



Altrincham Grammar  
School for Girls  
Bright Futures EDUCATIONAL TRUST

Bright Futures  
EDUCATIONAL TRUST  
The best *for* everyone, the best *from* everyone



# Altrincham Grammar School for Girls

Cavendish Road, Bowdon, Altrincham, Cheshire WA14 2NL

## INFORMATION PACK

VACANCY:  
Finance Manager



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## HOW TO APPLY

This information pack is designed to provide you with further information on Bright Futures Educational Trust, Altrincham Grammar School for Girls and the role of Finance Manager at this academy. If having read the information and you want to apply, please:

Complete the application form (we cannot accept CVs) and the criminal disclosure form, along with a covering letter (no more than two sides of A4 please)

Email the application form and letter to [vacancies@bfet.uk](mailto:vacancies@bfet.uk).

If invited for interview, candidates are required to bring original copies of the following documents which we need to have sight of on the interview day:

- Degree or other qualification certificate
- Photo ID (passport or driving licence)
- Two other forms of identification that verify your name, address and date of birth. e.g. birth certificate, marriage certificate, bank or credit card statement, utility bill.

Closing Date: Wednesday 8 April 2020

Selection process, we expect this to be on 17<sup>th</sup> April 2020

Applicants who are not contacted during this period may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for interview.

***Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an enhanced DBS check.***





## TERMS AND CONDITIONS OF THE POST

**Salary.** Grade 10 on our NJC pay scales. Starting salary £43,662 reaching £45,591 per annum. (These pay points are currently under review from 1 April)

**Working Hours.** The standard working week is 36.25 hours, over 5 days per week. However the role holder will be expected to be flexible with working arrangements in order to meet the demands of the role.

**Holidays.** 25 paid holidays per annum, plus 8 paid public holidays. This will rise to 30 days after 5 year's continuous service.

**Pension Scheme.** You are eligible to participate in the Local Government Pension Scheme. Details can be found at [www.lgps.org.uk](http://www.lgps.org.uk) or [www.gmpf.org.uk](http://www.gmpf.org.uk).

## ABOUT BRIGHT FUTURES EDUCATIONAL TRUST

*The best **for** everyone, the best **from** everyone*

Bright Futures Educational Trust (BFET) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: *the best **for** everyone, the best **from** everyone*. We are an organisation that is underpinned by values of: community, integrity and passion. In everything we do, we remember that we are accountable to the children, families and communities that we serve.



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Marton Primary  
Academy and Nursery  
BRIGHT FUTURES EDUCATIONAL TRUST



South Shore Academy  
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Cedar Mount Academy  
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Melland High School  
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Rushbrook Primary Academy  
BRIGHT FUTURES EDUCATIONAL TRUST



Stanley Grove  
Primary Academy  
BRIGHT FUTURES EDUCATIONAL TRUST

Our schools are their own entities and form one organisation and one employer, BFET. The BFET Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Board on our website: <http://bfet.co.uk/about-us/>



Collaboration and strong relationships form one of the ‘commitments’ in our Strategy and all components of the BFET family work closely together. Our Strategy was developed collaboratively and is contained in this pack for your reference.

The Alliance for Learning is our Teaching School and partners with many schools across the North West, including our own. The Teaching School includes a maths hub, a SCITT, a broad range of professional learning and wider network opportunities. Please see the website for more details <http://allianceforlearning.co.uk/about-us/welcome-director-of-teaching-school-and-partnerships/>

The head office team, comprises the Executive team: John Stephens, CEO; Edward Vitalis, Chief Operating Officer; Gary Handforth, Director of Education; Lisa Fathers, Director of Teaching School and Partnerships and Lynette Beckett, Director of HR & Strategy. The focus of all of these roles is to work with schools, providing high quality and timely guidance, challenge and support to our schools. Please see our website brochure which explains how our central services operate: [Working together for a Bright Future](#)

The role of Finance Manager is part of the Bright Futures Finance team led and directed by the Trust Chief Financial Officer (who is the Chief Operating Officer) who is responsible for financial policy, processing and transaction decision making and authorisation. The Financial Controller will have day to day line management responsibility for financial accounting and transactions processing. The AGGS principal (line manager for appraisal purposes) will line manage the senior management team and associated responsibilities aspect of the role, in the same way as the principal would manage a school business manager .

The role will be based at AGGS but will occasionally be required to travel to and work out of the other designated schools.



# Bright Futures Educational Trust: Our Strategy



## Vision

The best *for* everyone, the best *from* everyone



Our family of schools places young people, families and communities at the heart of everything we do. We are a true community with shared responsibility and common core values which create a culture of collaboration, opportunity, respect and innovation. We inspire excellence and believe in nurturing the abilities of all within our schools and communities. We empower our young people to build purposeful lives and have the courage and confidence to make a positive contribution to society. Through excellence in education all of our young people will have a bright future.

## Mission

### Values

**Community:** We work together for a common purpose acknowledging our diversity as strength

**Integrity:** We do the right things for the right reasons

**Passion:** We take responsibility, work hard and have high aspirations

### Commitments

★ Collaboration and strong relationships

★ Professional learning

★ Supportive, challenging and fair

★ Effective communication

★ Strong Governance and Accountability

★ Value for money

★ United behind decisions

### Aims 2017-2020

Excellent progress and achievement for all pupils

Ensure financial viability

An environment where our people are valued

The Trust's direction is clear and well defined

### Outcomes

All schools to be improving at pace and have the capacity for sustainable continuous improvement in all aspects.

Long term sustainable viability, managed within a robust financial control environment that is effective and efficient.

People are listened to, held to account, supported and challenged.

Any growth adds value to the rest of the trust. Roles, responsibilities and organisational systems are fit to deliver the strategy.

### Governance

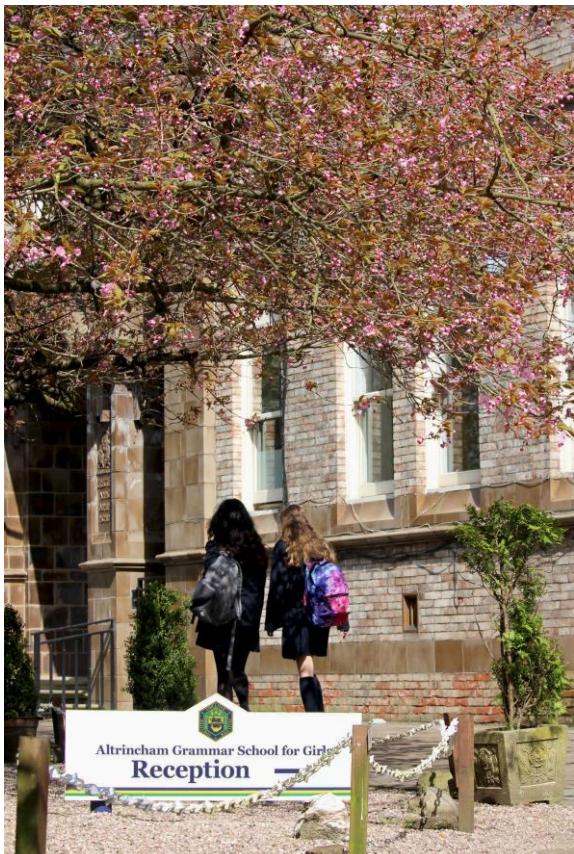
**Board of Trustees:** Provides strategic leadership, monitors school improvement and compliance and oversees effective controls for financial viability

**Executive team:** Provides strategic and operational leadership

**Local governing bodies:** Provide scrutiny of school development plans, monitor that schools are working within agreed finances and policies



## AGGS – HISTORY & CONTEXT



valued equally and encouraged to develop her potential to the full.

Altrincham Grammar School for Girls (AGGS) was in the first cohort of schools to be designated a National Teaching School in 2011. AGGS is the lead school in the “Alliance for Learning” and also runs a SCITT (school-centred initial teacher training) and leads the North West One Maths Hub. Our teaching school alliance comprises schools of every type and phase, plus universities, throughout a wide geographical area. The impact of the teaching school activities is felt within the Trust and far beyond. We have a reputation for excellence regionally and nationally, of which we are very proud. The successful candidate must be willing to engage in the school’s commitment to developing AGGS as a centre of excellence for teaching and learning.

Founded in 1910, Altrincham Grammar School for Girls is proud of its long tradition of academic success, sporting and cultural achievements and caring service to the community. Currently there are 1275 on roll, including 334 in the sixth form. Every girl is

Ms Stephanie Gill, the Headteacher of AGGS, ensures that the school maintains the very highest standards. Enjoyment of learning, self-discipline, concern for others and opportunities for leadership lie at the heart of the school’s ethos. Every girl is valued equally and encouraged to develop her potential to the full.

The school is attractively situated in Bowdon. There is a pleasing mixture of building styles, preserving the best of the old and incorporating state-of-the-art facilities, reflecting AGGS’s status as a National Teaching School.

AGGS is one of the highest performing schools in the country, consistently rated outstanding in every area by OFSTED.



## JOB DESCRIPTION

### Overall Job Purpose

The main responsibility of the Finance Manager is to provide effective finance support to Altrincham Grammar School for Girls which includes the school, the Alliance for Learning, the SCITT and the Maths Hub. In addition, the role may be required to participate in Trust wide activities such as managing projects, for example, the implementation of new systems.

The Finance Manager is a member of the school's senior management team and undertakes any associated responsibilities, in order to contribute to the overall organisation, management and direction of the school.

Good interpersonal skills are vital for this post, as the Finance Manager must develop and maintain effective working relationships with a wide range of stakeholders in order to obtain and present information, provide advice and carry out duties in relation to all school finance matters.

### Reporting

The role of Finance Manager is part of the Bright Futures Finance team. The Financial Controller will have day to day line management responsibility for financial accounting and transactions processing. The AGGS principal (line manager for appraisal purposes) will line manage the senior management team and associated responsibilities aspect of the role.

### Leadership and Management

- Line manage the finance staff within the Altrincham-based finance team
- Be responsible for stakeholder management of financial local bodies such as Local Authorities
- Ensure compliance with regulations relating to finance e.g. grant funding agreements, the Academies Handbook
- Set high standards as a manager modelling, at all times, the highest possible standards of professionalism, ethical leadership, and personal behaviour
- Create and foster an environment of reflective practice and CPD, leading by example in all aspects of personal and professional development
- Keep abreast of opportunities to obtain additional funding and act upon them
- Be responsible for any statutory or directed requests in respect of e.g. audits, reviews, information requests etc, as directed by the Financial Controller
- Seek opportunities for income generation in line with policies and procedures and where it is agreed that it is appropriate.

### Project management

- To participate in Trust wide finance projects as and when necessary, for example to support the development of the Trust software finance systems.



### Accounts and Reporting

- Ensure the school's accounts are robust and up to date prior to month end
- Have regular management account discussions with the Financial Controller, Principal and the Local Governing Body (LGB) and attend relevant meetings as and when required
- Ensure procedures and reconciliations take place in accordance with the Trust's Financial Handbook
- Ensure appropriate accounting practices are applied, including the capitalisation and depreciation of fixed assets and the posting of journals relating to prepayments and accruals as directed by the Chief Financial Officer
- Ensure reporting is consistent with other schools across the Trust

### Budgeting

- To work with the Principal, the LGB and other leaders and the Financial Controller to inform the formulation of budgets, in line with the finance plan
- Monitor, review and report on the budget performance to budget holders, the Principal, the LGB, and the Financial Controller in line with the timetable defined by the finance plan

### Transaction Processing, Banking, VAT and Controls

- Ensure all transaction processing takes place in accordance with the Trust's Financial Handbook and agreed processes
- Ensure correct accounting for VAT for purchases and sales
- Ensure all income is accounted for and reconciled, in accordance with regulations and ESFA guidance
- Oversee school's compliance with the Trust's finance procedure manual
- Ensure appropriate banking mandate is in place and that procedures and operations in schools are in line with that mandate
- Ensure robust and compliant processes are in place for setting up new ledgers within the accounting system

### Contract Management and Procurement

- Communicate the procurement policy and ensure the school is compliant. Liaise with the Financial Controller to support any Trust wide procurement where possible
- Investigate and then make recommendations in line with the procurement policy
- Manage all financial contracts across the school

### Payroll and Pensions

- Ensure robust processes are in place to enable an effective and compliant payroll operation
- Ensure full reconciliation of payroll and pension reports and investigate and act upon any queries



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### **Non-Public Funds**

- Ensure any Non-Public Funds are managed under correct, and continually reviewed, accounting procedures

### **Probationary period**

Your appointment is subject to a six-month probationary period. At the end of this period, providing your service has been satisfactory, your appointment will be confirmed. If your service is not satisfactory, your employment may be terminated within the probationary period.



## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications, Educational, Training</b>	Relevant financial qualification or equivalent experience	Qualified accountant Evidence of continued professional development
<b>Relevant Experience</b>	Experience of working in a management accounting function in a similar sized organization Experience of using reports within an integrated accounting system to produce management accounts Experience of using financial analysis to enhance reporting and drive performance improvements	Experience of PS Financials Experience in school finance and ideally in an academy Experience in a variety of financial roles
<b>Knowledge, skills, abilities</b>	Accounting knowledge and understanding Knowledge of funding within education Excellent oral and written communication skills Operates with very high levels of integrity Proficient user of the range of Microsoft office packages – expert user of excel	
<b>Safeguarding</b>	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.	
<b>Leadership and management</b>	Commitment to the aims and ethos of the school and Trust Strong personal impact Ability to work as part of a team and to operate independently Ability to work well under pressure A commitment to maintaining confidentiality and discretion inside and outside school Flexibility and a willingness to be involved in change Commitment to staff development A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour.	



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The skills and attributes listed above will be assessed through:

- The application form and relevant tasks.
- A formal interview along with supporting evidence from their referees.

#### **ADDITIONAL INFORMATION**

Further information about the school, a copy of the school's prospectus and the most recent OFSTED inspection are available from the school's website.

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