

BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



HUB FINANCE LEAD

Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

JOB DESCRIPTION

Post Title: Hub Finance Lead

Reporting to: Chief Financial Officer (CFO)

Job Purpose: Lead on finance support to hub schools.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

Main Duties / Responsibilities

Post holders working to this job description / profile may undertake any of the following main duties and responsibilities.

1. Take the lead on supporting hub schools by:
 - a. Holding finance meetings with Headteachers at least half termly.
 - b. Ensuring that finance governors are briefed with Headteachers at least termly.
 - c. Being the primary finance point of contact for Headteacher / Business Manager budget and accounts queries.
 - d. Working with Headteachers, Business Managers and School Improvement Team to provide costings for potential budget updates.
 - e. Working with Headteachers, Business Managers and School Improvement Team to ensure that Curriculum Led Financial Planning (CLFP) documents are up to date, including latest staffing / payroll information.
 - f. Reviewing key income streams each month and identifying potential budget issues, including income from:
 - a. SEN
 - b. Nursery
 - c. Wraparound
 - d. Lettings
 - e. Staff absence insurance
 - g. Ensuring school level statutory returns are completed accurately and to agreed deadlines.
 - h. Coordinating the flow of core financial information between hub schools and our Trust, including:
 - a. Bank reconciliation
 - b. Suppliers / purchase ledger
 - c. Customers / debtors ledger

JOB DESCRIPTION

2. Being a champion for the Trust's core finance software packages, including those for:
 - a) Finance / accounting (Sage Intacct)
 - b) Budgeting (IMP)
 - c) Purchasing (Compleat)
 - d) Banking (Bankline)
3. Supporting the central team by:
 - a. Being a champion for relevant projects.
 - b. Carrying out internal controls, testing and assurance at hub schools as required.
 - c. Collating internal, external and Annex G audit information from hub schools as required.
 - d. Collating information from hub schools for Trust level statutory returns as required, including:
 - a. Land & Buildings Collection Tool
 - b. Academies Accounts Return
 - c. Budget Forecast Return
 - e. Working with the Procurement Manager and other colleagues on hub schools' expenditure to identify savings and improved services.
 - f. Working with school, hub and Trust finance colleagues to ensure the efficient operation and monitoring of school and Trust finances.
1. To carry out your duties with full regard to the Trust's Equality Policy.
2. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.
3. Any other duties of a similar nature related to the post which may be required from time to time.



PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS & EDUCATION	E1	Band 9 (Entry Level) – being degree qualified or meeting the entry requirements for AAT Level 3 or AAT Level 4 or equivalent in a related field e.g. Institute of School Business Leadership (ISBL) qualification	AF, C
		Band 10 – successful completion of AAT Level 4 or equivalent in a related field e.g. Institute of School Business Leadership (ISBL) qualification	AF, C
EXPERIENCE & KNOWLEDGE	E2	Significant current and previous experience of working in a finance role, including experience of budget monitoring	AF, R, I
	E3	Significant current and previous experience of working with spreadsheets	AF, R, I
	E4	Knowledge of Data Protection requirements and understanding of confidentiality	AF, R, I
SKILLS	E5	Ability to relate well to adults	AF, R, I
	E6	Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding	AF, R, I
	E7	Ability to work successfully as part of a team and prioritise own work with minimum supervision	AF, R, I
	E8	Ability to work under pressure to tight deadlines on a number of different projects	AF, R, I
	E9	IT literate, capable of using finance & budget setting software, Microsoft Word, Excel and Office packages	AF, R, I
	E10	Ability to problem solve	AF, R, I
PERSONAL ATTRIBUTES	E11	Participate in development and training opportunities	AF, R, I
SPECIAL REQUIREMENTS	E12	Ability to access reliable transport in order to carry out the travel requirements of the post	AF, I
	E13	Willingness to work outside normal working hours on occasions	I
	E14	Suitability to work with children	C

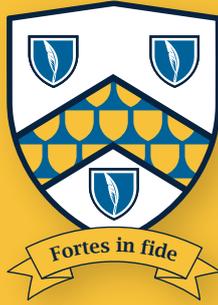
PERSON SPECIFICATION

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
EXPERIENCE & KNOWLEDGE	D1	Significant current and previous experience of working in schools / trusts and or with our Trust's Accounting (Sage Intacct), Budgeting (IMP) and Purchasing (Compleat) software	AF, R, I
	D2	Significant current and previous experience in the Academy Sector including awareness of statutory and Academies Handbook requirements	AF, R, I
	D3	Significant current and previous experience of internal and external audit	AF, R, I
SKILLS	D4	Ability to work across multiple reporting divisions / locations	AF, R, I

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references



BISHOP HOGARTH

We are
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Catholic Education Trust

Thank you for your interest in our vacancy



www.bhcet.org.uk



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