of the MAT.

Audit Services
• Advise the Executive Principal and the Board on external and internal audit arrangements as required by financial regulations and memoranda.
• Liaise with auditors and facilitate all audit arrangements
• Implement and monitor audit requirements.
• To undertake benchmarking exercises.

Business Planning
• Contribute to the development and review of a 3 year strategic business plan ensuring objectives are linked to the overall long term financial plan of the MAT.
• To manage special projects as required, particularly those concerned with income generation and to write bids for funding as required
• To make a significant contribution to the growth and development of the academies by maximising the use of financial resources, investment and generating sources of income for the academies.
• To contribute to development and review of the Business Continuity Plan for the MAT.
• To compile, monitor and review the Risk Register for the MAT.
The post is likely to develop over time and specific tasks may be added or removed, therefore, flexibility is paramount.

The post holder will be expected to adapt to, and perform duties as reasonably correspond to the general character of the post and commensurate with the level of responsibility.

**Additional conditions:**
- All staff have a responsibility for promoting and safeguarding the welfare of children and young people.
- All staff have a responsibility to ensure tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism.
- To attend appropriate staff meetings, training days and CPD sessions.
- Committed to maintaining professional development.
- To be an effective team player and support the functions of the ATLP.
- The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such duties as may be required from time to time, commensurate to the appropriate grade of the post. The post is likely to develop over time and specific tasks may be added or removed, therefore, flexibility is paramount.
- The duties of the post could vary from time to time because of new legislation, changes in technology or policy; appropriate training may be given to enable the post holder to undertake new or varied work.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice will be required.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the ATLP Disciplinary Policy.
- To take responsibility for becoming familiar with academy polices and abide by them.
- This Job Description will be subject to review in the light of the new opportunities and strengths that may be brought to the ATLP.
- This job description is normally subject to annual review. It may be amended at the request of the Line Manager or the post holder but only after full consultation with the post holder.
Finance Director Person Specification

Professional competencies

You will be/have:

- Commercially astute and have exceptional analytical and problem solving skills with the ability to make decisions based on accurate and appropriate analysis
- Flexible in managing, planning and executing daily, weekly, monthly workloads in a busy environment
- Strong interpersonal skills and the ability to influence and build relationships at all levels whilst working across a range of sites
- Committed to providing the best possible service to the staff and Trustees and able to maintain confidentiality
- Able to balance strategy with operations

Qualifications and previous experience

A finance professional who is/has:

- ACCA (or equivalent) qualified
- Over five years' experience in a progressive finance leadership role
- Extensive experience in budget management and forecasting delivering management and financial accounts gained in a 'hands on' role
- Experience of leading successful teams, preferably across multi-site organisations with a proven track record of making and implementing essential change
- Detailed knowledge of public finances, procedures, practice and regulations (preferably ESFA and sector requirements)
- Experience of managing a computerised data system and handling large amounts of complex finance data
- An exceptional professional with ambition and drive, who shares the Trust’s values and passion for improving the lives and opportunities of children and young people
- A commitment to inclusion and enhancing the life chances of children, whatever their starting points
- A non-negotiable approach to safeguarding the wellbeing of children and vulnerable adults.
What we can offer you?

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 band £57,200 to £71,500
- Competitive pension scheme: Local Government Pension Scheme
- Up to 30 days annual leave plus bank holidays and 4 concessionary days
- Flexible working around 37.5 hours per week
- A blend of home and office based working, located at any one of our 14 sites dependant on which is most convenient for you
- Access to continuous professional development opportunities
- Strong existing partnerships and networks

The recruitment timeline

Closing date: Friday 18th September 2020 at midday
Shortlisting: w/c 21st September 2020
Selection process and interview: w/c 28th September 2020

How to apply:

Applications must be made using The Arthur Terry Learning Partnership application form.

Your personal statement must say, in no more than two sides of A4, in succinct format why you think you are the person we need by outlining your vision, experience and expertise in relation to the role.

Your application should include full contact details (address, daytime, home and mobile telephone numbers where applicable and email addresses) and details of 2 referees.

For each referee please provide their name, position, organisation, telephone numbers and email addresses where known. One of these referees must be your current or most recent employer. If you do not wish us to contact referees at this stage please make this clear.

Please send your completed application to: recruitment@atlp.org.uk

*The Arthur Terry Learning Partnership (ATLP) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including enhanced DBS, prohibition check, qualifications (where applicable), medical fitness, identity and right to work. All applicants will be required to provide two suitable*
references which will be sought prior to interview. The ATLP is an equal opportunities employer.