



BEST

BEDFORDSHIRE
SCHOOLS TRUST

BEST Central Team Application Pack

BEST Finance Co-Ordinator (Subsidiaries)





CONTENTS

1. Introduction
2. About BEST
3. Our Schools and Nurseries
4. How to Apply
5. Job Description
6. Person Specification

www.bestacademies.org.uk



INTRODUCTION

Welcome to the Bedfordshire Schools Trust and thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our trust or any of our academies, please contact:

Alison Austin
BEST Operations Manager
aaustin@bestacademies.org.uk
Tel: 01462 413512

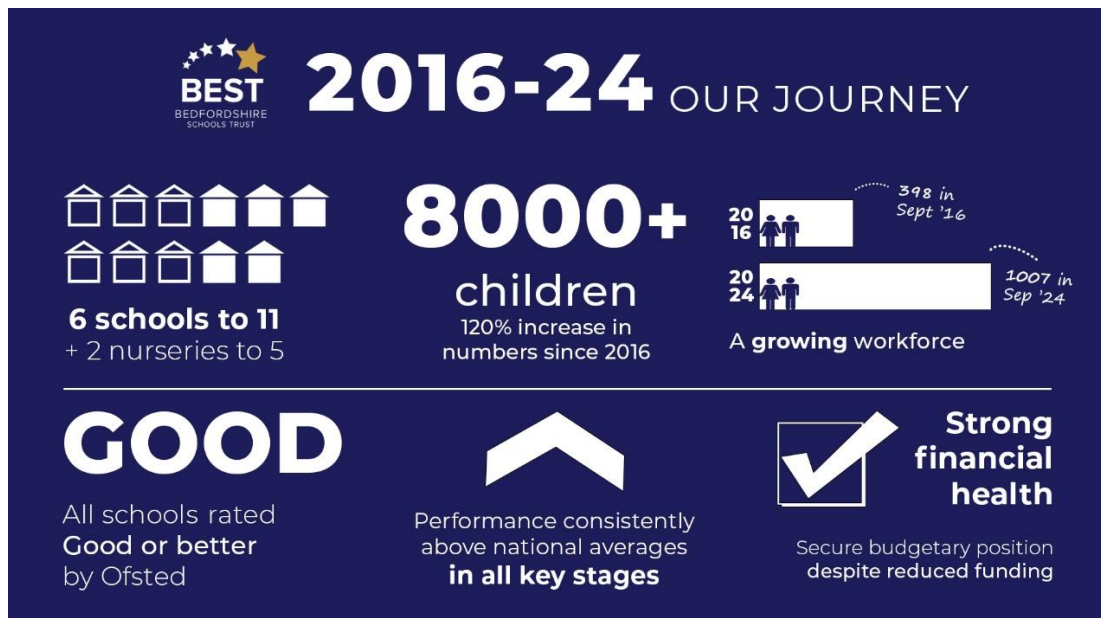
Bedfordshire Schools Trust
Shefford Road, Clifton, Shefford, Bedfordshire SG17 5QS
www.bestacademies.org.uk



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across a community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.



It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.



As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



OUR SCHOOLS AND NURSERIES

The 11 schools that make up the BEST family are:

- Campton Academy, Campton
- Castle Newnham, Bedford
- Etonbury Academy, Arlesey
- Gothic Mede Academy, Arlesey
- Gravenhurst Academy, Upper Gravenhurst
- Langford Village Academy, Langford
- Lawnside Academy, Biggleswade
- Pix Brook Academy, Stotfold
- Robert Bloomfield Academy, Shefford
- Samuel Whitbread Academy, Clifton
- St Christophers Academy, Dunstable

We also have five nurseries:

- BEST Nursery (Arlesey)
- BEST Nursery (Langford)
- BEST Nursery (Shefford)
- School-based nursery provision at Gothic Mede Academy
- School-based nursery provision at St Christophers Academy



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online (*) via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: midnight, Sunday 12th January 2025

Interview date: Thursday, 16th January 2025

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Finance Co-Ordinator (Subsidiaries)
Based at	BEST House
Salary/Grade Range	NJC Level 4E Point 17 to 22 (actual £18,541 to £20,141; FTE £30,060 to £32,654 pro-rata)
Responsible to	Chief Financial Officer
Hours	25 hours a week, term time only (including five training days), plus 2 weeks (42 weeks a year)

Purpose of Role

This is an important role helping the Trust to meet the challenges faced in education with regard to financial management, accounting and compliance. You will be working in the central team supporting the BEST Executive Team and the Finance Assistants in our nurseries and charity to ensure accurate recording and monitoring is achieved and all statutory requirements are met.

Duties and Responsibilities

- To assist the Chief Financial Officer in managing the finance function across the Trust subsidiaries and ensure the preparation of year-end management accounts.
- To provide advice, support and cover across the Trust subsidiaries and to provide training to new staff in relation to the operation of the Trust financial systems.
- To assist the Trust Chief Financial Officer in forward budget planning across the Trust subsidiaries including the preparation of annual budgets, producing annual forecasts and carrying out year-end procedures.
- To produce data and reports on financial matters as required by the Chief Financial Officer, Directors, Auditors, Principals and other budget holders; attending finance meetings as required.
- To co-ordinate the responses from nurseries and the charity for the purposes of the annual audit and to prepare supporting financial schedules for preparation of the Trust Financial Statements.
- To process and maintain accurate and complete records of income and expenditure within the Trust Executive account and/or the Trust Subsidiary accounts.
- To monitor income and expenditure across the Trust subsidiaries.



- To plan and monitor cash flow across the Trust Subsidiaries and implement debtor and creditor policies and procedures.
- To support the subsidiaries with preparation of bank reconciliation reports, and any other financial returns required either statutorily or by the Trustees.
- To assist the Chief Financial Officer in the management and development of the Trust's computerised financial systems and on-line banking, ensuring security of access and data at all times, and monitoring Trust subsidiaries bank balances.
- To assist in ensuring payroll payments are accurate and finance systems are updated of the expenditure in a timely manner.
- To collate financial information relating to bids for external funding.
- To maintain financial policies and procedures.
- To manage and liaise with auditors to ensure timely preparation of BEST Trust/Subsidiary year end including preparation of the trial balance and supporting financial schedules for preparation of the Financial Statements.
- To work at all times in accordance with the Trust's agreed financial procedures.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To provide cover within the central finance team and across schools if required.
- To undertake any other duties of a similar level and responsibility as may be required.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the BEST Chief Financial Officer to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Finance Co-Ordinator (Subsidiaries)

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level with Maths and English at Grades A* - C or equivalent • AAT Qualification 	<ul style="list-style-type: none"> • ACA, ACCA, CIMA qualification or Maths university degree
Professional Experience	<ul style="list-style-type: none"> • Experience of working in finance within the last 5 years • Previous experience of accounting software • Previous experience of financial management 	<ul style="list-style-type: none"> • Professional Experience of working in an education context • Experience of delivering to a range of stakeholders/ customers
Professional Knowledge, Skills and Understanding	<ul style="list-style-type: none"> • Good interpersonal and communication skills • Ability to work collaboratively with a range of colleagues • Good organisational skills and ability to work with autonomy within set boundaries • Ability to use appropriate financial software and MS Office suite 	<ul style="list-style-type: none"> • Knowledge of SAGE, IMP and PS Financials accounting software



Personal Qualities	<ul style="list-style-type: none"> • Ability to apply knowledge to new field • Attention to detail • Self-motivated • Reliable and punctual • Ability to work to fixed deadlines • Ability to prioritise and manage own workload • Ability to work as part of a team and willing to be flexible 	
Physical	<ul style="list-style-type: none"> • Ability to travel locally between BEST nurseries, academies and other venues, as required 	
Other	<ul style="list-style-type: none"> • Appropriate DBS clearance (before post is taken up) 	<ul style="list-style-type: none"> • Knowledge of relevant safeguarding/child protection legislation and best practice • Values and respects the views and needs of children and young people

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

