



# RECRUITMENT PACK

Together we Belong, Believe, Become

# WELCOME FROM THE CEO

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Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'. As a community of schools, we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued. As a result of our newly founded values, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 school age children at both primary and secondary level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the newly appointed CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with all of our staff to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

## References

We will require two satisfactory references before a job offer is confirmed; one of which must be your Line Manager/ Headteacher in your present or most recent employment.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment. Further information about the Ascend Learning Trust and the Academies within it, is available on our website [info@ascendlearningtrust.org.uk](mailto:info@ascendlearningtrust.org.uk) We hope you will feel inspired to apply to work within the Trust.

Yours sincerely

Jane Coley  
Ascend Learning Trust CEO

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# JOB DESCRIPTION

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.

## Job Description

### Role Summary:

To deliver a professional financial support service for two Schools within the Trust. This will include preparation and processing of monthly management accounts and presentation of results to Head Teachers.

### Key Accountabilities:

- Contribute to the design and implementation of the Trust's financial procedures and systems.
- Prepare draft annual budget and financial plans, working alongside the Headteacher and Head of Finance to build and review budgets and plans in advance of submission to the Trust Finance Committee.
- To assist across the Trust with the accountancy functions such the fixed asset register, bank reconciliation and control account reconciliation etc.
- To lead the school's financial activities to include, but not exclusively, timely month end closes, posting accruals & prepayments, journals, VAT etc.
- Undertake detailed monitoring of monthly expenditure, including the preparation of monthly management accounts and narrative, advising the Head of finance on the reason for and implication of variances and any recommendations.

- To produce monthly budget holder information and assist budget holders with questions on queries to enable them to manage funds allocated to them.
  - Produce financial analysis and reports as required by the Head of Finance
  - Ensure appropriate use of the school's bank accounts and charge cards, undertaking regular checks and reconciliations.
  - Approve payments in line with agreed financial SODA, ensuring correct financial control is applied.
  - Responsible for adherence to financial regulations (Academy Trust handbook, SORP etc.) and audit requirements and advising on the application of these.
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- Requires good working knowledge of accounting and financial procedures.
  - Conducts professional level decisions and sets constraints for others in the Finance structure across the schools in the Trust.
  - Communicates a range of financial information both verbally and in writing with the senior leadership team within the schools and other staff.
  - Create and Update accounting policies within the trust.

## Person Specification

### Qualifications:

- Qualified accountant (Professional qualification such as ACA/ACCA/CIMA/CPFA) (Essential)

### Knowledge & Skills:

- Extensive knowledge of all areas of Microsoft Office.
- To work without supervision and within strict timescales
- Excellent time management and organization skills. (Essential)
- Previous experience of being and Business Partner (Essential)
- Use of Access Education financial system (Desirable)
- Experience of education finance (Desirable)

### **Key Contacts and Relationships:**

- Internal
- CEO
- COO
- School Headteachers
- School Office Managers
- IT
- Estates teams
- External
- Audit
- Bank
- Suppliers



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# Ascend Learning Trust

Welcome to Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'.

As a community of schools we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued.

## Compassion

To always show kindness, inclusivity and empathy to each other and to encourage others to behave this way. To care for those around you and to consider the needs of all.

## Aspiration

To 'dream big' and to set your goals with no limits. You work hard towards your goals and follow your dreams and always believe that anything is possible.

## Respect

To treat everyone as you would always wish to be treated in both words and actions. This means listening to others, appreciating differences, showing kindness and always being considerate.

## Dedication

Always try your very best to commit to and achieve all of your goals and never give up even when things are tough. Face challenges courageously and keep focused on your goals.

## Integrity

Holding true to what you believe in and act in a way that shows this. Always be honest and if you are in the wrong accept feedback and apologise.

Our vision at Ascend Learning Trust is to create a sense of belonging for everyone. All our young people receive a holistic world-class education regardless of where they come from or their life challenges. They will leave their Ascend community with outcomes that opens doors to a fulfilling and successful future.

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# HOW TO APPLY

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Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

If you would like to arrange a visit to the school, or for more information about applying, please contact the recruitment team on 01793 781485.

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link:

**[Ascend Learning Trust MyNewTerm](#)**

