



GREENSHAW
LEARNING TRUST



**FINANCE ANALYST
RECRUITMENT PACK**



GREENSHAW LEARNING TRUST



Introduction

Dear Candidate,

Thank you for your interest in the role as Finance Analyst for the Greenshaw Learning Trust.

We are looking to recruit three fulltime enthusiastic Finance Analysts to join the shared services team, to be responsible for planning, developing and delivering Finance for the Trust and its schools. Due to growth within the Trust we are looking to recruit one Finance Analyst to each of our shared service offices located in Plymouth (Stoke Damerel Community College), Gloucester (Gloucester Academy) and Sutton (Greenshaw High School).

The Greenshaw Learning Trust is a successful multi academy trust and currently comprises of twenty schools: five in South London, three schools in Bracknell Forest, one school in Surrey, eight schools in the South West and three in Plymouth. We are continuing to grow and have further schools joining us in the near future including two new free schools to open in South London.

All schools are supported by the Shared Services team and the successful candidate will become an integral member of the Shared Services team.

Our website provides further information relating to our vision, achievements and the structure of our Trust and the Shared Services Team. Please visit www.Greenshawlearningtrust.co.uk for information; however, please do not hesitate to contact us for further information.

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours and we look forward to receiving your application.

Yours sincerely

Jill Gerrish
Head of Finance



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Greenshaw Learning Trust – About us

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, who have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years.

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.



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Terms and Conditions

Line Managed by: Jill Gerrish

Line Management: N/A

Contract: Permanent

Salary: Salary calculated in line with NJC pay scale, Points 32-35
(£37,772-£40,869 Outer London)
(£35,745-£38,890 Gloucestershire / Plymouth)
(Salary will be determined subject to experience and qualifications)

Hours of Work: 36 hours per week, full time all year round

Place of Work: The successful post holder can be based in the Sutton, Gloucestershire or Plymouth however, travel to other GLT locations may be required on occasion. The role allows for flexibility, including the ability to work from home.

Medical Examination: The appointment is subject to a satisfactory medical report.

Superannuation: Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

Holiday Entitlement: The annual holiday entitlement is 25 days plus 2 extra-statutory days.

Probationary Period: New employees are required to complete a six-month probationary period.

Disclosure & Barring Service Check: This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.

Right to work check: This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been a resident overseas in the last five years, such checks and confirmations may be required in accordance with statutory guidance.



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Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts



Main responsibilities and duties:

To support the work of our Head of Finance, to ensure the effective operation of the finance function within the central Trust and our schools, ensuring compliance with legal and financial regulations and the Trust's financial policies and procedures.

Responsible for the producing annual budgets, forecasting outturns and monitoring reports within Greenshaw Learning Trust to deliver a robust medium-term financial position across the Trust.

Job Description

This is a key role within the finance team with responsibility for:

- Working with head teachers and other budget holders to prepare a three-year financial budget within a set of consistent budget assumptions
- Ensure appropriate resource for headteachers whilst working within the set budget assumptions
- Identifying savings within the financial budget to support the medium-term financial plan (MTFP)
- Producing a report for the governing body to support an understanding of the financial budget and presenting the budget to the governors
- Working with finance managers to improve the accuracy of management accounts
- Maintaining a live budget throughout the year to reflect known and anticipated changes in the final position
- Preparing monthly monitoring reports to show year to date actual performance against budgeted performance highlighting areas of risk
- Consolidating the monitoring reports for GLT Head of Finance
- Producing internal and external benchmarking reports
- Compiling Statutory Returns on behalf of GLT including BFRO, BFR3Y
- Providing a knowledge hub on school statutory funding through maintaining up to date information on school income
- Managing the relationships and administration of Trust finance systems including:
 - HCSS and IMP Budgeting software
- Providing support for the year-end process and annual accounts preparation for external audit
- Contributing to the financial efficiency and effectiveness of the Trust through continual review of the Finance Policy and operational procedures to ensure they remain up to date and reflect best practice
- Preparing ad-hoc documents to support decision making in financial areas at school and trust level
- Liaise with the link coordinator at the school to offer support as required in financial matters
- Preparing a report for the governing body meetings to show the financial performance of the school and monitoring the progress against the approved budget
- Attending three governing body meetings throughout the year to deliver outturn reports, budgeting reports and monitoring reports.



Person Specification

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<p>A Level education to include English Language and Maths (or equivalent)</p> <p>Record of Continuing Professional Development</p> <p>Comprehensive understanding of financial systems and double entry book-keeping</p> <p>Sound knowledge of Microsoft Office, particularly Excel</p> <p>Successful experience of working in a school or academy within a finance setting</p> <p>A financial background with strong knowledge of school funding, annual budget creation and budget monitoring</p>	<p>Financial qualification, CCAB, AAT level 4 or equivalent</p> <p>Experience of using PS Financials</p> <p>Experience of using HCSS</p> <p>Experience of producing statutory reports</p> <p>Experience of coaching and mentoring</p>
Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:		
	<p>Ability to analyse information, and identify and resolve issues</p> <p>Ability to plan and prioritise competing tasks to meet deadlines</p> <p>Demonstrate a commitment to safeguarding and promoting the welfare and development of young people</p> <p>Work in an organised way with meticulous attention to detail</p> <p>High levels of professional integrity and enthusiasm.</p> <p>Resilient, with the ability to deliver a complex and demanding workload</p> <p>Effective communication and presentation skills – orally and in writing</p> <p>Ability to establish positive relationships and work as part of a team</p> <p>Ability to maintain a positive and professional demeanour</p> <p>Be self-starting and able to work on own initiative and accept accountability.</p> <p>Ability to challenge and support in equal measure and as appropriate having courageous conversations where necessary</p> <p>Ability to meet deadlines whilst managing a complex workload</p>	



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Personal Qualities: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities:

- Professionalism
- Confidentiality
- Solution Driven
- Supportive
- Empathic
- A facilitator
- A team player
- Honest
- Reliable
- Self-motivated
- Resilient

Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:

- Ability to demonstrate understanding of equal opportunities
- Ability to travel to other schools within the Trust
- A flexible approach to working hours

Use of car and current driving license

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.



The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.greenshawlearningtrust.co.uk/join-us/staff-vacancies

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than midday on 2 August 2021. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised 2 August 2021. Shortlisted applicants will be invited by telephone to attend a formal interview process. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

The interview process will consist of an interview on 4 August 2021 **possibly** via Google Hangout. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification. A further shortlisting process will take place following this interview and shortlisted applicants will be invited to a final interview 5th August 2021

Applicants are advised to make a note of these dates.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up post as soon as possible.

6. Additional information

For further information, please contact the Shared Services HR team via email HRsupport@greenshawlearningtrust.co.uk