



# Candidate Information Pack Finance Manager



## Introduction from our Chief Executive

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Through a model of learning that creates a collaboration and partnership of inspirational and inclusive schools that share the same values, our Trust provides the drive for educational excellence and dynamic innovation. Our academies work closely and collaboratively together, along with our partners, aiming to deliver school to school improvement and exceptional learning experiences for both children and staff. It seeks to develop a 'family' of schools where communities are striving for excellence; where going that extra mile for all the children is part of the fabric. Strive4 is passionate that all children are able to achieve; it challenges the myths that only some can. To maximise the levels of achievement across each of our learning communities, all activities are focused on improving the life chances of the children in our care. The Trust believes, that in terms of learning, every second counts.

As of January 2023, our Trust comprises of two large Primary Schools, educating around 1,200 pupils, and employing over 150 talented staff. The Trust has partnerships with the Havering Education Services, Redbridge Education Partnership and the Best Practice Network and is currently delivering high quality CPD for those at the start of their careers right through to those looking for leadership progression through the National Professional Qualifications of Leadership. The Trust has ambitious plans for growth over the next 5 years which makes this an extremely exciting time to join our Trust.

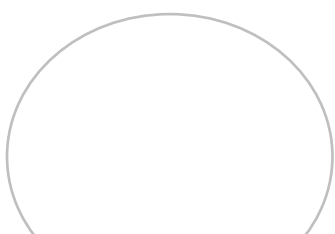
We are now recruiting for the role of Finance Manager to join our central services team. This is an exciting opportunity within our highly successful and financially sound, geographically local Trust. Our Trust combines management freedom for effective leaders with secure central support that encourages collaboration for success. We are looking for someone who is ambitious for the children and wider community of Redbridge, who will, as part of a dynamic and outward facing team, enhance children's life chances, make them eminently employable and provide a bright future for them and their families.

Our successful candidate will receive encouragement, support and guidance to develop their own career within the Trust. You will work with other highly skilled colleagues and a team of dedicated Trustees. This is a career enhancing opportunity and we look forward to hearing from professionals who are ready for their next step.

Thank you for your interest in Strive4 Academy Trust. We very much look forward to receiving your application.

Amanda Jennings, BA (Hons), PGCE, NPQH, NPQEL

**CHIEF EXECUTIVE**  
**Strive4 Academy Trust**





## Strive4 Academy Trust – Who we are

Strive4 Academy Trust is a non-profit making charitable company limited by guarantee, based within the London Borough of Redbridge, in North-East London. The Trust exists to support and assist schools to build upon their existing strengths and to help them achieve educational excellence. It has a proven track record of school development and transformation and significant experience in running schools. It includes both a sponsored academy and a school which has chosen to convert to academy status.

The Trust was formed in 2017 with the linking of Ray Lodge and Farnham Green under one Executive Headteacher. It encompasses over 1300 pupils in Woodford and Seven Kings.

### *Ambition & Aspiration – Shaping the Future*

#### **Our Principles of Excellence:**

- Where all actions are taken with perception and moral discernment and all decisions are taken with **children at the centre**.
- A culture where **every second counts**; not a moment is wasted and one where every child can succeed.
- Where thoroughness and commitment to bespoke professional development for staff and aspirational life ambitions for children ensures that all are **empowered for excellence**.
- Where the **uniqueness of each academy** is encouraged and celebrated and where innovative curriculums reflect the values and ethos with the whole school community.
- Leadership with **vision and efficacy**; where collective expertise, accountability and financial efficiency adds value and leads to ever improving and aspirational outcomes for children.
- Where **excellence in teaching and learning** is a moral compulsion.

#### **Advantages of being part of Strive4 Academy Trust:**

- Substantial investment in cross-Trust initiatives to improve teaching and learning.
- Strong central services for finance, HR, IT, facilities and business functions.
- Innovative approaches to teacher recruitment and retention.
- Fast track development of leaders for promotion opportunities.
- Close collaboration between senior leaders across the Trust.
- High quality strategic governance with wide business and professional experience.
- Robust delivery models (as government policies, rules and measures change).

## The Role

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Position: Finance Manager

Location: Strive4 Trust Head Office at Ray Lodge Primary School

Reports to: CEO

Contract: Permeant

Working Pattern: Term time + Inset + 2 weeks in the school holidays

Salary: £37,038 - £38,607 Actual Salary - £33,053 - £34,453

We are now recruiting for a Finance Manager within a very successful multi-academy trust. It combines management freedom for effective leaders with secure central support. The Trust fully encourages collaboration for success.

As Finance Manager within Strive4 Academy Trust, you will have the opportunity to make a real difference to the future lives of our children whilst developing your own professional skills and expertise. Joining our central service team will offer a wealth of opportunities, including personalised career development programmes, access to well-being support programmes, social activities in and around school and the chance to become part of an ambitious and supportive network of professionals.

You will already be a practitioner at a successful school with real ambition to improve the life chances of the pupils at our Primary School. We will expect the Finance Manager to further enhance our uniquely positive culture where every child is expected to do excel and where their progress is supported each step of the way.

### Please contact us if you have:

- A proven track record in managing a finance function to the highest standard, constantly striving to seek improvements in processes.
- Strong interpersonal skills with the ability to engage with staff at all levels including Trustees.
- Strong IT skills and the ability to manage, interrogate and interpret data, with experience of managing and operating key financial systems.
- The ability to manage time, and a finance team, delegating as appropriate, multitasking and working to tight deadlines.

### We can offer you:

- A competitive salary, along with well-being support programmes and access to private healthcare.
- An exciting career path with opportunities for further progression in the future.
- A personalised career development programme.
- Guidance and support on your journey from close collaboration with a small central team to a larger group of talented executives to share best practice and innovation.



## The Responsibilities

Strive4 Academy is a highly successful multi-academy trust. Its model of education enables pupils to reach their full potential, transforming their lives and ultimately the communities in which they live.

- To work alongside the Executive Headteacher and assist the schools leadership team to ensure that teach of our schools meet their educational aims.
- Be central to budget negotiations, budgetary control and compliance.
- Take a lead role in the planning, development, design, organisation and monitoring of the finance, technology and premises functions within the Schools.
- To be responsible for leading and managing Academy finance & administrative staff.
- To establish commercial links with business that can generate educational benefits to students.
- To research and make recommendations regarding the strategic development of the Schools as a whole.
- This role requires the highest standards of professionalism at all times as well as high levels of literacy and numeracy.

*Note: The postholder will be expected to comply with any reasonable request from the CEO to undertake work of a similar level that is not specified in this job description.*



## Person Specification

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We seek to recruit talented individuals who can not only help to build the success of our schools but also people who are engaging and passionate about everything they do.

When we recruit, we look for specific experiences and qualities. However, we also value diversity because we recognise the importance of people bringing their own backgrounds, experiences, perspectives and ideas to the school and the Trust.

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualification/Training</b>	Level 4 IWFM or equivalent qualification	Membership of a professional body such as ACCA or IFA	Application
	Evidence of continued professional development		Application Interview
<b>Experience</b>	Several years' experience working in senior finance role within Schools or business environment	Several years' experience working in Schools or business environment at a management /Leadership level	Application Interview
	Extensive budgeting/accountancy experience		Application Interview Test
<b>Knowledge and Skills</b>	Excellent numeracy/literacy skills		Test
	Excellent understanding of double entry book-keeping and accountancy		Test
	Full working knowledge of relevant policies/codes of practice/legislation		Application Interview
	Ability to interpret advice/statute and to devise policy/practice in the light of these		Interview Test

	Ability to manage a multi-disciplinary team effectively		Application Interview
	Ability to relate well to children and adults		Application Interview
	Ability to persuade, motivate, negotiate and influence		Interview
	Ability to self-evaluate learning needs and actively seek learning opportunities		Application Interview
	Ability to priorities complex work and meet deadlines		Application Interview
	Ability to communicate clearly		Application Interview
	Ability to persuade through negotiation		Interview
	Tenacity enabling even the most intractable of problems to be solved		Application Interview
	Tact and diplomacy		Interview
<b>Integrity/Ethical Behaviour</b>	Consistently honest; trusted by colleagues, parents, students and manager		Interview
<b>Cooperation/Teamwork</b>	Works harmoniously with others		Application Interview
	Responds positively to instructions and procedures		Interview
	When appropriate facilitates discussions before decision-making process is complete		Application Interview
	Treats all people with respect		Application

<b>Judgement</b>	Makes sound decisions based on fact		Application Interview
<b>Efficiency and Effectiveness</b>	Produces and completes work in a timely manner		Application Interview
	Produces accurate, thorough, professional work		Interview Test
	Does work right the first time		Interview
	Reduces Cost where possible		Application Interview
	Demonstrates strong direction to customer service (students/parents)		Application Interview

## Additional Information

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On the basis that interested candidates will be keen to visit the school before making a formal application, you can arrange this by emailing our Recruitment Team at [recruitment@strive4academy.co.uk](mailto:recruitment@strive4academy.co.uk)

Please ensure you offer a range of dates when you are available in your initial email to ensure we can co-ordinate a visit that works for both you and the CEO.

### Application and Selection Process

We are seeking to appoint the best possible candidate and therefore the application process will reflect this.

Suitable and interested candidates are invited to complete an application [here](#). This can be submitted via email to [recruitment@strive4academy.co.uk](mailto:recruitment@strive4academy.co.uk). If you are shortlisted, you will be asked to sign the application form upon arrival at interview.

**Recruitment to this post will be conducted on a rolling basis. This means that suitable applicants may be contacted, interviewed and appointed whilst the post is still being advertised.**

*The Academy is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.*

**Thank you for your interest in joining Strive4 Academy Trust.**

