

FEDERATION FINANCE MANAGER

St Augustine's CE High School

Applicant Pack

*"The vision of faith, hope and love is central to this school.
The core values of kindness and inclusion are guiding principles."
(OFSTED March 2023)*

About St Augustine's Federated Schools

We are a multi-cultural, multi-faith school with a distinctive Christian ethos. In October 2019 the High School and St Augustine's Primary School joined together in a federation to create St Augustine's Federated Schools known as SAFS.

St. Augustine's is a vibrant and successful 11-19, fully comprehensive school in Kilburn where we encourage everyone, to "be the best that we can be". Our students enjoy their school lives, and we try to ensure that decisions are made in the best interests of the students or to improve their learning.

It is our aim that all students leave us with the skills and abilities required to be lifelong learners and positive role models in the community. We are aiming to prepare them to be citizens of the world by teaching shared values and an understanding of the world around them.

Our Christian & Shared Values

St. Augustine's is an inclusive, happy and vibrant learning community that aims to ensure that every student achieves and experiences as much joy as possible during their time with us. By working in partnership with parents and carers we have confidence that our students will practice courage and perseverance in achieving their hopes and aspirations. However, we also recognise that young adults need to build character from within and have good role models. We support this through promoting explicit Christian values which are linked to our school saints:

Who We Are

We want all our community to have equal opportunities to experience "Life in all its fullness (John 10:10)." We are a highly inclusive, voluntary aided, Church of England school, which takes a unique trauma informed approach to student behaviour, engagement and wellbeing. We provide our young people with a world-class, work-related learning experience which results in outstanding outcomes and employment destinations. This vision drives us to constantly seek ways in which we can positively impact on the life chances of our students.

We were founded in 1870 by the parish of St Augustine, Kilburn through Fr. Kirkpatrick the first vicar and Mother Emily Ayckbown of the Community of Sisters of the Church.

Today the school maintains its strong links with the parish and the local community. We are a co-educational fully comprehensive 11-19 school, actively welcoming students whose heritage is from all over the world, whatever their background, belief or ability level. Diversity is our strength, and it is embraced and celebrated here. Our staff come from all backgrounds and walks of life and all members of our community work hard to provide a caring, safe, positive and happy learning environment. We are committed to providing a fair, equitable and mutually supportive learning and working environment for students and staff.

Faith	Hope	Love
Wisdom Integrity Joy	Courage Curiosity Perseverance	Kindness Respect Inclusion



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LOVE



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From our Head of Federation, Eugene Moriarty



Thank you for your interest in St. Augustine's Church of England High school, part of St Augustine's Federated Schools. We are a multi-cultural, multi-faith school with a distinctive Christian ethos who in October 2019 joined with the St Augustine's Primary School to create St Augustine's Federated Schools known as SAFS.

Every student at St. Augustine's is treated as an individual, who we have the highest expectations of in terms of character and educational outcomes. Our motto is "Be the Best that we can be" and we support all of our community to achieve this.

Our recent Statutory Inspection of Anglican and Methodist Schools (SIAMS) said 'The lives of pupils at St Augustine's are transformed because they are nurtured and cherished by skilled, caring and insightful adults in the school. School leaders and staff, motivated by the school's vision, go to exceptional lengths to ensure that pupils, particularly the most vulnerable have hopeful futures.'

We believe that being part of the Federation offers many benefits to both schools and that together we are stronger and better enabling us to share expertise and professional development opportunities across staff teams and to recruit and maintain high quality teaching and support staff at all levels.

From our Head of High School, Rachel Kelly



I would be delighted to welcome you St. Augustine's High School and encourage you to visit us for a tour of our school. St. Augustine's High School provides a safe, nurturing and inclusive environment where all students can thrive academically, socially, and emotionally.

We are proud to be the lead Trauma Informed School in the area, recognising that trauma has a profound impact on learning and behaviour. We work together to create a healing and supportive environment for all students. We believe that every student has the potential to "Be the Best they can Be". We are committed to helping our students reach their full potential and are proud of how this was reported by Ofsted in our latest Inspection (March 2023) who said: "Leaders have high expectations, including for pupils' behaviour. They provide pupils with support and

guidance. Pupils are safe, happy and well cared for by staff. Pupils appreciate staff's approach to managing behaviour in a fair and reflective way."

Our mission is to empower each student to develop their unique abilities, interests, and talents through a challenging and engaging curriculum, a supportive and inclusive community, and a culture of excellence and continuous improvement. We are committed to transforming the lives of all our students, through our Christian Virtues of Faith, Hope and Love.

St Augustine's is a special place to work – our culture is collaborative and supportive. Each department works hard towards delivering their objectives but will always make time to support colleagues, sharing knowledge and skills and working together on whole school events. I hope this pack provides you with all you need to move forward with your application. If you are left with questions, please contact our HR Department; we look forward to receiving your application.



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Our Benefits

We value the hard work and dedication of all our staff and the impact it has on our ability to achieve our aims and goals. No matter what your role, by joining St Augustine's Federated Schools, you will be making a difference to the lives of young people in our community and the Federation. St Augustine's has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives including:

- Excellent opportunities for continuous professional development and support to progress your career
- Pension scheme (Teachers' Pension Scheme or Local Government Pension Scheme) with generous employer contribution
- 27 days annual leave plus bank holidays (for non-term time only staff), rising to 30 days after 5 years' service
- Lifestyle friendly working arrangements and policies
- Employee Assistance Programme for free and confidential advice
- Cycle to work salary sacrifice scheme
- Interest-free season ticket loans
- Contribution of £20 towards eye tests and £65 towards frames/lenses
- Weekly opportunity to meet with the Headteacher during her 'clinic'
- Staff Well-Being Programme
- Free social events for staff
- Fallow Weeks and regular staff consultation

Federation Ethos & Expectations

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post and to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description
- To engage actively in the performance review process, addressing appraisal target set in conjunction with the line manager each Michaelmas Term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the Federation
- To play a full part in the life of the Federation community, to support its distinctive aims and ethos and to encourage other staff and students to follow this example
- To support and attend Federation events and support our Church of England vision and ethos
- To adhere to the Federation's Dress Code
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the Federation's Safeguarding/Child Protection policies
- To be aware of, comply with and promote all Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The Federation will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).
- Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



Job Description

Job Title	Federation Finance Manager
Line Manager:	School Business Manager (SBM)
Term:	Permanent/Full-time Term-time only plus 4 weeks to include 1 week during Xmas, 1 week at Easter, 2 weeks during Summer holidays or as required to cover the business needs of the Federation
Salary:	Inner London NJC PO5 (SCP38-SCP41) Actual salary £51,536 - £54,549

Main purposes of the job

To provide financial management support to the St Augustine's Federation and lead on day-to-day financial management to organise, maintain and monitor the Federation's financial functions and ensure a smooth, effective and efficient service. To assist the School Business Manager in the overall management of the budget, financial systems, processes and value for money across the Federation. This job description may be modified by the Head of Federation, with your agreement, to reflect or anticipate changes in the job and the future vision of the Federation

General Responsibilities

Financial Management Systems

- To ensure that the financial management system across the Federation is utilised to its fullest potential ensuring that changes in regulatory requirements and guidance from the Education and Skills Funding Agency (ESFA) are in place.
- To lead the development of the financial procedures and systems of the Federation in co-operation with the School Business Manager, Head of Federation and Governors ensuring compliance with the Federation's financial policies.
- To oversee the administration of the Federation's Financial software, review and approve access requests for new users, set up user ID's, delete leavers and regularly review regulatory updates in the sector to ensure system is up to date and fully supported.
- Monitor the balance of the Federation's Governor accounts and ensure that policies governing the use of these accounts are being adhered to.

Statutory Funding and Income Management

- Ensure all Local Authority funding is in line with Census calculations and is received on a timely basis across the Federation.
- Ensure that post 16 ESFA funding statement is accurate and liaise with the LA to ensure it is received on a timely basis.
- Ensure that accurate and timely EYFS monthly claims are submitted via the portal.
- Liaise with the Federation Head of Student Support Services/SENCOs to produce projection reports for budget and monitor SEND funding across the Federation, ensuring that out-of-borough funding is invoiced and collected.
- Periodically ensure all non-DSG funding has been agreed and received in line with agreement across the Federation
- Ensure that all private income from Federation lettings etc. is invoiced and collected on a timely basis



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Purchase Ledger

- Ensure that all creditors are paid on a timely basis as part of periodic payment run preceded by authorisation of invoices
- To ensure Finance Officer deals with all invoice queries and ensure compliance with internal controls and escalate issues to the School Business Manager.

Cash Management and Banking

- Safeguarding all Federation bank accounts - ensuring that access to the Federation bank accounts is only available to authorised signatories as approved by the Governing Body
- Review and ensure that online payments arising from suppliers' invoices are authorised in line with Federation policies
- Prepare monthly bank reconciliations across the Federation for the Local Authority and approval by School Business Manager
- Monitor ParentPay Income, process refunds and reconciliations to MIS
- Carry out monthly reconciliation of Purchasing Cards in line with purchasing card policy
- Monitor cash flow across the Federation to ensure that payment runs are sufficiently covered by cleared cash balances
- Prepare cashflow statements monthly capturing all cash and cash equivalents entering and leaving Federation accounts.

Financial Month-End/Year-End/Statutory Returns

- Ensure all month-end processes and quarterly returns are carried out across the Federation for submission to the LA and presentation to the Governing Body in line with LA requirements. Identify, investigate and report exceptional trends and variances
- Prepare Year-End accounts and papers by due dates in conjunction with the School Business Manager
- Prepare and provide information and documentation as requested by auditors
- Periodic reconciliation of all control accounts to Nominal Ledger balances - VAT/Payroll/16-19 Bursary Funds/other grants etc.
- Prepare and ensure timely submission of Budget forecasts across the Federation
- Monitor and reconcile insurance claims and employee benefit schemes/loans.

Budgeting

- Support the School Business Manager, in the production of annual budgets and 3 year forecast for the Federation
- Work with SBM on updating staffing details and on-costs on budget software to manage annual salaries budget in line with forecast pay awards
- Prepare cash flow forecasts
- Support the School Business manager in the preparation of quarterly budget monitoring reports and year end forecasts for presentation to the Governing Body and submission to the LA
- Monitor departmental budgets reporting periodic balances to HoDs.

Capital Expenditure

- Review purchases to ensure all capital items are identified and appropriately capitalised
- Support Premises Manager and ICT Manager to ensure the Federation's assets are recorded on assets register and a periodic asset verification is performed
- Ensure update of disposal of assets on register
- Work with the LDBS to secure the Federation's allocation of DfC funding.



Payroll & Pensions

- Manage the Federation's HR portal ensuring that all personnel data is accurate and reconcile changes with payroll and budget software
- Ensure monthly payroll information is processed accurately across the Federation for submission for approval by Head of federation/Heads of School
- Review variations and deductions for correctness and accuracy and perform reconciliations against budget
- Ensure staff loans or other benefits (childcare scheme/salary sacrifice) are correctly accounted for
- Manage the Federation's reporting to the Local Authority, annual returns and audit requirements
- Ensure Finance Officer prepares staff salary statements to ensure appropriate and timely communications to staff
- Process all pension auto-enrolment information, gaps in pension contributions completing TR28 paperwork and any other pension queries as required.

Other Responsibilities

- Ensure Finance Officer manages the database of suppliers monitoring contract renewal dates
- Review and authorise new suppliers and ensure Finance Officer removes obsolete suppliers periodically
- Preparation of work specifications for tender and assisting the School Business Manager with the selection of contractors
- Ensure the finance team continue to be effective and efficient in responding to developments across the Federation
- Carry out line management and performance appraisal for the Finance Officer

Other Duties

- Participate in Federation INSET training and CPD opportunities to ensure knowledge and compliance with latest financial regulations
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Recognise own strengths and areas of expertise and use these to advise and support others
- Undertake any other duties commensurate with the level of the post as required, to ensure the efficient and effective running of school finances.

Equalities

- Ensure implementation and promotion in employment and service delivery of the School's equal opportunities policies and statutory responsibilities.
- Be aware of and support diversity and ensure equal opportunities for all

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from their Line Manager, SLT or Headteacher to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.



Person Specification

Professional Experience		
	<ul style="list-style-type: none"> At least three years' experience in financial management Experience of financial planning Experience of monitoring budgets, financial reporting, procurement and fixed assets Line management experience Awareness of Local Authority procedures & Financial Regulations Good knowledge of what constitutes 'Best Value' and be able to translate this into all aspects of the role Financial Management within an educational environment Experience of public sector procurement and school funding Awareness of SEN and High Needs funding 	<ul style="list-style-type: none"> Essential Essential Essential Essential Essential Essential Desirable Desirable Desirable
Qualifications		
	<ul style="list-style-type: none"> Educated to degree level or considerable relevant experience Qualification in Finance Management/ accountancy Recognized financial management/business degree or equivalent related professional qualification Experience in Bromcom/FMS MIS system 	<ul style="list-style-type: none"> Essential Desirable Desirable Desirable
Knowledge & Skills		
	<ul style="list-style-type: none"> Development, management and operation of finance and HR systems and procedures Ability to manage finances across a Federation from Nursery to Post 16 on multiple sites Able to lead and line manage individuals Able to support strategic decision-making within the school Able to use a range of Financial and other ICT packages Able to work in an organised and effective way to meet targets and deadlines Excellent problem-solving skills and the ability to make decisions Ability to use word processing skills to produce tables, spreadsheets, reports and statistical returns 	<ul style="list-style-type: none"> Essential Essential Essential Essential Essential Essential Essential Essential



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Personal & Professional Qualities		
	<ul style="list-style-type: none"> • Excellent interpersonal skills • Willingness to constructively challenge one's own work to continually improve own and contribute to team performance • Ability to work under pressure and meet deadlines • A commitment to safeguarding and promoting the welfare of young people • Able to keep confidentiality throughout all aspects of their work • Good attendance and punctuality • Resilience, integrity, energy and enthusiasm • Adaptability to changing circumstances and new ideas • Committed to the ethos of the school • Willingness to be flexible and take on additional duties as and when required • A DBS enhanced disclosure that is satisfactory to the School • Working flexible hours, which may involve occasional out of hours work including holidays to meet the needs of the school. 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential
Equal Opportunities		
	<ul style="list-style-type: none"> • A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way • A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities • A commitment to working in a flexible and collaborative manner with all members of the school community • Ensure implementation and promotion in employment and service delivery of the School's equal opportunities policies and statutory responsibilities. 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential



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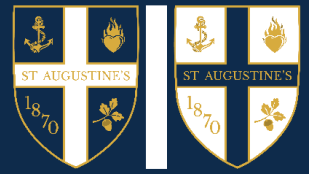
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Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date on our application form (CVs are not accepted).

Thank you for your interest in the St Augustine's Federated Schools. We look forward to receiving your application.

How To Apply

Please visit <https://www.stahigh.org/about-us/our-current-vacancies/> to download our application form. Completed applications should be sent by email to applications@stahigh.org.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A supporting statement

Help and Support

If you have any queries, or for help and support completing your application, please contact applications@stahigh.org

Safeguarding Notice

The St Augustine's Federated Schools are committed to ensuring the highest level of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.