



ATHENA
LEARNING TRUST

Finance Analyst

Applicant Pack

Closing date:

27th August 2024

Interview date:

week commencing
3rd September 2024



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility, and be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:	Finance Analyst (Cornwall)
Job Base:	Working from home / School Based (tbc)
Closing Date:	27/08/2024
Interview Date:	WC 03/09/2024
Vacancy Start Date:	ASAP
Contract Type:	Permanent
Salary:	£35,393 - £39,443 £18.35 - £20.45 ph



Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Car Schemes: car schemes that cater to your commuting needs

Perkbox: discounts, benefits, and rewards to enhance your lifestyle

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

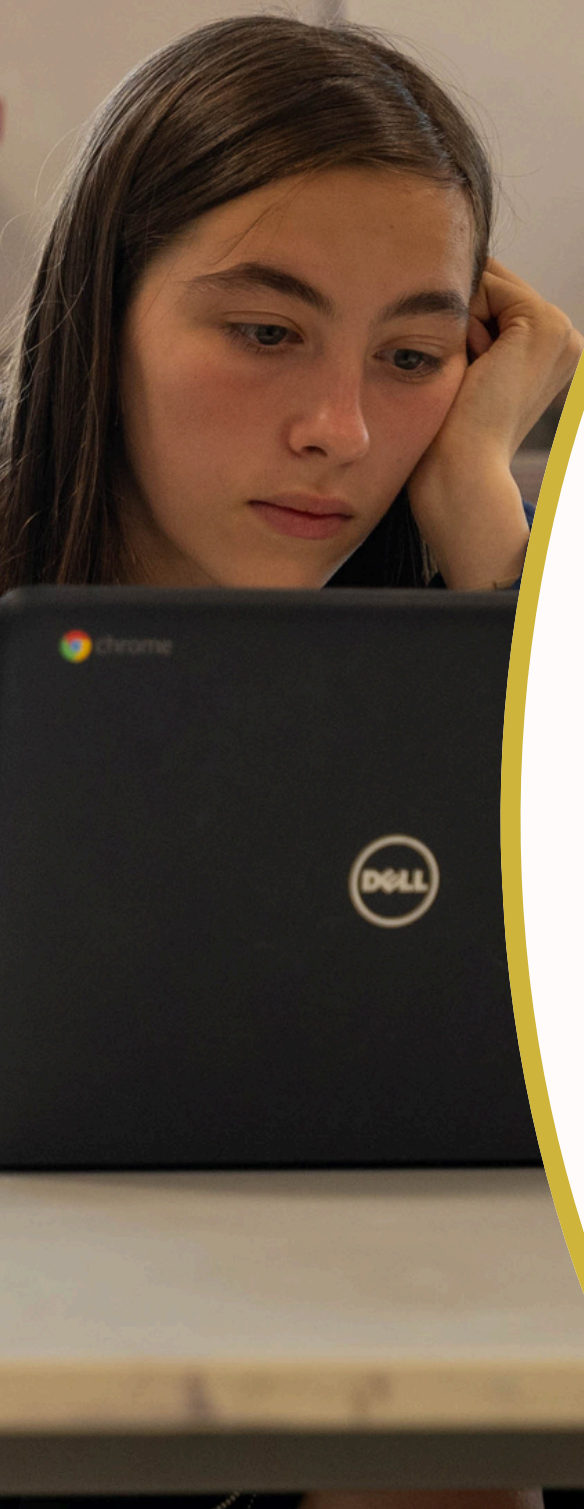
flexible working to promote work-life balance where possible



Role Summary

The Finance Analyst will be responsible for the production of annual budgets, forecasting outturns and monitoring reports for schools within the Trust, in order to deliver a robust financial position.

They will support the Principals with financial decision making and planning and will support the Head of Finance to ensure the effective operation of the finance function within the central team and across Trust schools, ensuring compliance with legal and financial regulations and the Trust's financial policies and procedures.



What you will be doing

Build Knowledge

- Collaborate with Principals and budget holders to develop a three-year financial budget.
- Work on improving the accuracy of management accounts.
- Provide a knowledge hub on school statutory funding to maintain up-to-date information.
- Conduct their own CPD to remain up to date on industry compliance and best practice.

Build Trust

- Ensure robust financial management and compliance in accordance with regulations.
- Attend governing body meetings to report on financial performance.
- Support Principals with forecasting, budgeting, and planning.
- Line management of other staff as required, including finance administrators.

Prioritisation

- Identify savings within the financial budget to support medium-term financial plans.
- Address budget variances and review expenditure and income.
- Monitor capital projects and liaise with external contacts.
- Compile Statutory Returns on behalf of the Trust as required.
- Prepare ad-hoc documents to support financial decision-making.

Clarity and Energy

- Prepare reports for governing body meetings, offering clarity on financial performance.
- Contribute to the financial efficiency of the Trust by continually reviewing policies and procedures.
- Remain vigilant about safeguarding and child protection to ensure student safety.

Follow Up

- Attend governing body meetings to provide outturn reports, budgeting reports, and monitoring reports.
- Provide ongoing support for the year-end audit process.
- Undertake training provided by the Trust for skill enhancement and development.
- Report any issues or concerns to immediate line managers, contributing to child protection.

How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role
- To be aware of and work in accordance with the School's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

Be Kind

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main 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 a manager to undertake work of a similar level that is not specified in this job description. You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

Good levels of literacy and numeracy

Financial Qualification

Educated to A level or equivalent

Experience

Relevant experience in a similar financial role

Experience in an educational setting

Competent use of IT systems and equipment

Ability to work to deadlines in a fast paced environment

Excellent organisational skills

Good verbal and written communication skills

Proactive and collaborative

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference in a rewarding and meaningful career in education.