



Joining The White Horse Federation

Finance Operations Lead - Candidate Pack

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Joining The White Horse Federation

The White Horse Federation runs a growing network of primary, secondary and special schools with clusters in Swindon, Wiltshire, Oxfordshire, and Berkshire. Working with young people who are often materially and socially deprived, The White Horse Federation seeks to provide a first-rate education and to raise ambitions at all its schools. You will be expected to travel between our schools and The White Horse Federation headquarters in Swindon Town Centre, located in the grounds of Drove Primary School where it all started in 2012.

As a member of staff at The White Horse Federation, you will join a dedicated and supportive network of professionals. We pride ourselves on our positive working relationships and our professional development opportunities. We actively seek to address issues relating to the work-life balance and workload of staff, and offer a competitive benefits package.

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a DBS check and if successful you will be expected to apply for a disclosure from the Disclosure and Barring Service before an appointment is confirmed. Please note that references will be sought for shortlisted candidates prior to interview.

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

The White Horse Federation values uniqueness and recognises the benefit of having a diverse workforce. We value the contributions of all staff from a wide range of backgrounds and we are committed to building an inclusive workplace that reflects the diversity of the communities we serve.

At The White Horse Federation, we believe that everyone should be treated with fairness and respect and share a commitment to equality, diversity and inclusion at all of our schools. We welcome applications from all backgrounds and operate a fair recruitment process, free from discrimination against the protected characteristics, in line with the Equality Act 2010.

Competitive remuneration, commensurate with the importance of the role and the experience of the successful candidate, will be offered.

Welcome from the CEO

Dear Candidate,

Thank you for your interest in joining The White Horse Federation at this important and exciting time for the Trust.

As CEO since September 2024, I am delighted to be able to recruit to this key role, which is a huge opportunity for the right candidate to join the Trust, accelerate improvement and be a key leader into the next phase of the Trust.

The Trust is a family of 30 schools with an excellent team that works closely together to support and inspire all children and colleagues, offering greater opportunity and choice. The Trust aims to be a deeply connected, collaborative, and supportive organisation that creates the conditions for all colleagues to influence the lives of children positively.

The Trust enjoys a strong and growing reputation. As one of the most mature Trusts in the sector, with a significant track record of school improvement, this is an excellent opportunity and time for a motivated and committed individual to join us. Over time, the Trust has achieved substantial progress, with all 30 schools now graded at least 'Good' by Ofsted—compared to just 50% when they first joined. This summer, all key performance indicators improved and are now above national averages.

The following offers details of the Trust and the role, and you will gain an understanding of the role from the Job Description and Person Specification.

It is an exciting time to work within the Trust and contribute to our mission:

“Inspiring every child to flourish through an inclusive, all-through education that nurtures opportunity, equity, and agency for life.”

I look forward to receiving your application. Thank you for considering this exciting opportunity.

Dr. Dan Nicholls



Dr Dan Nicholls | CEO

About the Trust

The White Horse Federation is a multi-academy trust of primary schools, secondary schools, and special schools. Founded in 2012 our federation is now among the largest Multi-Academy trusts in South West England.

At the heart of The White Horse Federation is our united belief in collaborating to provide first-class education for a wide range of young people. Our schools embrace values-based education to ensure young people from all walks of life are supported with the skills and qualities they'll need to succeed in the future.

Our Trust operates across a number of regional hubs, including, Wiltshire, Swindon Oxfordshire, and Berkshire. Across the Federation, more than 2,000 members of staff work to achieve positive outcomes for more than 12,000 pupils.

The White Horse Federation in numbers:

30+ Schools

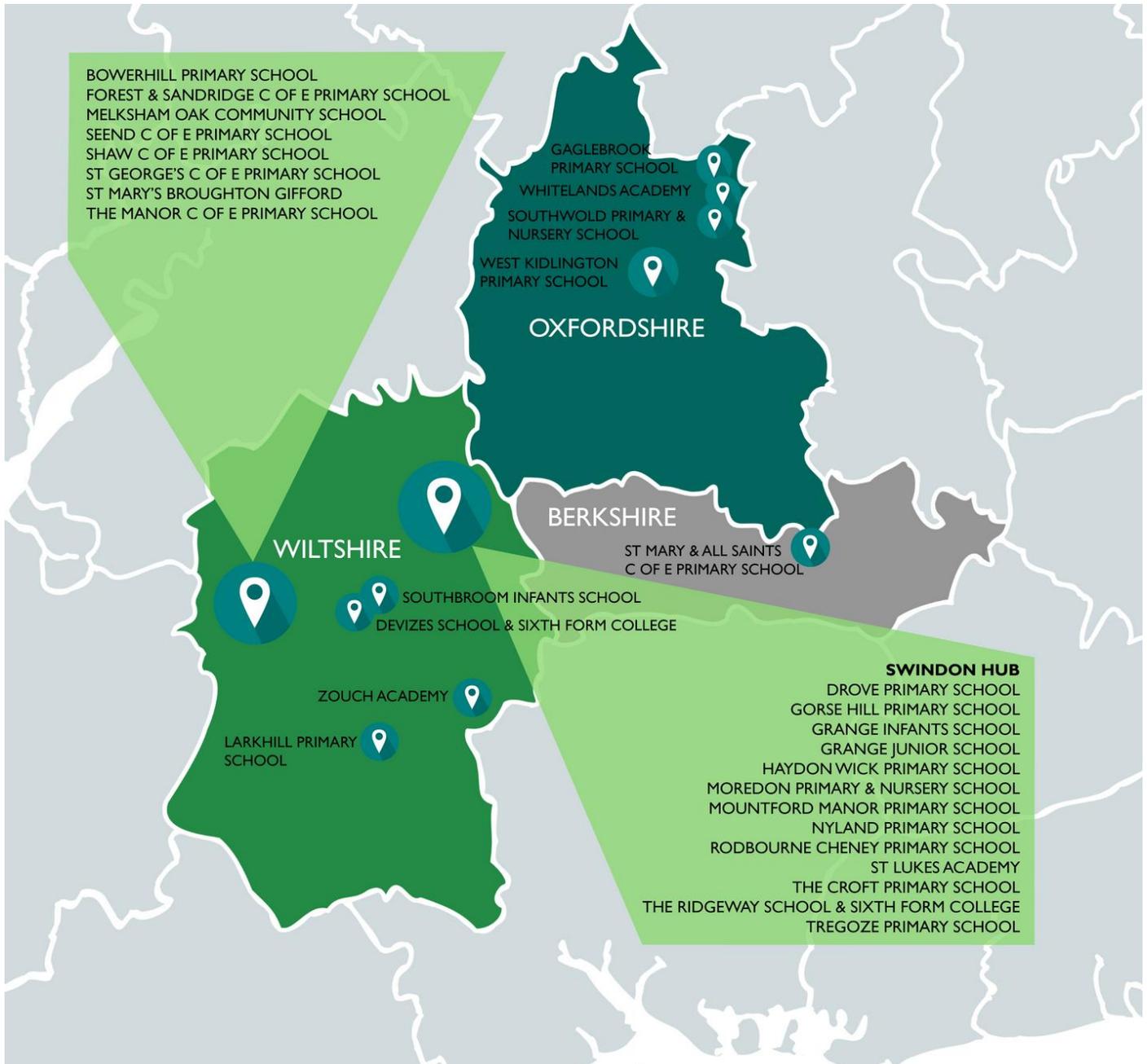
**2000+
Members of Staff**

12,000+ Pupils



Our Schools

The White Horse Federation has 30 schools at the heart of its Trust. Including five secondary schools, 25 primary schools and 2 special provision schools. Our schools are located in the boroughs of Swindon, Oxfordshire, Wiltshire and West Berkshire.



Job Description

Employment Details	
Job Title	Finance Operations Lead
Reports to	Chief Financial Officer
Salary Band	HAY T Upper (T54-T58)

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
<ul style="list-style-type: none">Responsible for overseeing the day-to-day running of the finance department, providing visible and professional leadership.To support the Chief Financial Officer in developing financial strategy.To ensure that the Trust adheres to statutory deadlines.Responsible for liaising with auditors through the external audit process.To <u>line</u> manage the Financial Accountant and Accounts Payable Supervisor.

Responsibilities
<ul style="list-style-type: none">To oversee day-to-day management of the finance team.To ensure that the finance team has the relevant capacity, skills, knowledge and focus to adapt to the evolving needs of the Trust.To oversee month end processes, adjustments, reconciliations and preparation of consolidated management accounts in a timely manner.To work with the Chief Financial Officer to develop, plan and embed financial management practices, policies and controls that reflect best practice and promote due diligence.To work with the Chief Financial Officer to ensure that budgets and targets are set, implemented, monitored and measured against.To ensure the department complies with best practice and legal requirements in respect of all accounting processes, statutory compliance, internal control framework, HMRC and pension regulations.To maintain the integrity of finance systems, ensuring compliance with the Academy Trust Handbook, internal and external audit requirements, VAT regulations and Trust finance policies.To support in the preparation of statutory financial accounts including DfE, HMRC and VAT returns, ensuring areas of risk are effectively escalated and deadlines are achieved.To ensure accurate, complete and compliant financial records across the Trust.To manage bank arrangements across the Trust.To ensure suppliers are paid in line with payment terms.To complete cash flow forecasting <u>on a monthly basis</u>.To support the Chief Financial Officer in the conversion process of new schools.To work in collaboration with other departments to ensure that the correct financial processes are followed.To keep up to date with financial developments across the education sector.

Job Description continued...

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Person Specification

Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> Fully qualified accountant (ACA/ACCA/CIMA) with a minimum of 3 years PQE. Strong educational background. 	<ul style="list-style-type: none"> Willing to undertake further CPD and training

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> Knowledge and experience of educational finance and working within a MAT/school context. Experience of leading and managing a team. Strong ICT skills, including Microsoft Office and finance systems. Strong influencing and communication skills. Strong budget management, financial planning and audit preparation skills. 	

Specialist Knowledge

Essential	Desirable
<ul style="list-style-type: none"> Working knowledge of preparing statutory financial statements, reports and returns. Experience of working with financial systems. A good understanding of regulatory frameworks. Knowledge of financial accounting processes and procedures. 	<ul style="list-style-type: none"> Strong educational management knowledge.

Personal Traits

The successful candidate will:

- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.
- Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries.
- Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.
- Have values that align with the ethos and culture of The White Horse Federation.

What we can offer

We believe in the limitless potential of students and staff. Our staff body will have the opportunity to build something unique and lasting throughout The White Horse Federation.

As a team we will shape a culture, across the Trust that creates an environment where everyone excels. Growing numbers will mean that staff will gain a broad experience of education and develop skills as the Trust expands. Our CPD programme will support development and as the school grows, opportunities to lead across The Trust will ensure our staff career progression.

Our staff body will also benefit from:

- An opportunity to lead as Executive Headteacher of two Oxfordshire Primary Schools, and inspire lives with greater opportunity and choice.
- The opportunity to work in an exciting dynamic work environment with a supportive staff body, where staff and student culture are central.
- Opportunities to lead at all levels as well as career progression.
- Opportunities to work with our partner schools across The White Horse Federation.



Why join our family?

The White Horse Federation is a not-for-profit multi-academy Trust that supports and sponsors many Primary, Secondary, and Special Schools across Wiltshire, Swindon, Oxfordshire, and Reading.

Our shared vision for excellence through partnership means we are also committed to upholding and celebrating the best of what makes a local school great - in other words, the qualities and characteristics that shape the type of school every member of our federation would be proud to send their own children to.

The White Horse Federation combines a relentless drive for academic excellence with a shared moral purpose and shared values, while ensuring that fun and happiness are a key attribute of each of our schools. We genuinely believe that partnership - working with our schools, pupils and their parents, and the wider community - helps to create the best possible outcomes for all children. The White Horse Federation empowers its colleagues through support, training, and career opportunities so our schools can recruit, develop, and retain outstanding staff who are leaders in their field. That way, we're able to ensure that every student achieves their full potential, regardless of their background, culture, heritage, or ability.

The Advantages of joining our Federation

In addition, our employees reap the rewards of a competitive benefits package, including:

- Employee Assistance programme
- Cycle to Work Scheme
- Various Wellbeing and support networks

Discounts, save money on holidays, clothing and much more:

- Discounts for Teachers - All staff within the Trust can take advantage of the discounts
- Blue Light Discount
- Eye Care Vouchers

Development

- Access to up-to-date training on safeguarding and child protection to ensure staff are fully supported in their roles, including ongoing updates on statutory safeguarding guidance and legislation.
- CPD Programme
- Supportive leadership team to help you reach your full potential

Pension / Leave and Service

- Excellent Pension Scheme*
- Employer contributions above national standards
- Enhanced family-friendly policies, including maternity, paternity, adoption, and shared parental leave
- An additional White Horse concessionary day's leave per year

*This role is in the Local Government Pension Scheme

How to apply

We are thrilled you would like to join our Trust!

To complete an application form via our applicant tracking system, visit MyNewTerm:
<https://mynewterm.com/trust/The-White-Horse-Federation/5315>



**THE WHITE HORSE FEDERATION
MULTI-ACADEMY TRUST**

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Proud to be a part of
The White Horse Federation



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