



# BEST

BEDFORDSHIRE  
SCHOOLS TRUST

## BEST Central Team Application Pack

### BEST Finance Co-ordinator





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# 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:

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**BEST Operations Manager**  
**[aaustin@bestacademies.org.uk](mailto:aaustin@bestacademies.org.uk)**  
**Tel: 01462 413512**

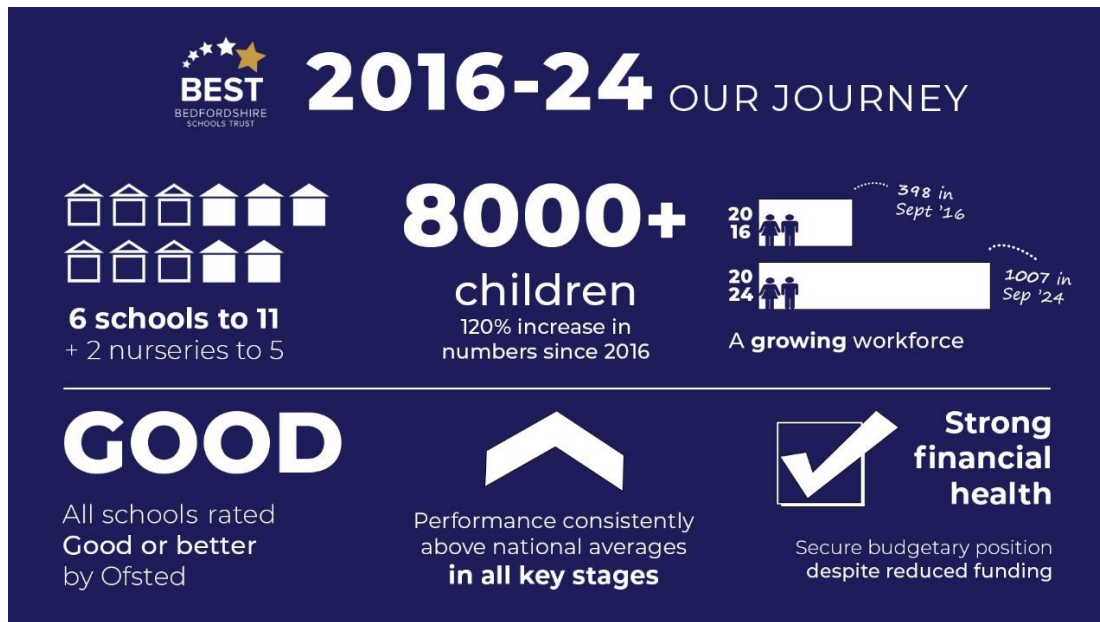
**Bedfordshire Schools Trust**  
Shefford Road, Clifton, Shefford, Bedfordshire SG17 5QS  
[www.bestacademies.org.uk](http://www.bestacademies.org.uk)



# 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](http://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](http://www.mynewterm.com) before the closing date.

**Closing date:** midnight, Sunday 19<sup>th</sup> January 2025

**Interview date:** Monday 27<sup>th</sup> 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

<b>Job Title</b>	Finance Co-Ordinator
<b>Based at</b>	BEST House
<b>Salary/Grade Range</b>	CBG09 Pt 24 to Pt 27 (actual £27,822 to £30,028; FTE £34,314 to £37,035)
<b>Responsible to</b>	Chief Financial Officer
<b>Hours</b>	30 hours a week, full year (52 weeks)

## 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 schools and nurseries to ensure accurate recording and monitoring is achieved and all statutory requirements are met.

You will be responsible for delivering the work programme set by the Chief Financial Officer to ensure there is effective financial control across the Trust.

## Duties and Responsibilities

- To assist the Chief Financial Officer in managing the finance function across the Trust and ensure the preparation of the consolidated year end management accounts.
- To provide guidance and instruction across the Trust and to provide training to new staff in relation to the operation of the Trust financial systems. To provide ongoing training to schools on accounting principles and IT software updates.
- To assist the Trust Chief Financial Officer and finance staff in schools in forward budget planning across the Trust including the preparation of annual budgets, producing annual forecasts and carrying out year-end procedures.
- To manage the budgeting software for all schools to ensure all rates and assumptions are current and accurate.





- 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 assist in the preparation of the consolidated Trial Balance to check and transact year-end adjustments from schools and liaise with auditors through out to ensure clear, organised information is provided and working papers where applicable.
- Responsible for all statutory returns for all locations including VAT, TP, AAR and Annex G.
- To oversee the academies preparation of bank reconciliations, VAT reports, forecasting reports and any other information needed to complete financial returns required statutorily. Provide information as required by Trustees.
- Responsible for maintaining the Fixed Asset Register for the whole Trust.
- Responsible for transacting and maintain accurate records of capital transactions for all schools.
- To process and maintain accurate and complete records of income and expenditure, including GAG income, payroll and grants, within the Trust Executive account for all schools.
- To monitor income and expenditure across the Trust, instructing and advising schools where further investigation is needed.
- To consolidate, plan and monitor cash flow across the Trust and implement debtor and creditor policies and procedures.
- 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 school bank balances.
- To manage bank users across the Trust. Adding and removing users and ensuring users have the correct access and permissions.
- To collate and check all payments initiated by schools and release all payments in the bank.
- To ensure payroll payments are accurate and finance systems are updated of the expenditure in a timely manner. To enter monthly journals and reconcile payroll across the Trust.
- To administer the Trust credit card scheme, adding and removing card holders and reviewing credit limits.
- 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 Subsidiary/Nurseries 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 provide interim cover for school-based finance staff if required.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as 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 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**

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> <li>• Educated to GCSE level with Maths and English at Grades A*-C or equivalent</li> <li>• AAT Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• ACA, ACCA, CIMA qualification or Maths or other relevant university degree</li> </ul>
Professional Experience	<ul style="list-style-type: none"> <li>• Experience of working in finance, within the last 5 years.</li> <li>• Previous experience of accounting software</li> <li>• Previous experience of financial management</li> <li>• Experience of working in a school environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supervising others</li> </ul>
Professional Knowledge, Skills and Understanding	<ul style="list-style-type: none"> <li>• Competent in using Excel</li> <li>• Good interpersonal and communication skills</li> <li>• Good organisational skills</li> <li>• Ability to present information in a logical, clear and concise format</li> <li>• Ability to work collaboratively with a range of colleagues</li> <li>• Ability to work with autonomy within set boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of PS Financials, IMP Budgeting and SAGE accounting software</li> </ul>



	<ul style="list-style-type: none"> <li>• Ability to manage and prioritise own workload and supervise others.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Willingness to undertake further training</li> <li>• Willingness to be flexible</li> </ul>	
Physical	<ul style="list-style-type: none"> <li>• Ability to travel locally between BEST academies and other venues, as required</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Appropriate DBS clearance (before post is taken up)</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of relevant safeguarding/child protection legislation and best practice</li> <li>• Values and respects the views and needs of children and young people</li> </ul>

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

