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multi academy trust

# Trust Accountant Candidate Pack



# Welcome Letter



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Dear Applicant,

Thank you for your interest in the role of Trust Accountant at Endeavour Multi-Academy Trust. We are delighted you've decided to take this opportunity to find out more about the remarkable and unique community of schools that form the Endeavour MAT.

The Trust currently operates four special schools: Two Rivers High and Primary schools (including a nursery) on two sites in Tamworth; Cherry Trees School (primary) in Wombourne; and nearby Wightwick Hall School (secondary) in the leafy outskirts of Wolverhampton.

The Trust is in a strong financial position, with annual income of almost £15 million, a healthy reserves balance and a well-earned reputation for excellence.

Since our Trust was established in 2017, all stakeholders have worked tirelessly to encourage and support everyone in our learning community to be the best they can be: staff, trustees, local governors and, of course, our wonderful pupils. We are incredibly proud of what our Trust and our schools have achieved and are excited about recruiting a Trust Accountant to support with the next phase of our growth and development.

We have received interest from mainstream schools about joining our Trust and we are at varying stages of academy conversion with a number of new schools. It is this expansion of the Trust that has led to this recruitment; we are looking to appoint an individual who will provide additional valuable expertise and capacity to the central finance function, ensuring that we are able to effectively support the vision for the growth of the Trust.

We are highly motivated by the opportunities ahead of us, realistic about the challenges we face and ready to support our Trust Accountant in their new role.

I sincerely hope that your initial interest will be converted into a formal application. To support this our website expands on the Trust's visions and values.

If you have any queries or would like to discuss any aspect of the role, please contact Rebecca Beach at Academicis on 07733 628155 or via email at [rbeach@academicis.co.uk](mailto:rbeach@academicis.co.uk)

Yours faithfully,

**Mark Highfield**  
Chief Financial & Operating Officer





# Ethos and Values



Endeavour Multi Academy Trust is determined to rigorously follow the Nolan Principles of Public Office. We have also made a decision to become a path finder with the National Governance Associations launch of their Leadership in Education Initiative Programme. We have ensured that all our schemes of delegation and terms of references reflect this practice when making decisions in the managing of our organisation. All our policies and contracts will also reflect this ethical practice. We understand that we are responsible for the use of tax payer's money so it is important that we demonstrate the qualities that are set out below.

## Framework For Ethical Leadership in Education

The Ethical Framework for Educational Leadership is based upon the seven principles of public life. These are called the Nolan Principles.

Selflessness	Integrity	Objectivity
School and college leaders should act solely in the interest of children and young people.	School and college leaders must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. Before acting and taking decisions, they must declare and resolve openly any perceived conflict of interest and relationships.	School and college leaders must act and take decisions impartially and fairly, using the best evidence and without discrimination or bias. Leaders should be dispassionate, exercising judgement and analysis for the good of children and young people.
Accountability	Openness	Honesty
School and college leaders are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.	School and college leaders should expect to act and take decisions in an open and transparent manner. Information should not be withheld from scrutiny unless there are clear and lawful reasons for so doing.	School and college leaders should be truthful.
Leadership		
School and college leaders should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles, and be willing to challenge poor behaviour wherever it occurs. Leaders include both those who are paid to lead schools and colleges and those who volunteer to govern them.		



# Job Description

Post Title:	Grade:	SCP:
Trust Accountant	Grade 11	SCP 39-43 (£47,420-£51,515) - pay award pending
Hours:	Base:	
37 hours per week (Full year)	Hybrid working arrangement - Wightwick Hall School / Home-working (Travel to all schools will be required - a clean driving license and access to a car is essential)	

## Statement of Purpose:

To work under the direction and guidance of the Chief Financial and Operating Officer (CFOO) to deliver an outstanding finance service to all stakeholders of the Trust.

To act as line manager for the Finance Apprentice.

## Key Duties:

### Management Accounts

- Review of monthly transactions from financial system.
- Preparation of monthly accruals / prepayments / accrued income / deferred income schedules.
- Preparation of monthly management accounts for each school and consolidated accounts for the Trust.
- Analysis of variances against budget.

### Cash Management

- Controlling the weekly payment run process to ensure suppliers are paid within terms.
- Ensuring all receipts and payments are posted on the Xero financial system.
- Ensuring bank reconciliations are correct and up-to-date.
- Preparation of the monthly cashflow forecast.

### Special School Pupil Funding

- Calculation and reconciliation of funding (by pupil / by school).
- Ensuring the correct funding band is assigned to each pupil and the overall calculation of income is correct.
- Ensuring calculations of accrued and deferred income are correct at school level.
- Supporting schools with the management and resolution of income queries.

### Balance Sheet Reconciliation

- Reconciliation of Aged debtors and Aged creditors control accounts.
- Reconciliation of Accruals / Accrued Income / Deferred Income / Prepayments control accounts.
- Ensuring payroll control accounts are correct and up-to-date.

### Payroll

- Managing access control of the Access People payroll system.
- Co-ordination of the monthly payroll process and ensuring successful closedown.
- Ensuring monthly payroll costing journals are prepared on-time and posted correctly.
- Ensuring third-party deductions are paid and posted correctly.
- Managing employment contract templates on the Access People HR system.

### Fixed Assets

- Capitalisation of relevant expenditure including all journal postings.
- Maintenance of Trust Fixed Asset register.
- Reconciliation of all fixed assets accounts.

### Budgeting

- Ensuring school budgets are accurate and up-to-date.
- Importing and reconciliation of budgets from Access Budgeting to Xero financial system.
- Supporting with the annual three-year budgeting process.

# Job Description Continued



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## Reporting / Statutory Returns

- Calculation and preparation of the annual Gender Pay Gap report.
- Supporting with the preparation and submission of the Budget Forecast Return (BFR) to the ESFA.
- Liaison with Internal Audit in relation to Internal Scrutiny reporting.
- Submission of monthly VAT returns and reconciliation of VAT control accounts.
- Management of all other statutory financial returns (eg HMRC, Office for National Statistics, etc).

## Year End

- Management of the annual closedown procedures.
- Liaison with external audit to ensure timely submission of audit schedules.
- Supporting with the completion of the audit of the annual Teachers Pension End of Year Certificate.

## System Administration

- Acting as the System Administrator for the financial system and managing all levels of access and workflow control.
- Management of the month end process across the Trust including preparation and management of the month end timetable.

## Other Duties

- Any other duties as required by the CFOO and commensurate to the level of this post.
- Provision of ongoing financial advice, support and training to relevant staff members across the Trust.
- Supporting with the integration of new schools joining the Trust.
- Supporting with the development of the Finance Apprentice role.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Demonstrate, give advice and guidance to, or train other employees, students or trainees on own duties.

# Person Specification



Essential Criteria	Desirable Criteria	Measured By
<b>Knowledge and Experience:</b>		
<ul style="list-style-type: none"> <li>• Experience of preparing multi-site accounts at a senior level.</li> <li>• A clear understanding of how finance can support the desired outcomes of an educational organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of accounting within a Multi-Academy Trust setting.</li> </ul>	AF/I
<b>Qualifications/Training:</b>		
<ul style="list-style-type: none"> <li>• Qualified Accounting Technician.</li> </ul>		AF/I
<b>Skills:</b>		
<ul style="list-style-type: none"> <li>• Demonstrate confidence in the use of Excel (able to use lookups, pivot tables, etc).</li> <li>• Demonstration of the ability to undertake complex balance sheet control account reconciliations.</li> <li>• Knowledge or relevant policies/codes of practice and awareness of relevant legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Xero financial software</li> <li>• Experience of Access Education Budgeting and/or Access People software.</li> </ul>	AF/I
<b>Behavioural Attributes:</b>		
<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills.</li> <li>• Methodical, analytical and diligent, with good attention to detail.</li> <li>• Ability to work effectively as part of a team.</li> <li>• Excellent organisational, planning and prioritising skills.</li> <li>• Able to clearly explain and convey information to a range of stakeholders.</li> <li>• Able to work under pressure.</li> <li>• Able to work on own initiative and react to competing demands.</li> <li>• Able to work towards and meet deadlines.</li> <li>• Training and coaching skills.</li> <li>• Commitment to the improvement and development of self and others performance.</li> <li>• Post holders will be required to demonstrate the behaviours and attributes that support the Trust's core values.</li> <li>• Identifies and promotes best practice and encourages the sharing of ideas.</li> <li>• Proactively seek opportunities to increase job knowledge and understanding.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to be flexible at key times during the year.</li> </ul>	AF/I



## How to Apply

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Rebecca Beach at Academicis, our recruitment partner, on [rbeach@academicis.co.uk](mailto:rbeach@academicis.co.uk) or by phone on 07733 628155 / 01223 907979

**Closing date:** 19th September 2024

**Shortlisting date:** 20th September 2024

**Interviews:** w/c 23rd September 2024



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Endeavour Multi Academy Trust,  
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