



Bonitas Multi Academy Trust

Finance Manager



February 2022

Dear Colleague

Thank you for your interest in the role of Finance Manager to the Bonitas Multi Academy Trust. In this letter, I would like to provide you with some brief insight into our context and our priorities.

The Bonitas Multi Academy Trust is a newly formed trust serving the children and young people of two schools in Bracknell: Ranelagh Church of England School and Jennett's Park Church of England Primary School. Ranelagh is an outstanding secondary school with a 300-year history of education in the local area; Jennett's Park is a two form entry primary school with a nursery which opened in September 2011. Between them, the two school share excellent facilities and they are actively supported by the Oxford Diocese.

From the outset the Trust has been clear about its commitment to securing excellent outcomes for the children in its schools. Our core purpose is to provide high quality learning and education within a supportive, stimulating and secure environment which will ensure children and young people are able to thrive. With this in mind, we seek to employ inspirational and energetic staff, committed to the trust's ethos. In return, we aim to provide opportunities for continuing professional growth and development for all staff, beginning with a carefully planned induction programme.

Given that we spend such a significant proportion of our time in the workplace, it is important to take pride and pleasure in what we do here. Teaching and non-teaching staff in our schools collaborate well. They are mindful of one another's well-being and there is a strong sense of collective purpose.

If you are interested in learning more about the role, then please do contact Mrs C Moir (Head of Finance and Operations).

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Beverley Stevens', with a stylized flourish at the end.

Beverley Stevens
CEO

JOB DESCRIPTION

Job Title: Finance Manager	Section/Location: Finance Ranelagh School/Jennett's Park
School: Bonitas Multi-Academy Trust	Grade/Salary – Grade H plus London Weighting
A4b	Working Pattern: 37 hours per week Term time only plus 10 days

JOB PURPOSE

To assist and support the Head of Finance and Operations in the effective and efficient administration of the school's finances and other resources as appropriate.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

The Finance Manager is directly responsible to the Head of Finance and Operations and will work with them in the preparation and monitoring of the schools budgets. The main duties and responsibilities are indicated below.

MAIN DUTIES AND RESPONSIBILITIES

Key duties:

General responsibilities

- To help to implement the aims and ethos of the schools within Bonitas.
- To attend meetings for non-teaching staff as and when required, plus in-service training as appropriate.
- To encourage a stimulating, secure, safe, orderly and attractive environment.
- To actively support the school in a public forum within the guidelines of the Code of Practice, Every Child Matters and Equality Act 2010, to support students with special educational needs without discrimination.
- To ensure the implementation of school/departmental policies and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting any concerns to the appropriate person.
- To maintain practices which lead to the highest possible standards.

Financial Resource Management

- To ensure that the finance policies and procedures are followed.
- To assist the Head of Finance and Operations with budget scenarios, in order to prepare a realistic and balanced budget for school activity.
- To assist the Head of Finance and Operations with budget forecast scenarios.

- To assist in the benchmarking of the school against national standards and trends within the school.
- Manage and monitor all school accounts and financial record keeping. Liaise with payroll on all salary issues.
- To provide budgetary control of departmental accounts by maintaining accurate records of allocations, detailed spending notes and outstanding orders.
- Ensure value for money is being sought.
- To manage lettings and extended services, and actively source fundraising opportunities.
- To raise invoices and manage debt collection.
- To produce regular income and expenditure accounts for all budget holders.
- To monitor and manage the grants for the schools.
- To bank money as required.
- To process cheques and BAC's payments.
- To assist the Head of Finance and Operations to produce monthly balance sheet reconciliations.
- To produce management accounts for the Governors.
- Liaise with Finance Governor(s) and attend Governor Meetings to present financial and Health and Safety reports where necessary.
- To assist the Head of Finance and Operations with statutory returns to the ESFA, DfE and other outside organisations.
- To assist Head of Finance and Operations in the preparation of accounts for audits, both private and public funds.

Management of Information Systems

- To be responsible for the administration of cashless system (sQuid) to monitor visits and other activities.
- To monitor cashless online payments from parents for visits and payments to school.
- To enter the information from the cashless system onto the Finance system.
- To be responsible for the administration of the Biometric cashless catering, this includes putting on cheques on pupil's accounts, deal with pupil problems and check the totals balance between the systems.
- To train new staff, when needed, on the FMS (finance system).

Administration Management

- To line manage members of the admin team, including undertaking of annual performance review, and day to day duties.
- In conjunction with the Site Manager, manage rolling the programme of maintenance and repairs and reporting to the Headteacher and governing body.

General

- To attend all training required, or recommended by the Head of Finance and Operations or Headteacher.
- To assist in such duties and activities relating to the above areas appropriate to grade as the Head of Finance and Operations shall from time to time require.

SCOPE OF JOB (Budgetary/Resource Control, Impact)
<p>You will have responsibility of managing the budget at school level.</p> <p>The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns raised in accordance with this policy.</p>

PERSON SPECIFICATION

Job Title: Finance Manager	Section: Finance Ranelagh School/Jennett's Park School
School: Bonitas Multi-Academy Trust	Grade/Salary = Grade H plus London Weighting

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	<p>A*- C Maths & English or equivalent.</p> <p>A Level or equivalent in Accountancy.</p>	<p>Business, finance qualification, or studying towards accountancy technician level qualification.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Excellent numeracy, communication and organisational skills.</p> <p>Accuracy and attention to detail.</p> <p>Competent at using MS Office, including word processing, spreadsheets and email.</p> <p>Knowledge of procedures for updating finance systems, processing orders and invoices.</p> <p>Ability to update and maintain financial records.</p> <p>Able to relate well to children and adults. Deal sensitively with parents, pupils and colleagues.</p>	<p>Knowledge of school financial processes.</p> <p>SIMS/FMS</p> <p>Experience of working in a school</p>

	<p>Ability to work constructively as part of a team and work on own initiative.</p> <p>Able to plan and prioritise and work to competing deadlines.</p>	
Work-related Personal Requirements	<p>Able to relate to and communicate well with both pupils and adults.</p> <p>Committed to equality of opportunity.</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role.</p>	
Other Work Requirements	<p>Participate in training and development opportunities.</p> <p>Flexible and adaptable approach to working.</p> <p>To be aware of the Anglican foundation and ethos of the Trust and able to work within it.</p> <p>DBS Clearance (The successful applicant will be DBS checked through school).</p>	

HOW TO APPLY

Please complete our application form with a covering letter in which you summarise why you are suitable for the post and send it to

**Mrs C Moir, Head of Finance and Operations
Ranelagh School,
Ranelagh Drive, Bracknell RG12 9DA**

Please note that CVs cannot be accepted