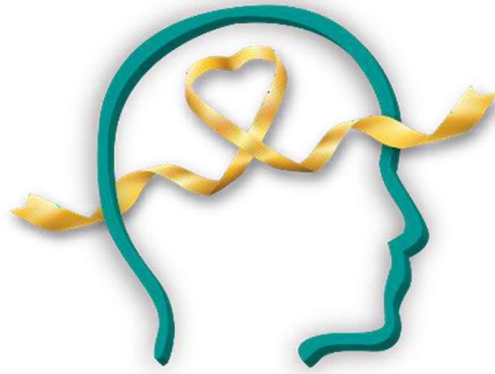


Cheshire Academies Trust

Be part of our Tribe



Finance & Administration Officer
Recruitment Pack
July 2024



Cheshire Academies Trust
Inspiring hearts and minds

Be around the light bringers,
the magic makers, the world shifters.
They challenge you, break you open
uplift and expand you.
They don't let you play small with your life.
These heartbeats are your people.
These people are your
tribe.

Be part of our Tribe.



Welcome from the CEO

On behalf of Cheshire Academies Trust, I am delighted to extend a warm welcome to you as you consider the role of Finance & Administration Officer.

Cheshire Academies Trust currently comprises of ten academies, with our first special school set to join us in autumn 2024. Our vision has been built to inspire the hearts and minds of all our staff so that our pupils can contribute to a better world.

Our trust is supported by a dedicated team of professionals and leaders who are truly passionate about our schools. This team includes educational experts, strategic and operational leaders who together foster a nurturing and ambitious environment for both our staff and pupils.

In your role as Finance and Administration Officer, you will provide support to your central team and school based colleagues. Your contribution will be vital in ensuring the quality of service we provide to our schools is no less than exceptional.

We are seeking an experienced financial administrator who will share in our ethos and culture and has the ability to build strong relationships with our teams. You should have prior experience in a similar role, be confident and competent in the use of IT, possess outstanding communication skills and a proven ability to work at pace with high levels of accuracy.

This is an exciting role that has the potential to offer an extended career path for those who may be interested in a future career in school business management or financial management at the Trust level.

Thank you for considering a career with Cheshire Academies Trust. This is a wonderful place to learn and work and we look forward to the possibility of you bringing your expertise and enthusiasm to our team. We are very happy to discuss any aspect of the role with potential candidates. If you would like to arrange an informal discussion, please contact our CFO lucijones@cheshireacademiestrust.co.uk

Warm regards,

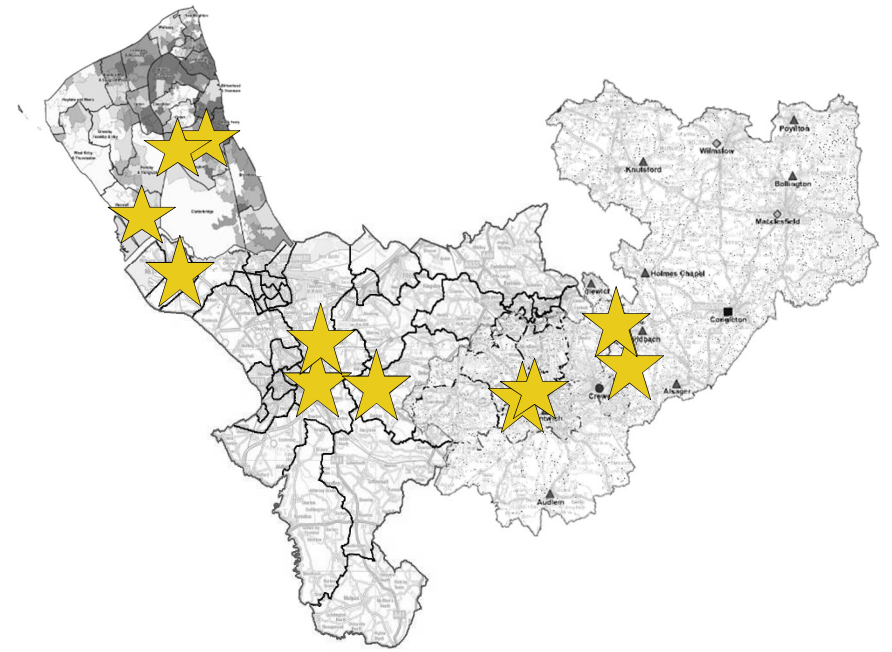
A handwritten signature in black ink that reads "Steve Ellis". The signature is fluid and cursive.

Steve Ellis
CEO

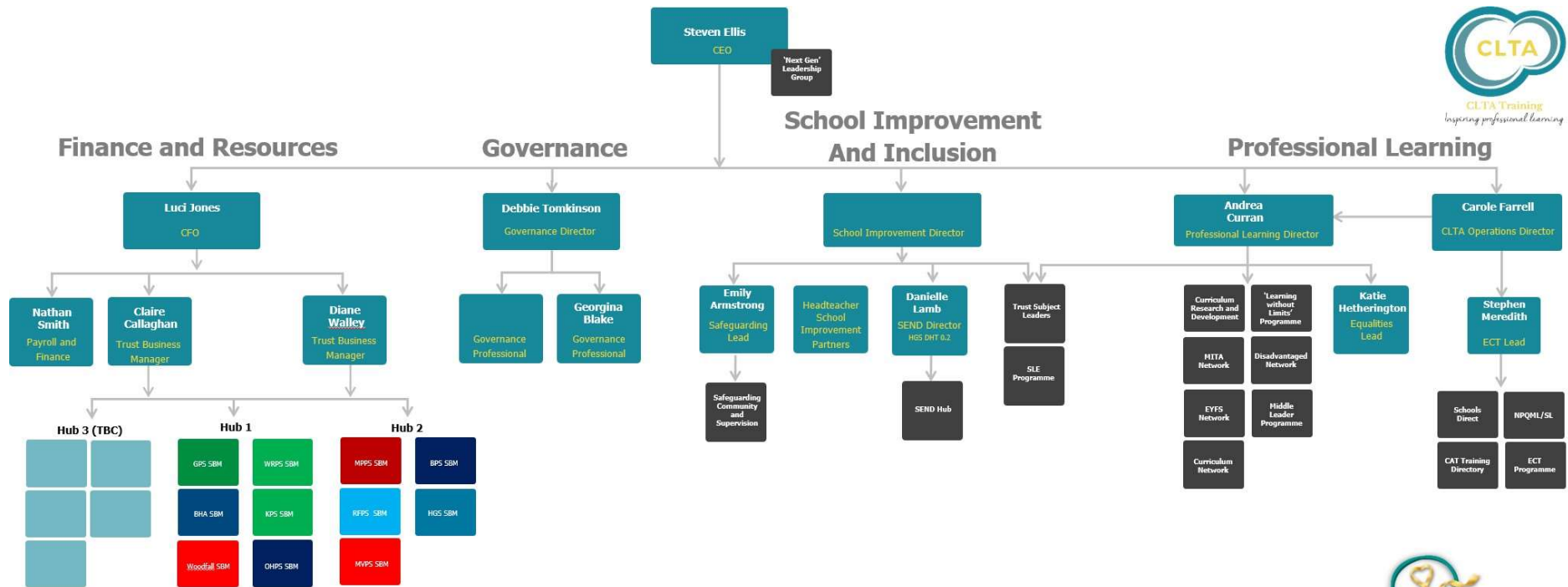




Our Schools and Teaching School (CLTA):



Central Team Structure:





Finance & Administration Officer Vacancy

Cheshire Academies Trust is seeking to appoint an experienced Financial Administration officer. Whilst you may not have experience of all areas of the role, you will have transferrable skills from existing employment and a desire to learn and take advantage of opportunities to develop. You will be able to work within a collaborative management organisation; supporting colleagues with financial and administrative tasks and processes, whilst taking responsibility for your own area of work.

This role is predominantly home-based with IT and workstation equipment provided. Occasionally the successful candidate may be asked to work from one of our Trust schools or to attend meetings at venues across Cheshire or Wirral. We have a 37 hour working week and whilst we can offer some flexibility in working hours the majority of hours should be undertaken whilst our schools are in operation (9am – 5pm). This role is for 40 weeks per year meaning the successful candidate will work during the 39 weeks our schools are open plus an additional week to be agreed with the CFOO. Alternatively, we would be willing to consider a 4 day week worked over a full-year for the right candidate.

Key Responsibilities:

- **Financial Administration:** undertake finance admin tasks in support of the work of the wider team and specific academies as needed,
- **General Administration:** undertake a wide range of administrative tasks in support of colleagues in the central team,
- **Culture and Values:** Embody and promote the Trust's ethos to 'inspire hearts and minds' in order to support the Trust's strategic objectives and growth plan.

The Ideal Candidate Will Possess:

- Experience in a financial administration role
- Confidence and competence in using Microsoft packages, in particular Teams and excel
- The ability to communicate effectively with colleagues at all levels of our organisation
- The ability to work at pace, flexibly and with high levels of accuracy
- A willingness to work as part of a team that gets things done!
- A drive to provide a high-quality service for our schools

We Offer:

- A supportive, committed Trust community
- A culture that values and nurtures professional growth and career opportunity
- A permanent contract (subject to a successful 6-month probationary period)
- 26 days paid holiday increasing to 31 days after 5 years' service plus bank holidays
- Annual salary progression within a national pay scale (performance-related)
- Membership of the Local Government Pension Scheme
- An annual flu vaccination
- Access to our 'green schemes' including cycle to work, electric cars and white goods

Application Process:

Interested candidates are invited to submit an application and a covering letter, outlining your suitability for the role to our Chief Finance & Operations Officer (CFOO), Luci Jones at lucijones@cheshireacademiestrust.co.uk. We are looking to appoint the successful candidate from Monday 2 September.

Cheshire Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS check and satisfactory references.

Job Description

To provide a range of financial and administration support to central team, and school based colleagues under the guidance of senior team members.

Post:

Finance &
Administration
Officer

Contract:

37 hours per
week, 40
weeks per
year (term
time + 2
weeks)

Salary:

Grade 5

SCP 6-11

Pro rata salary

£21,144 -

£23,510 (pay

award

pending)

Full-time

equivalent

salary £23,893

- £25,979 (pay

award

pending)

Location:

Hybrid

(mostly

home-based

with

occasional

requirement

to travel to

schools in

Cheshire and

Wirral)

Reports to:

CFOO

- undertake a wide range of financial administration tasks including raising and approving invoices, processing journal and producing payroll reconciliations
- assist in administration across various management information systems
- assist Trust Business Managers with month and year end tasks and activities
- assist the CFOO in the production of reports and returns, ensuring Trust systems are robust and meet compliance and audit requirements
- organise meetings and take minutes as needed
- provide administrative support for colleagues in the wider central team
- provide financial administration support for schools to support in instances of staff absence or periods of high demand
- liaise with school-based colleagues and external agencies
- Maintain and update Trust files, Single Central Record and staff records to ensure that accurate information is stored securely and available for use by appropriate person
- Assist in administration across various management information systems
- Be aware of and support difference and ensure equal opportunities for all
- be a proactive member of the team, contributing to our ethos and culture
- participate in training and other learning activities and performance development as required.
- To perform other duties considered reasonable, that are commensurate with the grading and designation of the post

This job description will be reviewed regularly and may be subject to amendment or modification at any time following consultation with the post holder. It is not a definitive list of tasks but covers the main responsibilities in relation to the post holder's duties.

Person Specification

Knowledge and or Experience		Essential	Desirable
	<ul style="list-style-type: none"> Experience in a financial administrator role in Education, the public or private sector in administration finance and/or human resources 	✓	
	<ul style="list-style-type: none"> Knowledge and experience of financial and budget management procedures and systems 	✓	
	<ul style="list-style-type: none"> Knowledge and experience of administrative procedures 	✓	
	<ul style="list-style-type: none"> Adept at using Microsoft Excel Knowledge and experience of Access Finance & Budgeting, SIMs and/or Civica HR 	✓	✓
	<ul style="list-style-type: none"> Knowledge of management information systems, database and spreadsheet applications 	✓	
	<ul style="list-style-type: none"> Recognised financial/accountancy qualification and/or professional qualification to degree level or equivalent 		✓
Skills/Abilities: Interpersonal		Essential	Desirable
	The successful candidate should be able to:		
	<ul style="list-style-type: none"> analyse information and communicate effectively both orally and in writing 	✓	
	<ul style="list-style-type: none"> provide support and work as part of a high performing team 	✓	
	<ul style="list-style-type: none"> be approachable and flexible 	✓	
	<ul style="list-style-type: none"> develop good relations with staff and other stakeholders 	✓	
	<ul style="list-style-type: none"> devolve responsibilities, delegate tasks and monitor outcomes 	✓	
	<ul style="list-style-type: none"> seek advice and support when necessary 	✓	
Skills/Abilities: Other		Essential	Desirable
	The successful candidate should be able to:		
	<ul style="list-style-type: none"> have good decision-making skills, after collecting and weighing up evidence 	✓	
	<ul style="list-style-type: none"> have a high level of ICT skills, in particular the ability to use Microsoft Office software 	✓	
	<ul style="list-style-type: none"> be able to develop innovative practice 	✓	
	<ul style="list-style-type: none"> have good organisation and planning skills 	✓	
	<ul style="list-style-type: none"> be able to manage a range of priorities and prioritise responses 	✓	
	<ul style="list-style-type: none"> work unsupervised 	✓	
	<ul style="list-style-type: none"> be able to work to deadlines with high levels of accuracy 	✓	
Attributes		Essential	Desirable
	<ul style="list-style-type: none"> Flexibility and a willingness to adapt to changing circumstances 	✓	
	<ul style="list-style-type: none"> Resilience, enthusiasm, energy and vigour 	✓	
	<ul style="list-style-type: none"> Honesty, reliability, integrity and commitment 	✓	
	<ul style="list-style-type: none"> Intellectual ability 	✓	
	<ul style="list-style-type: none"> A sense of humour and perspective 	✓	
	<ul style="list-style-type: none"> A commitment to their own professional development and a willingness to undertake further training 	✓	
Equal Opportunities		Essential	Desirable
	<ul style="list-style-type: none"> Awareness, understanding and commitment to the pursuit of equal opportunity, anti-racism and in the terms of service and delivery and employment practice 	✓	
	<ul style="list-style-type: none"> A willingness to share expertise with colleagues and positively assist their development 	✓	
Work Related Circumstances		Essential	Desirable
	<ul style="list-style-type: none"> Be willing to undertake further training and development, as necessary in order to enhance service delivery 	✓	
	<ul style="list-style-type: none"> Willingness to share information and expertise with other staff 	✓	

Candidates will be expected to outline their suitability for the role, aligned to both the job description and person specification via their letter of application. The interview process will be designed to offer candidates further opportunities to share and expand on their skills and experience. Shortlisted candidates will be required to provide evidence of their qualifications at interview and any offer of employment will be on receipt of acceptable references. The school may choose to make social media checks on shortlisted candidates, in line with Keeping Children Safe in Education 2023 (KCSIE 23) guidance.

How to apply

If you believe you are the ideal candidate for our Finance and Administration Officer vacancy and would like more information or to have an informal discussion, please email Luci Jones at lucijones@cheshireacademiestrust.co.uk

To apply, kindly complete the application form and submit it alongside a letter of application (not exceeding two A4 pages) that highlights your skills, qualifications, and experience relevant to the job description and person specification. Please send these documents to Luci Jones at lucijones@cheshireacademiestrust.co.uk Note that we do not accept CVs and applications that include a CV will not be considered.

Cheshire Academies Trust is fully committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, and third parties to share this commitment. The recruitment process will involve safer recruitment practices, pre-employment background checks, and is subject to the receipt of satisfactory references prior to interview. Shortlisted candidates must provide proof of qualifications at the interview. An enhanced DBS check is also required and will be conducted before final confirmation of appointment.

We welcome applications from all suitably qualified candidates. Please be advised that we are unable to provide feedback on the shortlisting process. If you do not hear from us by, please consider your application unsuccessful on this occasion.

Post Start Date:

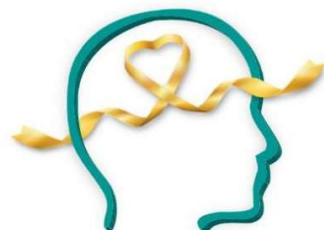
September 2024

Closing Date: Friday 19th July at midday

Shortlisting: Friday 19th July

Interviews: Thursday 25 July

We reserve the right to close advertisements early. Advertisements will therefore close at 9am either on the advertised closing date, or the day the decision has been taken to close the advertisement early.



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