

# Northampton Primary Academy Trust

## Recruitment application pack



Financial Controller  
April 2024

## NPAT Financial Controller – April 2024

### Job Description

POST DETAILS	
<b>Responsible to:</b>	Chief Finance Officer (CFO)
<b>Liaise with:</b>	NPAT Board of Directors, NPAT Business and Finance Committee, NPAT Executive Team, School Senior Leadership Teams, Local Governing Bodies, School Business Managers, Bank Representatives, Finance System Account Management
<b>Place of work:</b>	NPAT Central Office and NPAT Schools
<b>Hours:</b>	37 hours per week 52 weeks per year
<b>Starting Salary:</b>	Grades M- N - £50,512 - £61,488 (pay award pending from 1 <sup>st</sup> April 2024)
<b>Key responsibilities:</b>	Financial Planning, Control, Reporting & Audit
KEY RESPONSIBILITIES	
<b>1 – Purpose of the Post:</b>	<ul style="list-style-type: none"> <li>• All accounting activities across NPAT including financial accounting, VAT returns and financial data analysis working in conjunction with School Business Managers</li> <li>• Producing financial monitoring reports for Directors and overseeing financial reporting at all other levels of the Trust</li> <li>• Administer the Access finance system for both financial and budgets. Ensure procedures are maintained and up to date.</li> <li>• Developing robust financial control procedures and policies that ensure the Trust remains compliant with all statutory reporting to the ESFA, Charities Commission and Companies House</li> <li>• The coordination of internal and external financial audits along with the production of statutory accounts in liaison with the Trust's appointed auditors</li> <li>• The financial health of the Trust in order to meet the financial objectives as specified in the Trust's financial policies</li> </ul>
<b>2 – Financial Planning:</b>	<ul style="list-style-type: none"> <li>• Maintain a strategic 3-year budget plan that will indicate the trends and requirements of the Trust's Improvement Plan and individual School Improvement Plans</li> <li>• Forecast of future years' budgets to ensure long-term sustainability of the Trust</li> <li>• Develop and train all new finance staff on the Trust Finance system</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain the cost centre and ledger code structure on the trust finance system ensuring it is fit for purpose, being used and applied consistently across the Trust.</li> <li>• Ensure that adequate systems and procedures are devised (where relevant), operated and maintained, in accordance with Academies Financial Handbook, including the annual review of the Trust Finance Policy</li> <li>• Lead and manage the Trust's Central Processing Team to ensure purchase orders are raised and all invoices are processed efficiently and with sufficient review and oversight to ensure payments made are accurate and aligned with purchase orders</li> <li>• Support CFO with bids for any grants that the Trust may be eligible for and work with colleagues to ensure timely submission of grant submissions</li> <li>• Work with the CFO to conduct financial due diligence on schools that could potentially join the Trust</li> </ul>
<b>3 – Financial Control:</b>	<ul style="list-style-type: none"> <li>• Management of VAT returns, bank reconciliations and the Trust's accounting controls.</li> <li>• Taking a lead in the development of Trust Policies, working in partnership with the Board of Directors, NPAT Executive Team and our schools</li> <li>• Identifying and informing the Accounting Officer, Chief Financial Officer and Board of Directors of the causes of significant variance to the budget and recommending prompt corrective action as required; proposing revisions if necessary, in response to significant or unforeseen changes in need</li> <li>• Management of the purchase ledger and ordering systems, sales ledger, intra MAT transactions, cash flow and investments</li> <li>• Ensure cash balances are optimised to achieve healthy returns with the Trust's single banking partner</li> <li>• Examine all financial reports and data closely to check for discrepancies</li> <li>• Support in challenging and reviewing financial practice, while still working in line with government and auditing requirements</li> </ul>

<b>4 – Financial Reporting:</b>	<ul style="list-style-type: none"> <li>• Management and production of Trust monthly consolidated income and expenditure, balance sheet, cashflow and dashboard reports (to include KPI reporting)</li> <li>• Preparation of annual financial statements and supporting audit files, for planning and managing the annual audit.</li> <li>• Managing the provision of financial accounts, relevant financial information including reports, statistical information and company returns, and presenting them as needed</li> <li>• Lead on the Trust's other annual returns to the ESFA, including but not limited to the Annual Accounts Return, Land and Buildings Collection Tool, and Budget Forecast Return.</li> <li>• Oversee the budget and accounting software across the Trust to support high quality planning and reporting</li> <li>• Ensure procedures are in place to enable effective monitoring and evaluation of financial practices throughout the Trust, including consistent implementation and application of finance policies.</li> </ul>
<b>5 – Financial Audit:</b>	<ul style="list-style-type: none"> <li>• Manage the process of audit across the Trust liaising with the Responsible Officer and the Trust's appointed auditors to develop an audit plan that makes clear the contributions of various staff involved in the process.</li> <li>• Ensure that audit processes are in line with the expectations of the Academy Trust Handbook, is planned and completed on time to meet governance and funding body requirements.</li> <li>• Ensure that all audit findings (e.g. external audit, internal scrutiny, ESFA Financial reviews etc.) are acted upon with a clear audit action plan which is then signed off by the Board of Directors.</li> </ul>
<b>Relationships:</b>	<p>The nature of the post will bring the post holder into contact with a wide range of people both within NPAT Schools and outside the organisation and the post holder will be expected to maintain high quality relationships with all of the following:</p> <ul style="list-style-type: none"> <li>• Children</li> <li>• Parents</li> <li>• All Staff</li> <li>• NPAT Central Team</li> <li>• Members of the Board of Directors and Local Governing Bodies</li> <li>• Outside agencies including the Department for Education, Education and Skills Funding Agency and the Local Authority</li> </ul>

	<ul style="list-style-type: none"> <li>• Professional Service Providers for NPAT</li> <li>• Banking Representatives</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>• To contribute to NPAT's overall development as an active member of the Central Team to ensure that it operates on the basis of shared and collective responsibility.</li> <li>• Act as an ambassador for the Trust by supporting our values and expectations of learning</li> <li>• Follow and where appropriate enact all relevant Trust policies, procedures and guidelines.</li> </ul>

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks, therefore, all posts within the Trust are subject to an enhanced DBS with Barred List check.

The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

<b>Name of post holder:</b>	
<b>Signed by post holder:</b>	
<b>Date:</b>	

## NPAT Financial Controller – April 2024

### Person Specification

<b>Qualifications:</b>	<input type="checkbox"/> Professional accountancy qualification or equivalent with significant experience at a professional level <input type="checkbox"/> Evidence of continual finance professional development <input type="checkbox"/> Fully qualified ACA/ACCA/CIMA
<b>Experience:</b>	<input type="checkbox"/> Experience of a wide range of accounting processes <input type="checkbox"/> Experience in leading on Financial Management or an aspect of Financial Management within a large organisation <input type="checkbox"/> Significant experience in managing a team in relation to financial management <input type="checkbox"/> Evidence of previous successful leadership <input type="checkbox"/> Experience in using a wide range of Financial Management/ ICT applications/ programmes to support Financial Management <input type="checkbox"/> Experience in leading and supporting policy development and implementation <input type="checkbox"/> Experience in the development and implementation of internal control systems <input type="checkbox"/> Experience in leading on Financial Management within an educational, charitable or public service context <input type="checkbox"/> Experience of completing VAT return submissions to HMRC <input type="checkbox"/> Knowledge of payroll processes, procedures and pension entitlements <input type="checkbox"/> Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act <input type="checkbox"/> Experience of working with and managing successfully remote teams
<b>Professional Skills:</b>	<input type="checkbox"/> Ability to think strategically and contribute to the continued development of an organisation <input type="checkbox"/> High-level decision-making skills <input type="checkbox"/> Ability to formulate ideas and to present them clearly <input type="checkbox"/> High quality written and verbal communication skills <input type="checkbox"/> High quality research and analytical skills <input type="checkbox"/> High quality organisational skills and experience of using, maintaining and developing financial systems <input type="checkbox"/> Ability to organise a variety of competing priorities and deadlines across the Trust and submit statutory returns as stipulated <input type="checkbox"/> To be able to anticipate and solve problems <input type="checkbox"/> To understand the need for confidentiality and data protection

	<input type="checkbox"/> Ability to establish effective relationships at all levels <input type="checkbox"/> Ability to manage and resolve conflict <input type="checkbox"/> Ability to manage one's own time effectively
	<input type="checkbox"/> Ability to enlist outside expertise and resources to improve outcomes <input type="checkbox"/> Understanding of Safeguarding
<b>ICT Skills:</b>	<input type="checkbox"/> Excellent Office 365 skills <input type="checkbox"/> Microsoft Outlook, Word, Excel, PowerPoint <input type="checkbox"/> Financial Management Systems <input type="checkbox"/> Ability to learn new ICT systems
<b>Personal Qualities:</b>	<input type="checkbox"/> High expectations of self and others <input type="checkbox"/> Work under pressure, maintaining a sense of perspective and meet competing deadlines <input type="checkbox"/> Excellent interpersonal skills <input type="checkbox"/> Work as part of a team and relate well to colleagues <input type="checkbox"/> Effective decision-making skills and confidence to make decisions <input type="checkbox"/> Commitment, honesty and integrity <input type="checkbox"/> An open mind and the ability to adapt to change <input type="checkbox"/> A desire to succeed and help others achieve success



## How to Apply

To apply for this position, please complete the enclosed Trust application form and submit, together with a letter of application of no more than two sides of A4 supporting your application.

Please return by email to:

[Recruitment@npatschools.org](mailto:Recruitment@npatschools.org)

or by post to:

Northampton Primary Academy Trust

Headlands Primary School

Bushland Road

Northampton

NN3 2NS

If you would like further information about this role or have any queries please contact: [Recruitment@npatschools.org](mailto:Recruitment@npatschools.org)

