



The **GALLERY TRUST**



A community of special schools

Finance Director

Candidate Information Pack

November 2020

FINANCE DIRECTOR

Employer	The Gallery Trust, a Special Multi Academy Trust
Contract	Full time, permanent
Location	Oxford
Salary	Grade 15/16 (£50,884 to £58,034) depending on experience
Holiday	37 days annual leave, including bank holidays

Are you a qualified finance professional seeking an exciting new challenge in an expanding, stable and successful organisation, which is dedicated to improving outcomes for pupils with Special Educational Needs and Disabilities? Are you interested in working for a thriving Multi Academy Trust which has ambitious plans for growth, and where you can play a crucial role in setting financial strategy?

The core focus of the post is management and leadership of finance and audit, ensuring that robust financial arrangements are in place to fulfil statutory regulatory requirements, leading the finance and payroll team, and providing authoritative guidance and direction to senior leaders.

You will have strong leadership skills, a convincing professional track record and the ability to contribute to the strategic journey of the Trust, while promoting its strong vision and values. You will be a qualified accountant with the ability to operate at Board level. There is the opportunity to extend the role if the successful candidate has appropriate skills and experience in additional areas, for example estates management.

The role reports to the Chief Operating Officer.

Experience of working in the educational sector is an advantage but is not essential. The successful candidate will demonstrate extensive experience in accountancy.

This post is subject to satisfactory references which will be requested prior to interview, an Enhanced DBS check, health check, evidence of qualifications and verification of the right to work in the UK.

Application process

To obtain more information and to apply for this post, please email recruitment@thegallerytrust.co.uk or telephone 07572 235294 to request an application form and a job pack. You can also download an application form and job pack from our website:

<https://thegallerytrust.co.uk/recruitment/current-vacancies/>

If you would like to discuss the post, please contact Jane Horne, Chief Operating Officer, j.horne@thegallerytrust.co.uk

Deadline for applications: Sunday 29th November.

Interview date: 9th and 10th December

Start date: as soon as possible.

Please submit your application form by 5pm on Sunday 29th November to recruitment@thegallerytrust.co.uk. Please ensure you detail any gaps in employment, and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. **We do not accept CVs.** If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Gallery Trust is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

ABOUT THE GALLERY TRUST

The Gallery Trust is a successful Multi Academy Trust based in Oxfordshire, and is an exempt charity and a limited company. The Trust's charitable objectives are focused on providing outstanding education and support for young people with special needs and disabilities. The Trust has a strong vision and values and is dedicated to:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The largest SEND Trust in the county, there are 430 staff working for the MAT within 10 establishments:

- Iffley Academy, Oxford
- Bardwell School, Bicester
- Orion Academy, Oxford
- Northern House Academy, Oxford
- Springfield School, Witney
- Mabel Prichard School, Oxford
- Bloxham Grove Academy, Bloxham (in pre-opening phase, to open 2022)
- Didcot School (in pre-opening phase, to open 2023/2024)
- The Gallery@Longford Park
- The Grove@Longford Park

Further expansion is anticipated over the next 3 years.

The Trust is an established voice of SEND in Oxfordshire, and works strategically with Oxfordshire County Council, the Department for Education and the Regional Schools Commissioner to meet the demand for special school places in Oxfordshire. The Trust is funded by the Department for Education, with additional SEND funding provided by Oxfordshire County Council.

The Trust has an executive team which comprises of Director of Schools, Chief Operating Officer and Director of Development reporting to the Chief Executive Officer. The Chief Operating Officer manages the Business Services team which provides the full range of back office services to schools, including Finance, Audit, Risk management, Estates, ICT, and Health and Safety. The School Improvement team is managed by the Director of Schools. The Chief Executive Officer performs the role of Accounting Officer and reports to the Board of Trustees.

JOB DESCRIPTION

FINANCE DIRECTOR

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. The performance of all duties and responsibilities shown below will be under the reasonable direction of the Chief Executive Officer. The Chief Executive Officer will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. This job description will be reviewed at least annually and any changes will be subject to consultation. The Trust's grievance procedure will be used to resolve any disagreement arising out of the job description.

Job Purpose

To provide effective and efficient strategic management of the Trust's finance, payroll, audit and risk functions. Act as Chief Finance Officer.

Responsibilities

- Lead and manage finance, payroll, procurement, audit, risk functions and teams
- Be responsible for strategic financial planning and budgets, ensuring that the Trust makes the best possible use of resources
- Oversee and review the preparation of reports, forecasts, budgets and management accounts for submission to internal and external stakeholders: ensuring that all returns and reports are prepared, approved and filed before deadline: management of finance and payroll monthly and annual processes
- Provide strategic vision and leadership: presenting advice, analysis, reports, briefings and interpretation of data to stakeholders including the CEO, Board of Trustees, committees and senior leaders, attending meetings as required
- Work with senior leaders and staff to provide mentoring, training and support: provide senior Business Partner support and direction to establishments in the Trust
- Take a pivotal role in the consolidation of effective finance structures and collaborative working across the Trust as it expands
- Achieve regulatory and statutory compliance commensurate with the organisation's status as an exempt charity and limited company: ensuring that all financial processes, procedures and procurement comply with the Articles of Association, the Funding Agreement, Academies Financial Handbook, and the Trust's internal policies and procedures
- Work closely with external and internal audit to support all compliance activities, achieving successful audits and maintaining robust systems of internal control
- Liaise with and support the work of committees
- Lead on the financial due diligence aspects of schools wishing to join the Trust
- Participate in the management of major projects
- Manage the Trust's risk activities, including the Risk Register

Standards and quality assurance

- Provide specialist advice and guidance as required
- Support the aims and ethos of the Trust
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety and Safeguarding
- Participate positively in training and professional development
- Take part in support staff appraisal
- Support the ongoing development of a high performing culture which is aligned with Trust values

General Responsibilities

- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by line manager
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the Trust's policies and procedures,
- The jobholder is expected to observe their obligations in accordance with the Trust's Safeguarding Policy, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.
- The jobholder is expected to comply with the provisions of the General Data Protection Regulation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority without observing the correct procedure for disclosure as set out in the Trust's GDPR Policy.

This job description is subject to annual review.

The Gallery Trust is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, satisfactory references, health clearance and NCTL and police clearance (where appropriate).

The Finance Director works for The Gallery Trust based in Oxford. However, the Trust reserves the right to deploy staff to different locations depending on the needs of the overall Trust.

The Trust is a supportive employer and is willing to engage in discussions with the successful candidate regarding flexibility of working patterns.

SELECTION CRITERIA FINANCE DIRECTOR

	Essential	Desirable
Qualifications/Training		
Professional accountancy qualification – ACA, ACCA,CIMA or equivalent	✓	
FCA		✓
Recognised School Business Management qualification, e.g. DSBM, CSBM		✓
Degree in administration or business		✓
Knowledge and Experience		
Experience at a senior level in a medium/large organisation, with a successful track record in financial management and accountancy	✓	
Experience of working in an educational environment		✓
Experience in a leadership and management role, with ability to support others to achieve objectives and to develop a successful team	✓	
Experience of working with a range of stakeholders to promote best financial management	✓	
Understanding of relevant statutory and regulatory requirements	✓	
Experience of additional relevant areas e.g. Estates Management, Health and Safety		✓
Experience of preparing and implementing policies	✓	
Up to date knowledge of national and local education initiatives and how they may impact on budgets		✓
Personal Qualities		
Commitment to the vision and values of the Trust and the enhancement of outcomes for learners	✓	
Commitment to safeguarding, and the welfare of children and young people	✓	
Strong relationship-building skills with the ability to inspire trust and commitment across the organisation	✓	
Good organisational and project management skills, and the ability to balance competing pressures, deadlines and demands	✓	
Excellent communication skills, verbal and written – able to deal with a variety of people sensitively, empathetically and, when necessary, assertively	✓	
Ability to work under pressure and to tight deadlines, handling a demanding workload and prioritising appropriately	✓	
Willingness and ability to travel throughout Oxfordshire and to attend meetings out of core working hours	✓	