



## Kenton Schools Academy Trust

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# Appointment of **Director of Finance**

## CANDIDATE PACK

**0.4 – 0.6 FTE,  
Salary: £61,833 to £65,598 pa, pro rata**



# Introduction from the Chief Executive Officer

Dear Applicant

Thank you for your interest in the role of Director of Finance for Kenton Schools Academy Trust. Further details, including a detailed job description and person specification, are enclosed within this pack for your information.

Kenton Schools Academy Trust was established in 2014 and comprises of two academies supported by our central services team. Kenton School, our largest academy has around 1800 students including a successful sixth form provision. With around 200 students expected to rise to around 500 over the next 5 years, Studio West school focusses on delivering a studio school type approach.

The role of Director of Finance is a new and exciting one established following an internal restructure. Working to the Trust and Chief Executive Officer, the Director of Finance will take a strategic lead on Trust finances ensuring that they are managed in accordance with the Academies Financial Handbook, Financial Regulations and good accountancy practice.

Leading a team of 3 FTE, the role will also involve taking a lead with letting of vacant school buildings, and line management of the Premises and Health and Safety Manager.

We are seeking candidates with a professional accountancy qualification (ACCA, ACA, CIMA) combined with a proven track record of effectively operating at a senior/board level. Candidates must possess the ability to think and act strategically and deliver working to tight deadlines, and have excellent interpersonal skills with the ability to manage, motivate, negotiate and present effectively to a wide range of audiences.

In return we offer you the opportunity to join a strong, professional central services team, committed to delivering the best possible support to the Trust and the Academies it serves, at an exciting time with our academies improving key outcomes year on year.

If you feel you have the experience, skills and attributes to succeed as part of our team, please complete and return your application form by post or by email to [hr@kenton.newcastle.sch.uk](mailto:hr@kenton.newcastle.sch.uk) no later than 12.00 Noon on 30th November 2018.

We look forward to receiving your application.

Yours sincerely

**Kevin McDermid**

**Chief Executive Officer**

# Job Description

**RESPONSIBLE TO:**

Chief Executive Officer

**RESPONSIBLE FOR:**

Finance staff as allocated

Premises and Health and Safety Manager

**JOB PURPOSE:**

To develop and deliver finance and accountancy services to Kenton Schools Academy Trust including contributing to the development and implementation of strategy, policy and operational practice.

**Main Responsibilities:**

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Work closely with the CEO to develop Trust strategy, ensuring that plans are financially robust, including appropriate financial modelling, resource modelling and options appraisal.
2. Ensure robust financial management is in place across the Trust in accordance with the Academies Financial Handbook, the Trust's Finance Policy, Charities SORP and other relevant current financial regulations.
3. Provide line management of staff, nurturing talent and developing the team for high performance, including performance management and identifying and responding to development needs.
4. Provide oversight and strategic direction for financial matters across the Trust.
5. Provide accurate and timely financial information and expert financial advice to the CEO, line manager, the Board of Trustees and its committees.
6. Provide guidance and support in financial matters to other senior leaders within the Trust.
7. Ensure the finance team delivers excellent customer service to its internal clients.
8. Plan and carry out key financial activity including budgeting, forecasting and management accounting.
9. Work with the Trust and school leadership to maximise opportunities for reducing expenditure or increasing income across the Trust.
10. Develop strong working relationships with internal stakeholders and relevant external individuals and organisations.
11. Work to fulfil the vision and values of the trust.
12. As the post involves working regularly on school sites, the postholder will have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.

# Person Specification & Additional Requirements

## Person Specification

1. Candidates will be assessed against the following criteria:
2. A recognised accountancy qualification (for example ACCA, ACA, CIMA)
3. Excellent interpersonal skills with the personal credibility to engage and influence at a senior level.
4. Excellent people manager able to motivate and develop the team to ensure departmental resilience and continuity of service
5. In depth knowledge of all basic accounting functions
6. Experience of managing a wide range of financial tasks including budgeting and forecasting
7. Experience of working in a fast moving organisation with divisional reporting
8. Underpinning knowledge of effective financial procedures and controls
9. Experience in working with external professional organisations. (auditors, insurers, funding agencies, local authority etc)
10. Experience of supporting senior management by developing effective management information and departmental budgeting and control
11. Experience of operating at senior management / Board level

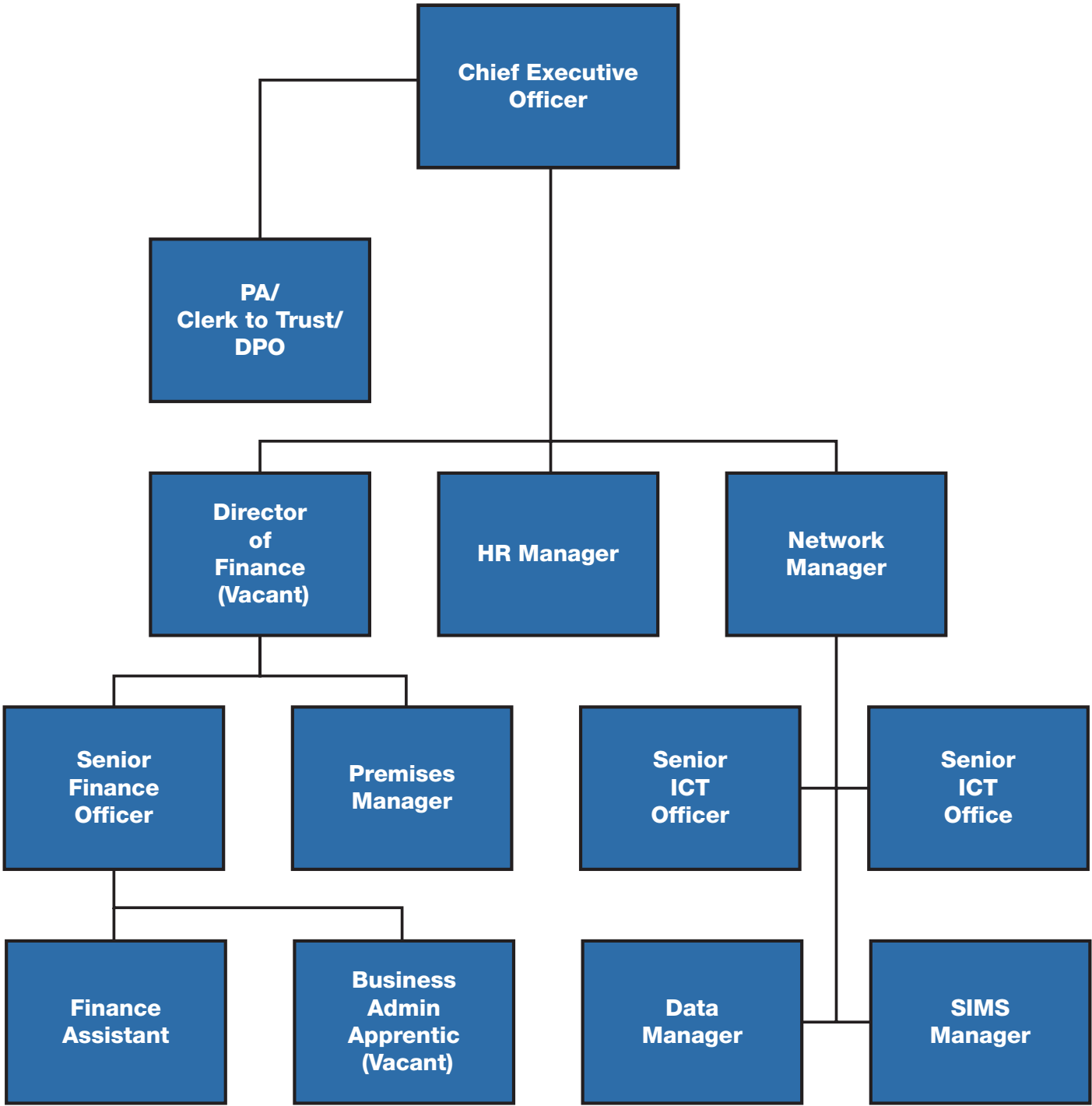
12. Able to prioritise jobs and work under own initiative with minimal supervision
13. Politically astute with well-developed networking, stakeholder management, negotiation and influencing skills.
14. Ability to think strategically and deliver operationally to tight deadlines
15. Able to develop, implement and police robust systems to provide effective financial control.
16. Able to prioritise, managing own workload and perform under short-term pressure
17. Committed to own continuing professional development
18. Understanding of the local and national issues surrounding the provision of secondary education.

## Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1. Enhanced Certificate of Disclosure from the Disclosure and Barring Service, including Children's Barred List Check (this post is classed as 'Regulated Activity' under the definition as outlined in Keeping Children Safe in Education 2018)
2. Additional criminal record checks if applicant has lived outside the UK
3. Medical clearance
4. Qualification and work history check
5. Two references from current and previous employers (or education establishment if applicant not in employment)

# Kenton Schools Academy Trust Central Services Team Structure Chart





# Additional Information for Applicants

## **Terms and Conditions**

The conditions of service applicable to this post are the National Joint Council for Local Government Services Conditions of Service (known as 'the Green Book') as amended/ supplemented by local decisions made by Kenton School Academy Trust.

## **Salary**

Full time salary range £61,833 to £65,598 pa, pro rata to hours worked. The starting point in the salary range is negotiable depending on the experience of the successful candidate.

## **Working Hours**

We are looking at the successful candidate working between 0.4 and 0.6 FTE per week, exact working hours and work pattern are subject to negotiation.

## **Annual Leave Entitlement**

The annual leave entitlement for the post for full time, full year staff is 23 days, rising to 28 days on completion of 5 years' continuous local government service plus 8 public holidays.

## **Probationary Period**

New entrants to the Academy Trust are subject to a six month probationary period.

## **Safeguarding**

Kenton Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people across all our schools and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff across the Trust.

## **Equal Opportunities**

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

## **Pension Scheme**

Staff will be automatically enrolled in the Local Government Pension Scheme on appointment. Further information can be found at [www.twpf.info](http://www.twpf.info). There are options to opt out for staff who do not wish to participate in the scheme.

## **Application Process**

Completed application forms should be forwarded by email to [hr@kenton.newcastle.sch.uk](mailto:hr@kenton.newcastle.sch.uk) or by post to

Human Resources,  
Kenton Schools Academy Trust,  
Kenton School,  
Drayton Road,  
Newcastle upon Tyne  
NE3 3RU

Tel: 0191 214 2200  
0191 214 2206

**Closing date**  
**12.00 Noon on 30th November 2018**



## **Kenton Schools Academy Trust**

Drayton Road  
Newcastle-upon-Tyne  
NE3 3RU

**Tel:** 0191 214 2200

**[www.kenton.newcastle.sch.uk](http://www.kenton.newcastle.sch.uk)**