



TRUE LEARNING
PARTNERSHIP



Financial Controller

Salary information

NJC Grade 11 role: 37 hours per week (full year)

Actual Salary range: £46,581 - £53,289 FTE

Closing date for applications: 12th January 2025

Interviews: Week commencing 20th January 2025



Dear applicant,

Thank you for your interest in the position of Financial Controller at TRUE Learning Partnership (TLP).

This is an exciting time to join our growing corporate team, where you will support the schools that comprise our Trust.

The True Learning Partnership is responsible for five schools (three primary and two secondary) set in a beautiful region spanning the Cheshire – Derbyshire border. Our schools are all rated Good by Ofsted, continuously self-improving, and very popular. We work collaboratively and with a real community focus, providing an excellent education in settings where all pupils can flourish. We're proud of what we've achieved to date, and are excited about the next phase of our journey.

As Financial Controller you will be key member of the finance team, providing the Chief Financial Officer with assistance in the professional management of financial services. You will ensure the provision of timely and accurate financial reporting and will oversee the accounting activities of the Trust.

You will provide line management to the finance team and will maintain strong financial controls throughout all financial operations. You will support the Chief Financial Officer in providing financial advice and assistance to the executive team, school senior leaders, local governing bodies and other colleagues to enable the Trust to make best use of its financial resource.

Please see the Job Description & Person Specification for more details.

This role allows for hybrid working between the central office and home, however the successful candidate will also need to be able to travel to all current and new Trust schools as required.

To apply, please submit your application via My New Term. Your supporting statement should detail the skills, experience, knowledge, and personal qualities you would bring to the role.

We very much look forward to receiving your application to join our team.



Alison Ferneyhough
Director of People & Culture

JOB DESCRIPTION

JOB TITLE: Financial Controller

GRADE/SCALE NJC 11 (pts 35 – 40)

HOURS/FTE: 37 hours per week

WEEKS: 52 weeks per year

RESPONSIBLE TO: Chief Financial Officer

CORE PURPOSE

The Financial Controller is a key member of the finance team, providing the Chief Financial Officer with assistance in the professional management of financial services. They will ensure the provision of timely and accurate financial reporting and will oversee the accounting activities of the Trust.

They will provide line management to the finance team and will maintain strong financial controls throughout all financial operations. They will support the Chief Financial Officer in providing financial advice and assistance to the executive team, school senior leaders, local governing bodies and other colleagues to enable the Trust to make best use of its financial resource.

MAIN RESPONSIBILITIES

| | Financial Reporting & Accounting |
|--|---|
| | To ensure the accurate and timely completion of consolidated and individual school management accounts. |
| | Ensure reconciliation of all balance sheet control accounts on a monthly basis, providing review of schedules and ensuring discrepancies are investigated and resolved. |
| | To manage the team to ensure timely completion of all their tasks and providing assistance if necessary to meet reporting deadlines. |
| | Lead on development and continuous improvement of month end schedules, reconciliations and processes. |
| | Ensure all financial systems and accounts structures, including chart of accounts, are up to date and support all accounting and reporting needs of the Trust. |
| | Conduct variance analysis in conjunction with finance colleagues, budget holders and Headteachers and provide commentary to the management accounts for each school and central budget. |
| | To monitor capital income and expenditure and ensure the accurate and timely reporting and accounting of all capital transactions. |
| | To prepare cashflow statements and forecasts and provide assistance to the CFO in treasury management decisions and monitoring. |
| | Prepare the Trial Balance for year-end including preparation of journals, schedules and reconciliations for each school and the central budget. |
| | To liaise with external audit on the production of the annual statutory accounts and to ensure there are no irregularities and uncorrected errors and assist in the delivery of year end audit. |
| | Understand, post and reconcile all year end audit adjustments. |
| | To prepare Trust financial returns as required by the DfE, Companies House and HMRC including the BFR, SCA return and Academy Accounts Return. |

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|---|---|
| | Carry out calculations and provide monitoring and reporting to ensure ongoing compliance with VAT and Corporation Tax thresholds and requirements. |
| | Assist the CFO in the preparation of the Committee and Trust Board papers as required. |
| | Assist with fixed asset register project, ensuring correct posting of additions, disposals and accounting of monthly depreciation. |
| | |
| | Budgeting & Forecasting |
| | Prepare and review forecasts in line with Trust timetables and provide associated commentary within the accounts. |
| | Ensure working budgets (forecasts) are regularly updated and reconciled to key data such as funding allocations, pupil numbers, payroll and staffing records. |
| | To work collaboratively with Headteachers and other key personnel to develop annual budgets and longer-term forecasts and ensure their reporting and approval is in line with the requirements of the Trust Board and Academies Financial Handbook. |
| | In liaison with school Finance teams, support delegated budget holders in budget planning and management including assistance with calculations in relation to pay, funding etc and provision of financial reports. |
| | To assist in the preparation of the consolidated annual budget and forecasts and produce analysis and reports as required by the CFO. |
| | |
| | Financial Management & Operations |
| | To approve expenditure in line with the Scheme of Delegation and ensure ongoing compliance with Financial Regulations in relation to procurement. |
| | Ensure that all VAT is reclaimed and accurately accounted for. |
| | Liaison with Internal Auditors (or other auditors as required) in relation to financial audits, providing information and assistance as required and ensuring implementation of recommendations in related areas. |
| | Attend meetings with Headteachers or key personnel within the Trust as required to provide budgetary support and management accounts feedback. |
| | Attend School Governing Body meetings as required to present annual budgets, forecasts and other financial information as required. |
| | Act as an Administrator and key contact for banking and finance system arrangements. |
| | To ensure the provision of customer focused financial services through the work of the finance team; ensuring a strong internal system of control and effective end to end processes. |
| | To line manage members of the finance team; conducting appraisal, setting objectives, delegating work, managing performance, and providing development as required. |
| | Ensure all activities are carried out in line with the Trust's Scheme of Financial Delegation and ESFA's Academies Financial Handbook |
| | Undertake adhoc financial projects as required, including but not limited to assistance with funding bids, due diligence, analysis and investigation and procurement projects. |
| | Assist the CFO in the continuous improvement and implementation of financial systems and processes, collaborating with Finance peers, sharing of best practice and acting as lead in roll out/implementation of projects. |
| | Work flexibly, attending meetings or other events at Trust sites and providing cover as required. |
| | Deputise for the Chief Financial Officer as required. |
| Notwithstanding the detail in this job description, in accordance with the School/Trust's Flexibility Policy the job holder will undertake such work as may be determined by the CEO from time to time, up to or at a level consistent with the main responsibilities of the job. | |

Trust expectations for all employees

- To comply with and uphold, in all respects, the Trust’s code of practice on equality and diversity.
- To take appropriate responsibility and action for safeguarding.
- Act in accordance with the code of conduct and key policies including the Trust’s Health and Safety Policy and Data Protection Policy.
- Demonstrate tact and diplomacy on all interpersonal relationships with the public, students, parents and colleagues.
- Demonstrate a commitment to continuous professional development.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the day.
- To undertake such other duties as the Trust Leader may require from time to time.

This job description is not intended to be a complete list of all duties and responsibilities of this role. The post holder may be required to carry out other duties and related tasks, the responsibility level of any other duties should not exceed those outlined above.

Note: *This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.*

| Person Specification Financial Controller | | |
|---|---------------------------------|-------------------|
| Selection Criteria | Essential/ Desirable | Assessment |
| Experience | | |
| Experience of preparing, leading and managing budgets and forecasts. | E | AI |
| Significant experience in the preparation of financial reports and accounts. | E | AI |
| Working with senior stakeholders to provide advice and support in relation to financial matters. | E | AI |
| Leading and developing a successful team. | E | AI |
| Coordinating month end processes; ensuring timely production of monthly reporting. | E | AI |
| Experience of year end processes including preparation of the trial balance and financial information for external audit and annual accounts. | E | AI |
| Using a variety of IT systems and packages including Finance packages. | E | AI |
| Experience of working to deadlines and managing simultaneous projects | E | AI |
| Experience of driving improvements in processes and systems | E | AI |
| Developing and managing relationships with external agencies such as external and internal audit. | D | AI |
| Worked within an educational or similar establishment | D | AI |
| Managing a team across multiple sites | D | AI |
| Presenting financial information at Committee/Governing Body level | D | AI |
| Qualifications/Training | | |
| 5 GCSEs Grade C or above including English and Mathematics | E | AD |
| Hold a relevant financial or accountancy-based qualification, ICAEW, ACCA, CIMA or CIPFA | E | AD |
| A willingness to undertake formal training to obtain the necessary skills and knowledge for the role | E | AI |

| Knowledge/Skills | | |
|--|---|----|
| Highly numerate and technically competent | E | AI |
| Up to date knowledge of accountancy and professional codes of practice | E | AI |
| A high level of organisational skill, including the ability to work independently and collaboratively to support the work of colleagues and meet deadlines | E | AI |
| Ability to work autonomously and lead on projects | E | AI |
| Excellent IT skills with the ability to investigate and develop the use of IT systems | E | AI |
| Excellent knowledge of Microsoft Excel | E | AI |
| Strong problem solving and reconciliation skills; ability to identify, investigate and resolve discrepancies and issues | E | AI |
| Ability to produce and present management and statistical information clearly in a way that can be understood by others, both written and verbally. | E | AI |
| Excellent management skills | E | AI |
| Knowledge of public finances, procedures, practice and regulations (preferably within Education) | D | AI |
| Knowledge of VAT | D | AI |
| Knowledge of GDPR and legislation surrounding the safeguarding of children | D | AI |
| Behavioural Attributes | | |
| Able to prioritise work and manage multiple tasks and projects simultaneously | E | AI |
| High level of initiative | E | AI |
| Able to deal with sensitive information in a confidential manner | E | AI |
| Able to provide challenge and influence in relation to financial matters | E | AI |
| Ability to work effectively as part of a team | E | AI |
| Flexibility and willingness to adapt to changing needs of the Trust/schools | E | AI |
| A desire to develop and improve systems and processes. | | |
| Ability to work well under pressure and meet deadlines | E | AI |
| Strong interpersonal skills, able to establish and maintain effective relationships with stakeholders | E | AI |
| Other | | |
| Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people | E | AI |
| Enjoys seeing young people learn in a positive climate and is committed to ensuring all students are supported in making progress | E | AI |
| Committed to own personal and professional development | E | AI |
| Full Driving Licence | E | AD |

Assessed by: A = Application form I = Interview D = Documentary Evidence

Information regarding the constitution of the Trust Board

The constitution of the Trust Board is set out in the Articles of Association. Trustees are appointed / elected or co-opted for a period of four years. The Chair of Trustees is elected every four years. Trustees appoint the Chief Executive Officer to assure the strategic intentions of the Multi Academy Trust.

The Chief Executive is also a trustee director of the Multi Academy Trust. As per the scheme of delegation, the CEO and Trustees work in partnership with the local governing bodies to appoint Headteacher's to take responsibility for the day-to-day management of the individual schools.

The regular meeting of Trust management and local Headteachers will be facilitated through the Trust Executive Strategic Group to help facilitate the sharing information and expertise, to aid efficient

working and to help provide creative solutions to the many challenges in the current educational landscape.

Why work for the Trust?

TRUE Learning is a community based, values focused, cross phased multi academy trust based across Cheshire and Derbyshire. All five academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. Our vision is a community based, values focused, learning organisation that meets the needs of all its members so that all will achieve. By working within our community clusters, we will ensure that every child that is presented to us at the age of 3 is the best they possibly can be by the time they leave us at 18.

All our schools have excellent road links from the M56, M60, M67, A6, A34 and A57 and nearby railway stations of Poynton, Hadfield, Disley, and New Mills Central. For those travelling from further afield, both Stockport railway station on the West Coast mainline and Manchester Airport are both nearby.

We are exceptionally proud of our staff and the dedication they display every day to support our students to reach their potential. Whether a member of our Leadership Team, Teaching Staff or Support Team – all have a vital role to play in providing an environment where we can provide world class education where all can achieve.

We offer highly competitive salaries, pension scheme membership, free on-site parking and regular social events. All staff are able to access discounted gym memberships and other negotiated benefits across the Trust.

The Trust provides an Employee Assistance Programme which offers a wide range of services including legal and wellbeing support for employees and their families.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. The CPD@TTLP programme enables all of our staff to access development opportunities across the Trust. Future goals and aspirations are supported through this programme to ensure that all staff are able to develop and achieve their own personal goals.

Staff wellbeing and providing a positive and healthy working environment is a key priority for us, as supporting all of our staff enables them to support all of our students. We are very pleased that our commitment to staff wellbeing has been recognised by the Valued Worker scheme which offers accreditation to workplaces where staff feel valued.

We are also committed to supporting mental health in the workplace by training a number of teaching and support staff across our Trust to be Mental Health First Aiders and through our work with the Time to Change programme which aims to end mental health discrimination in the workplace.

Information about our academy schools



Poynton High School

We are a very special school where the whole school team passionately believe in creating a school that truly meets the needs of all in our learning community. This is embodied in our mission statement which serves to guide us in the long-term planning for our school.

“We will inspire and empower all in our learning community to fulfil their individual potential and ambitions so that all are able to be active and successful citizens in our global society”

This can be summed up in three words, INSPIRE ACHIEVE CELEBRATE and is applied to every aspect of our work. We aim to inspire our young people in all of our work so that they may achieve their full potential and at the heart of this lies a truly celebratory culture; we aim to inspire our team, so that you can achieve, and we celebrate every achievement for everyone - staff and student. (Matthew Dean, Head Teacher)



Lostock Hall Primary School

We are a growing (205 students) Primary School, serving children from the age of 3 to 11. We are a safe, stimulating and friendly school which provides an inclusive, calm, caring and productive learning environment. Our aim is to challenge and support each other and every child to help them realise their potential and to make a positive difference to their lives. Children leave Lostock Hall Primary school very well prepared for their future learning at secondary school and beyond.

Through our guiding principles of Be Ready, Be Respectful and Be Safe we deliver a carefully designed curriculum which progressively meets the needs of our children through fun learning and leads to excellent outcomes. (Graham Hamilton, Head Teacher)



Disley Primary School

Our school is a very special place to be. We pride ourselves on being a happy, caring school where each child is valued as an individual. We aim to provide a stimulating learning environment which allows every individual to fulfil his/her potential.

We constantly seek exciting ways of delivering both the Foundation Stage and National Curriculum requirements, along with opportunities for social and moral development. Our children are at the heart of everything we do. (Jake Nicklin, Headteacher)



Glossopdale School

Our School is a warm and caring community for all of our 1244 students, from when they join us in Year 7 to when they leave us in Year 13. We are a school that has the highest expectations of students and ourselves, where every student is expected to work hard, behave well and contribute positively to the school community.

Our core purpose is to support students of all abilities and backgrounds to develop high aspirations and achieve their potential. We do this by nurturing and building ambition for our students, we open opportunities, broaden horizons and introduce challenges ensuring everyone can thrive, both academically and personally, to be the best that they can be.

We are in the very fortunate position to work within a new purpose-built school which opened in September 2018. This has benefitted staff and students in so many ways. Our students learn in a modern, open and inclusive environment which has been designed to reflect and compliment the local landscape. (Debbie McGloin, Executive Head Teacher)



Hague Bar Primary School

Here at Hague Bar Primary School, we have worked hard to develop a school which provides an excellent education by helping each child to achieve her or his full potential. Our skilled staff foster a happy and caring atmosphere, where children can succeed through our personalised learning process, ensuring no child is left behind.

The origins of Hague Bar Primary School stretch all the way back to 1854, with a school which was in existence at the Strines Print Works. Hague Bar Primary School is just inside the Derbyshire border. It lies between the town of New Mills in Derbyshire and Strines in Cheshire. The school is situated on the edge of the countryside and enjoys stunning views of fields and distant hills.

We are proud of, and celebrate, the achievements of our children, both in and out of the classroom, and we are here to help your child make the most of their potential.
(Karen McCurdy, Head of School)

TRUE LEARNING PARTNERSHIP: SCHOOL LOCATIONS



Our partnership of primary and secondary schools is located to the south-east of Manchester, close to the natural beauty of the Peak District National Park.

All our schools have excellent road links from the M56, M60, M67, A6, A34 and A57 and nearby railway stations of Poynton, Hadfield, Disley, and New Mills Central.

For those travelling from further afield, both Stockport railway station on the West Coast mainline and Manchester Airport are both nearby.

Trust Safeguarding Statement

TRUE Learning (TL) recognises the important role that our schools and their staff have in the wider safeguarding system for children. **ALL** staff have a responsibility to provide a safe environment in which children can learn. TTLP fully adopts statutory guidance “Keeping Children Safe in Education” (September 2024).

Keeping Children Safe 2024

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school. Full details of key contacts for safeguarding in each of our schools is listed below.

TTLP’s Designated Safeguarding Officer is Catherine Holyland, Deputy Head Teacher at Poynton High School. If you wish to contact her directly please e mail Cholyland@truelearning.org.uk

TTLP’s Trust Board safeguarding representative is Paul Jarvis. If you wish to contact him, please e mail info@truelearning.org.uk stating that the e mail relates to a safeguarding issue.

Our schools’ Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Head Teachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.



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