

## Finance & Payroll Manager

37 hours per week: 52 weeks a year

Monday to Thursday 08:30 – 16:30/Friday 08:30 – 16:00 (inclusive of 30 mins unpaid break)

Remuneration: Grade I: Pts 22-26 (£31,364 - £34,834)

Huxlow Academy is a fully inclusive school, located in Irthlingborough, East Northamptonshire. Our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

The successful candidate will:

- Provide an effective, efficient and accurate Financial Support service to the Academy in line with procedures and policies.
- Lead and manage the day-to-day functions of the Finance Team to ensure the continuity of financial administration and associated systems to the highest standards.
- Manage all financial and accounting operations, systems, controls and reporting in association with the School Business Manager and Head teacher.

If you believe that you have these qualities, are passionate about being involved in the growth of students and are interested in working as part of our school team, then we look forward to hearing from you.

Candidates must be eligible to live and work in the UK.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students. Due to this collaborative way of working, travel to other trust schools may be required and associated business insurance needed.

**The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

**How to apply:** All documents including the full job description, person specification and application form are available on our website <https://www.huxlow.northants.sch.uk/> Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests or completed applications should be sent to Sonya Earby-Martin

E: [hr@huxlow.northants.sch.uk](mailto:hr@huxlow.northants.sch.uk) T:01933 650496

**Closing date: Wednesday 14th February 09:00 am**

**Applications may be reviewed and shortlisted as they are received. Please apply early to avoid disappointment.**

**Interview date: TBC**

*Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.*

*KCSiE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.*

Huxlow Academy, Finedon Road, Irthlingborough, NN9 5TY

T: 01933 650496

E: [hr@huxlow.northants.sch.uk](mailto:hr@huxlow.northants.sch.uk)

Part of the Tove Learning Trust

# Finance & Payroll Manager

## Job Description

|                      |   |
|----------------------|---|
| <b>Role:</b>         | Finance & Payroll Manager               |
| <b>Reports to:</b>   | School Business Manager                 |
| <b>Location:</b>     | Huxlow Academy                          |
| <b>Contract:</b>     | 37 hours per week/52 weeks per year     |
| <b>Remuneration:</b> | Grade I – Pts 22-26 (£31,364 - £34,834) |

### Job Context

Huxlow Academy currently has 110 staff and 950 students on role. This post is the lead position of the finance team based in the school office. The team currently has 3 staff consisting of three part time finance assistants and reports directly to the School Business Manager. There is a school HR Manager who performs the HR admin.

### Key responsibilities

- **Budgets** - To support to the School Business Manager and Headteacher on **planning, forecasting, budgeting** and financial reporting including The East Northants College financial arrangements.
- **Accounts & Controls** - To provide an effective, efficient and accurate Financial Support service to the Academy in line with procedures and policies accounting operations, systems, controls and reporting
- **Team Leader** - To lead and manage the day-to-day functions of the Finance Team to ensure the continuity of financial administration and associated systems to the highest standards.
- **Stakeholders** - To provide support to the School Business Manager and Headteacher in the preparation of materials for stakeholders (e.g., Regulators, Auditors, ESFA, HMRC, Leadership team, Governing Body, Staff)
- **Payroll** - Responsibility for payroll and pensions administration in association with the School Business Manager.

### Specific Responsibilities

#### **Planning, forecasting and budgeting:**

- Support the School Business Manager in the development of financial plans, in alignment with the Academy's School Improvement Plan and the forecast availability of resources.
- Support the School Business Manager with the monitoring of the financial position of the Academy on a monthly basis. Keep the financial plan under review and recommend revisions as necessary during the year in association with the School Business Manager.
- Support the School Business Manager with the preparation of annual budgets and reviews of expenditure against budget: leading on departmental budget setting and monitoring.
- Management of budget and forecasting software systems.
- Lead contact with budget holders throughout the year supporting them in monitoring their performance against budgets. Advise on all aspects of related financial policy, procedures and procurement.

- Support the School Business Manager in providing budget and forecast reports for Leadership Team and Governing Body.
- Support the School Business Manager with the submission of agreed budgets and forecasts in line with the trust and regulatory requirements and timetables.
- Manage the operation of The East Northants College finances (6th form partnership) in association with the Headteacher (including but not limited to producing draft budget, monitoring of budget, reconciliations, reports – finance reports, budget holder reports, print reports etc). Regular liaison with Business Managers at Rushden Academy and Ferrers School and TENC Admin Manager.
- Analyse and interpret management accounting information to support variance analysis, including investigation of budget variances and preparing a narrative for the School Business Manager to explain the reasons for variances.

### **Financial management, control and operations:**

- Day to day management of the Academy's accounting and financial record systems (incorporating General ledger, Sales ledger, Purchase ledger, Assets, Budgets etc.) and the school bank account.
- Responsible for the maintenance of appropriate and effective systems and procedures for financial control, in line with trust, regulatory and audit requirements using agreed policies.
- Responsible for highlighting to the School Business Manager, Headteacher and Governors on updates to statutory financial duties including the Academy Trust Handbook, HMRC updates, Pensions, Payroll and ESFA funding principles.
- Review and respond to any control weaknesses identified through audit or other procedures and checks.
- Management of income and expenditure operational systems and procedures, including BACS, online payments in and out, cashless systems, cash procedures and banking in line with trust requirements.
- In liaison with the Business Manager, prepare and provide the supporting paperwork for the trust audit pack and send to the external auditors as required.
- Manage the co-ordination and maintenance of a list of approved contractors and suppliers to ensure best value.
- Support the School Business Manager with the Academy's asset register ensuring that it is maintained and regularly updated.
- Provide timely internal management reports, including forecasts, cash flow reports, management accounts, bank reconciliations, benchmarking data, department budgets reports etc. to support finance meetings and internal reporting deadlines.
- Provide supporting documentation as requested by external auditors
- Maintain clear audit trails and working papers in support of the financial accounts prepared.
- Oversee the accurate processing and posting of income in accordance with the Academy's procedures e.g. canteen, trips and move to electronic processes where possible.
- Ensure that all manual and computerised records and filing systems relating to all areas of finance are maintained and retained as required and comply with GDPR requirements.
- Undertake or oversee monthly reconciliations, including but not limited to bank, petty cash, debit/charge cards, music tuition fees, payroll, balance sheet, WisePay, Trips, Fund raising, ESFA, Local Authority etc.
- Produce monthly reports, including but not limited to TOIL, Print, 6<sup>th</sup> Form, Canteen, Fraud Risk monitoring etc.
- Deal with correspondence promptly as and when required relating to financial matters.
- Oversee the letting and leasing of Academy premises to external organisations, for the development of the extended services and local community requirements in association with the School Business Manager and the Site Manager.

- Manage the preparation and processing of regular supplier BACS payment runs in accordance with procedures, ensuring all payments are accurate.
- Ensure that adequate internal financial controls are in place for the authorisation of all creditor payments within delegated expenditure limits with full segregation of duties as appropriate.
- Ensure that all purchases made by the Academy pass through the purchase ledger by raising an order and to prevent where possible direct purchases being made by Academy staff.

#### **Management of Finance functions and Finance team:**

- Support the School Business Manager in considering continuous improvement initiatives for delivery of Finance function responsibilities.
- Lead and manage the Finance Team, including overseeing day-to-day processes, communication, motivation, succession planning, recruitment and performance management.
- Oversee the Sales and Purchase ledgers to ensure the effective, accurate and timely processing of orders and invoices by the Finance team.
- Oversee the day-to-day management of the electronic parent pay system WisePay, ensuring payments allocated accurately and in timely manner.
- Oversee effective debtor and credit control procedures in accordance with the trust requirements and Academy's procedures.
- Ensure that direct debit expenditure is accurately recorded on the general ledger system.

#### **Stakeholder management:**

- Produce reports for Governing Body in association with the School Business Manager.
- Principle point of contact with ESFA, HMRC, Pensions bodies, Internal and External Auditors, Payroll, Local Authority and DfE.
- Liaise with internal and external parties (e.g., Local Authority, ESFA, Teachers Pensions, LGPS) with regards to all financial management payments and control issues as appropriate.
- Provide an effective resolution to financial queries from all stakeholders.

#### **Payroll and Pensions administration:**

- Management of payroll service (out-sourced) to ensure that all staff are paid on time and in line with HR records.
- Submission of accurate records and returns for staff Payroll and Pensions.
- Responsible for the completion of the final control reconciliation of the EPM payroll reports prior to payment.
- Undertake monthly payroll control checks in association with the School Business Manager.
- Resolution of Payroll and Pensions queries.
- Complete Pension's returns as required in association with the Headteacher (including but not limited to Teachers Pensions End of Year Certificate, Auto Re-enrolment etc.)

## General

- Contribute to the whole Academy ethos, environment and organisation, both practically and as a positive role model for pupils and colleagues, and act as an ambassador for the Academy with a desire to raise standards and attainment.
- Build and maintain positive and constructive relationships with students, parents, carers and colleagues to maximise students' development and maintaining the overall ethos of the Academy.
- Maintain confidentiality at all times.
- Support all general college activities and undertake any other duties as determined by the Headteacher to enhance the efficiency and effectiveness of the support staff teams.
- Arrange and provide training sessions for staff and budget holders on financial processes and systems.
- Attend training sessions and meetings as required.
- Undertake other duties as reasonably requested by senior colleagues commensurate with pay and responsibility of the role.

*Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities. Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.*

*It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.*

# Finance and Payroll Manager

## Person Specification

|   | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| <b>PRE-EMPLOYMENT CHECKS</b>  |           |           |
| Criminal Records  | *         |           |
| Enhanced Disclosure and Barring   | *         |           |
| Proof of identity   | *         |           |
| Medical Questionnaire   | *         |           |
| Satisfactory References   | *         |           |
| <b>QUALIFICATIONS/TRAINING</b>  |           |           |
| Appropriate financial qualification/s and/or significant experience in field        | *         |           |
| Associated accountancy or financial management qualification                        |           | *         |
| Willing to undertake all relevant training as requested                             | *         |           |
| <b>EXPERIENCE</b>   |           |           |
| Experience in a financial management role   | *         |           |
| Previous experience of working in a school/education financial management           |           | *         |
| Demonstrable experience of financial control and reporting                          | *         |           |
| Experience managing and motivating a team   | *         |           |
| Proven administrative competence with the ability to co-ordinate a variety of tasks | *         |           |
| Knowledge of the Academy Trust Handbook   |           | *         |
| <b>COMPETENCIES</b>   |           |           |
| Punctual and reliable   | *         |           |
| Effective time management and organisational skills                                 | *         |           |
| Excellent interpersonal skills with the ability to maintain confidentiality         | *         |           |
| Strong financial reporting skills   | *         |           |
| Strong skills in Microsoft Office/Financial packages                                | *         |           |
| Strong communication skills – able to interact with people throughout the Trust     | *         |           |
| Familiarity with Access, WisePay, SIMS, and Iris (Biostore)                         |           | *         |
| <b>PERSONAL ATTRIBUTES</b>  |           |           |
| People leadership and management  | *         |           |
| Initiative and ability to prioritise own work and that of others                    | *         |           |
| Attention to details  | *         |           |
| Collaborative, positive and helpful approach  | *         |           |
| Diplomatic and patient response   | *         |           |
| Flexibility, to meet needs of the Academy and Trust                                 | *         |           |
| Commitment to the Academy's ethos, aims and it's whole community                    | *         |           |
| Is committed to and meets all the requirements for safeguarding children            | *         |           |

# Why Join Huxlow Academy?

## Letter from the Headteacher

Dear Candidate

Thank you for your interest in the role of Finance & Payroll Manager at Huxlow Academy. We trust this application pack provides you with an insight into life at our school and encourages you to apply for the role.

We are incredibly proud of our school, a medium-sized Secondary Academy (11-18), located in Irthlingborough, East Northamptonshire. As a fully inclusive school our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

I believe that every student and staff member that walks through the doors of Huxlow is a valuable member of our community, and we work hard to ensure they are welcomed, supported, and challenged to be the best version of themselves that they can be.

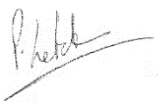
We are in an exciting new phase in the history of Huxlow and place a pursuit of excellence at the core of everything we do. This is underpinned by our core values of Respect, Ambition and pride. I hope that you feel inspired to aim high and come and join us as we strive to make Huxlow even better.

We place an emphasis on ambition and respect for each other and working together to ensure that our community is constantly developing. Huxlow students are exceptional, staff go the extra mile, and we are dedicated to Professional Learning and Development.

At Huxlow Academy we aim to create a learning environment that supports excellence, risk taking and innovation, stretching student understanding and ensuring that lessons are interesting and inspiring. Our teachers engage in regular professional development, keeping up to date with the latest evidence-informed research to help students learn effectively. Our teaching and learning programmes enable teachers to develop their individual strengths. Staff are encouraged to plan together, developing schemes of learning that keep students engaged. We have a well-developed online learning platform using Office 365, Google and Go4Schools which allows students to emerge as independent learners and parents to support their child's learning from home. Collaborating with schools across the Tove Learning Trust and beyond ensures our staff are at the forefront of educational thinking and practice.

Please explore our website, the recent Headteacher's letters section and our social media, to gain a flavour of what it means to be part of the Huxlow Academy community. We hope you are as impressed by our school as we are. I look forward to receiving your application should you decide you want to be a part of the proud Huxlow team.

Please contact the school if you have any questions or require any further information.



Paul Letch  
Headteacher



# Huxlow Academy Information

## The Curriculum

Our Key Stage 4 programme aims to develop deeper understanding and mastery of subjects at GCSE, in order to achieve the highest outcomes and to aspire for every student to reach their potential.

Our ambitious curriculum is designed to deliver our vision of “Thriving Through Excellence.” This means we offer a perfect balance of academic learning, personal development, and enrichment.

All teaching and learning is designed to meet our high expectations and aspirations with a clear focus on sharing knowledge and developing lifelong skills. Every child is pushed to do the very best they can do, whilst taking account of every individual’s needs.



Our  
Key



Stage 4 programme is extended over 3 years to develop deeper understanding and mastery of subjects at GCSE, in order to achieve the highest outcomes and to aspire for every student to reach their potential.

- All students study English, Mathematics, Science, Religious Studies, Physical Education and French
- At Key Stage 3 (Years 7 & 8) students also study Technology, Geography, History, Music, and Drama
- At Key Stage 4 (Years 9, 10 & 11) alongside our core subjects students make a number of option choices from the range of other subjects including Psychology, iMedia, Sociology, Photography, Dance and Business Studies.

All of this is supplemented by a rich programme of enrichment, curriculum themes and extra-curricular activities.

Our excellent Key Stage 5 provision is delivered alongside our fellow Tove Learning Trust partner, Rushden Academy, as part of The East Northamptonshire School (TENC). Our joint provision has one of the most comprehensive choice of subjects in the county, consisting of over 20 A Level courses and additional BTEC Level 3 courses. Please visit [www.tenconline.co.uk](http://www.tenconline.co.uk) for more details.





# Huxlow Academy Information

## Extra-Curricular and Enrichment

At Huxlow Academy there is a strong commitment from staff to offer our students an inclusive and enriching educational experience, both within the curriculum and through a wide range of extracurricular opportunities.

An exciting array of clubs, activities and trips provide a springboard for developing key life skills. There really is something for everyone! Inspiration is achieved through our many day and residential trips.



We also offer many highly popular and enriching residential trips and experiences.

These include:

- Duke of Edinburgh expeditions
- Normandy/ Paris/ Holland – Cultural trips
- Austria Ski Trip
- Uganda - International Youth Conference.
- Cornwall
- London

Students have the opportunity to visit places of interest in the UK, including theatres, university campuses, science conventions and careers establishments. They are able to experience visiting speakers, authors, and theatre groups during their time at Huxlow. We are also extremely proud of our sporting achievements. Huxlow students have repeatedly achieved excellent results at District, County and National level. Many team and individual sports are run as clubs and activities by our motivated and competitive Physical Education team.

