



Head of Finance and Risk

The Good Shepherd Trust



Candidate Information Pack
April 2024

A MESSAGE FROM THE TRUST

Dear Applicant,

Thank you for your interest in this exciting opportunity to apply for a Head of Finance and Risk role at [The Good Shepherd Trust](#). We are looking for an experienced finance leader to join our growing central team, someone with passion and drive to support our schools in delivering an effective service through tenacious leadership and experience.

As Head of Finance and Risk, your role will be to lead the finance team in a growing Trust (23 schools) and be responsible for all aspects of financial management and control, the provision of management information and input to strategic financial planning.

We are looking for someone who;

- Holds a recognised full accountancy qualification and with extensive expertise in financial management.
- Has a strong understanding of financial analysis, forecasting, and budgeting methodologies.
- Is experienced in operational processes such as estate management, human resources, and information technology.
- Has a proven track record of building and nurturing trusted relationships with internal and external stakeholders.
- Is an excellent communicator

This post will provide personal and professional development opportunities in a role where you know you are making a real difference.

We are working hard to become a more diverse organisation – which is key to our commitment “to be better, together”. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit. We are always open to discussing flexible working options.

Please note that we reserve the right to interview on application should a suitable candidate apply and we have the right to withdraw this advert prior to the closing date. You are therefore strongly encouraged to apply for the role as soon as possible.

We look forward to receiving your application.



Paul Kennedy
Chief Executive Officer



TO BE BETTER, TOGETHER.

The Trust's vision is for all schools to be highly successful, inspirational and to enhance the life opportunities for every child they serve. Our schools are places that are safe, where pupils reach their full potential, where positive memories are made and where children, parents, staff and the community take pride in their school.

All our schools are unique and we are committed to celebrating the local context of each school and capitalising upon their strengths to the benefit of the wider Trust.

The quality and commitment of GST's people is at the heart of all it achieves. We value our staff and support them in their career development, and we aim to be an employer of choice.

We create an effective climate for learning by:

- enabling children to know that they are uniquely valued
- providing a secure environment in which they can learn
- creating a clearly established framework of values
- offering children, whatever their faith or background, the opportunity to grapple with life's 'big questions'
- modelling Christian community life where all have a place and are encouraged to contribute.

We acknowledge that high expectations raise aspirations of pupils and their communities and believe that professional development of all our staff is central to this. In addition to high standards in the core curriculum, this also includes learning experiences that stimulate, challenge and inspire.

We offer a rich curriculum and inspiring learning environment relevant to our learners in addition to high standards in the core curriculum. This also includes learning experiences that stimulate, challenge and inspire.

We strive to build strong and effective partnerships with parents and the local and wider community because:

- the engagement of parents/carers is vital to children's educational achievements
- church schools are rooted in the local parish and wider church networks which provide practical and prayerful support for their schools
- children's personal development grows through membership of community and enables them to become contributing citizens.

Our Vision

“To be better, together, to ensure an ambitious education for every child in every school every day”



Head of Finance and Risk

Reporting to: Chief Finance and Operations Officer

Salary: GST Business Operations Grade L £63,000-£68,000 dependent on experience (plus LGPS pension scheme) Full time annual salary

Full time or part time - We value and respect difference and are committed to building an inclusive culture by creating an environment where you can balance a successful career with your commitments and interests outside of work. We believe that you will do your best at work if you have a work / life balance. Some roles lend themselves to flexible options more than others, so if this is important to you, please state this in your application as we are open to discussing agile working opportunities during the hiring process which could include job share or opportunities for part time working.

What you can expect

The Head of Finance and Risk is a pivotal leadership position responsible for oversight of the financial and operational aspects of the Good Shepherd Trust (GST) and our schools.

The Head of Finance and Risk reports directly to the Chief Finance and Operations Officer.

Job Purpose:

- The financial management and control of the group, being the provision of management information, and input to strategic financial planning.
- Lead the finance team to enable them to work smarter instead of harder by developing the technology and reporting platforms.
- Lead the finance team by providing mentorship, coaching, and performance management to ensure high performance and professional development.

Key Tasks and responsibilities

- Responsible for day-to-day management of the finance function
 - Managing a team including conducting annual reviews
 - Providing mentorship, coaching, and performance management to ensure high performance and professional development.
 - Knowledge of HR policies and procedures
 - Provide a consistent and approachable point of contact for stakeholders.
- Oversight of the month end process and monthly management accounts preparation
 - Preparing management accounts for review by the CFOO and CEO
 - To provide accurate monthly departmental profitability/cost reports to budget holders in a timely manner, and to work with budget holders to explain actuals and question over/underspends
 - To understand the rules and regulations associated with all income streams (ESFA, local authorities etc.) and to ensure that all income is recorded accurately in the management accounts
 - Work with the Chief Finance and Operations Officer and School Business Managers to design, develop, improve and test internal financial management reports, dashboards and business intelligence queries to better inform the business
 - Assist the preparation of the annual budget for the Trust and Academy schools
 - To assist with the preparation of reforecasts (two during the academic year) for presentation to the board and ESFA as needed



- To prepare ad-hoc reports for meetings with the bank, the ESFA and other third parties when required
- Assist with cashflow monitoring to ensure adequate liquidity and funding for Academy operations
 - Preparing weekly cash flow reports
 - Assisting with monthly cashflow forecasts
- Responsible for the preparation of the annual audit, from the planning stage through to the field work and to assist with the preparation of the Financial Statements
 - Be the main contact for the auditors
 - Ensuring all evidence is provided by the agreed deadlines
 - Respond to audit queries as they arise
 - Implement all audit review findings into the Trust's controls and procedures
- VAT return
 - To authorise submission of quarterly VAT return.
 - To prepare the annual partial exemption calculation
 - Advise staff ordering goods and services on behalf of the Academies the appropriate VAT treatment and coding within the system
 - To review the VAT records of the group and to work with external advisors to ensure that VAT is accurately recorded and that changes to rules and regulations are processed in a timely manner
- Responsible for the ongoing development and process improvement of the finance systems and integration with wider Academy reporting systems to enhance efficiency and effectiveness with the finance function
 - Oversee testing and documentation of internal processes and procedures
 - Ensure the integrity, accuracy, and confidentiality of financial data and information
- Responsible for the provision of comprehensive financial controls
 - Ensure compliance with accounting principles, standards, regulations, and internal controls within both the finance team and wider college group
 - Maintain policies and procedures within the finance function
 - To instil a culture of robust control and efficiency throughout the Trust
 - Responsible for continuing development of value for money procurement activities
- Knowledge of how the Local Government Pension Scheme works, both in terms of the accounting entries required and the assumptions that are used by the actuaries to arrive at the figures provided in their Annual Report
- To maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

Human Resources Management

- Liaise with the Head of HR to provide HR support and advice to the school(s) and ensure that all Trust HR policies and procedures are applied consistently.
- Oversight of monthly payroll and documents and associated reports.
- Work with the Senior Leadership Team and the Head of HR to review staffing structures, restructures and workforce planning in the school(s) to ensure that school improvement and streamlining is a priority.



Administration Management

- Primary bank administrator, with oversight of facility, including setting up new accounts if required, authorising new users and approval of chargecard applications.
- Ensure timely and accurate submission of statutory and statistical returns.
- Oversee, review and manage contracts/service level agreements to ensure best value and delivery of contractual obligations.
- Where necessary, liaise with the school(s) external IT provider to ensure IT licences are up-to-date; develop and implement the schools' IT strategy in conjunction with the SLT and CFOO and ensure contingency plans are in place in the case of technology failure.
- Maintenance of records in accordance with the Trust's data retention schedule and data protection law, ensuring information security and confidentiality at all times.



Competencies

Managing self and personal skills	<ul style="list-style-type: none"> • Manage own resources • Maintain CPD • Develop personal networks • Maintain professional values and ethics
Providing direction	<ul style="list-style-type: none"> • Provide leadership • Plan school/Trust improvement • Ensure compliance with legal, regulatory, ethical and social requirements • Manage risk • Foster school/ Trust culture
Facilitating change	<ul style="list-style-type: none"> • Plan, lead and implement organisational change • Develop innovation • Build capacity for organisational change
Working with people	<ul style="list-style-type: none"> • Allocate and monitor the progress of work • Develop productive relationships with colleagues and stakeholders • Recruit, staff and support workforce planning and reorganisation • Manage staff performance and development • Build, develop and lead teams
Effective use of resources	<ul style="list-style-type: none"> • Manage financial resources • Manage technology • Manage health and safety • Manage physical resources • Manage environmental impact
Achieving results	<ul style="list-style-type: none"> • Manage projects • Manage school/ Trust processes • Implement school/ Trust service improvements • Improve school/ Trust performance

You will be:

- Fully Qualified CCAB to an advanced level e.g., ACA, ACCA or, CIMA
- Evidence of ongoing professional development



Head of Finance & Risk Person specification	Essential	Desirable
Educated to degree level in a finance/business related discipline.		✓
Accountancy or School Business Management qualification.	✓	
Experience in a leadership/management role.	✓	
Able to lead and manage people and teams successfully and build strong working relationships.	✓	
Accountable for significant budgets; holding a senior role in finance.	✓	
Experience of tendering/procurement for services and contracts to ensure best value and efficiency.	✓	
Experience of working with governors or at board level.	✓	
Experience of working in the education sector.		✓
Experience of generating income.		✓
Able to set and manage budgets, respond to changes and ensure all aspects of finance are strong.	✓	
Excellent written and verbal communication skills with the ability to communicate financial and contractual information to both technical and non-technical audiences.	✓	
High level organisational skills, with the ability to respond appropriately to conflicting demands and expectations.	✓	
Advanced knowledge of financial management systems.	✓	
Knowledge of DfE and LA financial regulations.	✓	
Able to adapt to new software systems and requirements.	✓	
Works accurately possessing great attention to detail.	✓	
Ability to manage a complex set of priorities and tasks accordingly.	✓	
Able to seek out information, advice and guidance when required.	✓	
Ability to build successful working relationships with a wide range of internal and external stakeholders.	✓	
Able to operate with the highest standards of personal/professional conduct and integrity.	✓	
Excellent problem-solving skills – ability to work through complex scenarios and provide a range of solutions.	✓	
High-level interpersonal skills, sense of humour, and ability to communicate effectively with a wide range of stakeholders.	✓	
The ability to remain calm under pressure and meet deadlines.	✓	
A willingness, where necessary, to support/coach colleagues	✓	
A commitment to safeguarding and promoting the welfare of children and young people.	✓	



About The Good Shepherd Trust

[The Good Shepherd Trust](#) is a multi-academy Trust within the Diocese of Guildford. We currently have 22 schools, 21 in the primary phases and 1 secondary school. The Trust has implemented school hubs for the purpose of collaboration to improve outcomes for children and is seeking to further streamline and centralise services in order to better support all the schools within the Trust.

Each Trust school is unique. The Trust is committed to celebrating the local context of each school and capitalising upon their strengths to the benefit of the wider Trust. The quality and commitment of our people is at the heart of all we achieve. The Trust values them, develops them, and is an [employer of choice](#).

We are guided by our principles and it is these, along with our vision and values that create the culture of how we work together:

Transforming Schools - Transforming Lives In the name of Jesus, the Good Shepherd

Jesus the Good Shepherd embodies values, which guide our work and relationships, including: **Trust, Love, Courage, Respect, and Integrity**

Our values are lived out by all our people in every aspect of our work, including our behaviours, policies and decision-making.

Educationally our [consolidated outcomes](#) (for schools that meet the 3-year criteria for inclusion) across the Trust are in line with national average for MATs and within the Trust community are demonstrated in outstanding, good and improving schools.

The [Trustees](#) are ultimately accountable for the performance of the Trust and have a key role in setting the strategic direction and managing risk. The Trustees delegate some responsibilities to [Local Committees](#) (LC's).

The Trust has an active central team, [based in Guildford](#), who provide support for school improvement and educational outcomes, safeguarding, governance, admissions, human resource management, finance and much more. There are exciting developments in the pipeline to further develop the central function, which will bring benefit to all our schools.

How to Apply:

Please complete your application form on <https://www.mynewterm.com/>

