

Permanent, full time position
Salary: PO6, points 42 - 45 (£50,019 - £53,121)
(pay award pending)



Finance and Operations Business Partner Job Application Pack



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Welcome from Simon Pink, Finance Director

I am delighted that you have taken the step of reading this job pack and would like to thank you for taking the time to explore your interest in this post.

The role of Finance and Operations Business Partner is an integral part of the central finance team and the way we support our schools. I am committed to continuous improvement of the finance and payroll service and resources available to the academies within the Trust and this role is a crucial part of that journey.

We are a small but experienced, collaborative central finance and payroll team and are fortunate enough to work alongside high calibre central colleagues and school leaders. We work hard in a joint venture to improve the education and life chances of children and young people through what we do. Payroll has a significant contribution to make in this and the team is excited for the right people to join us and be part of that mission.

Details of how to apply for the role can be found below. If you wish to discuss the role informally with me then please contact me at simon.pink@elliottfoundation.co.uk. We look forward to hearing from you!



Welcome from Hugh Greenway, Chief Executive Officer

The Elliot Foundation is a successful, charitable multi-academy trust specialising in primary academies. We consist of 33 schools spread across 3 different regions in the UK (London, East Anglia and the West Midlands) and a Head Office based in central London.

The simple fact that you are considering a job with the Trust makes you one of the good guys. On behalf of the thousands of children currently in Elliot Foundation schools and those children yet to join us, thank you. Without people like you, there would be no future for our society or our world. You can play a pivotal role in growing a multi academy trust which supports schools to develop not just children's skill sets but their lifelong attitudes to learning and even their moral compass.

Working with The Elliot Foundation will mean you will be given continuous opportunities to challenge and develop your skills and work with a variety of experienced and skilled colleagues. If you have the ambition for yourself and the staff and children in our care, we will take you as far and sometimes further than you believed possible. I look forward to working with you.





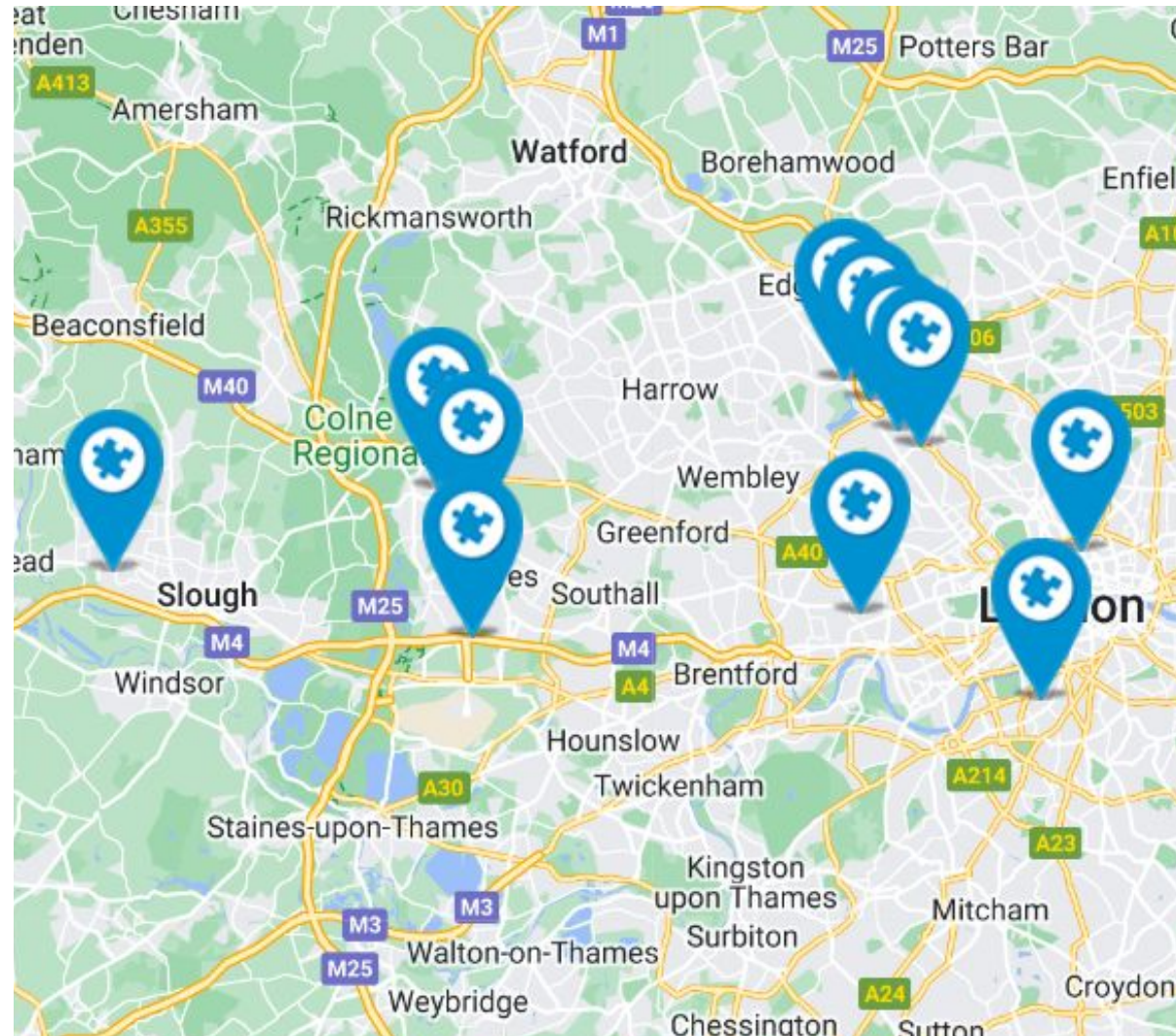
The Elliot Foundation Academies Trust
Academies and Clusters

TEFAT Academies and Clusters

London Cluster

London

Childs Hill Primary School
Cippenham Primary School
Claremont Primary School
Greenside Primary School
Griffin Primary School
Hillingdon Primary School
The Hyde Primary School
John Locke Academy
Parkfield Primary School
Pinkwell Primary School



TEFAT Academies and Clusters

East Anglia Cluster



East Anglia

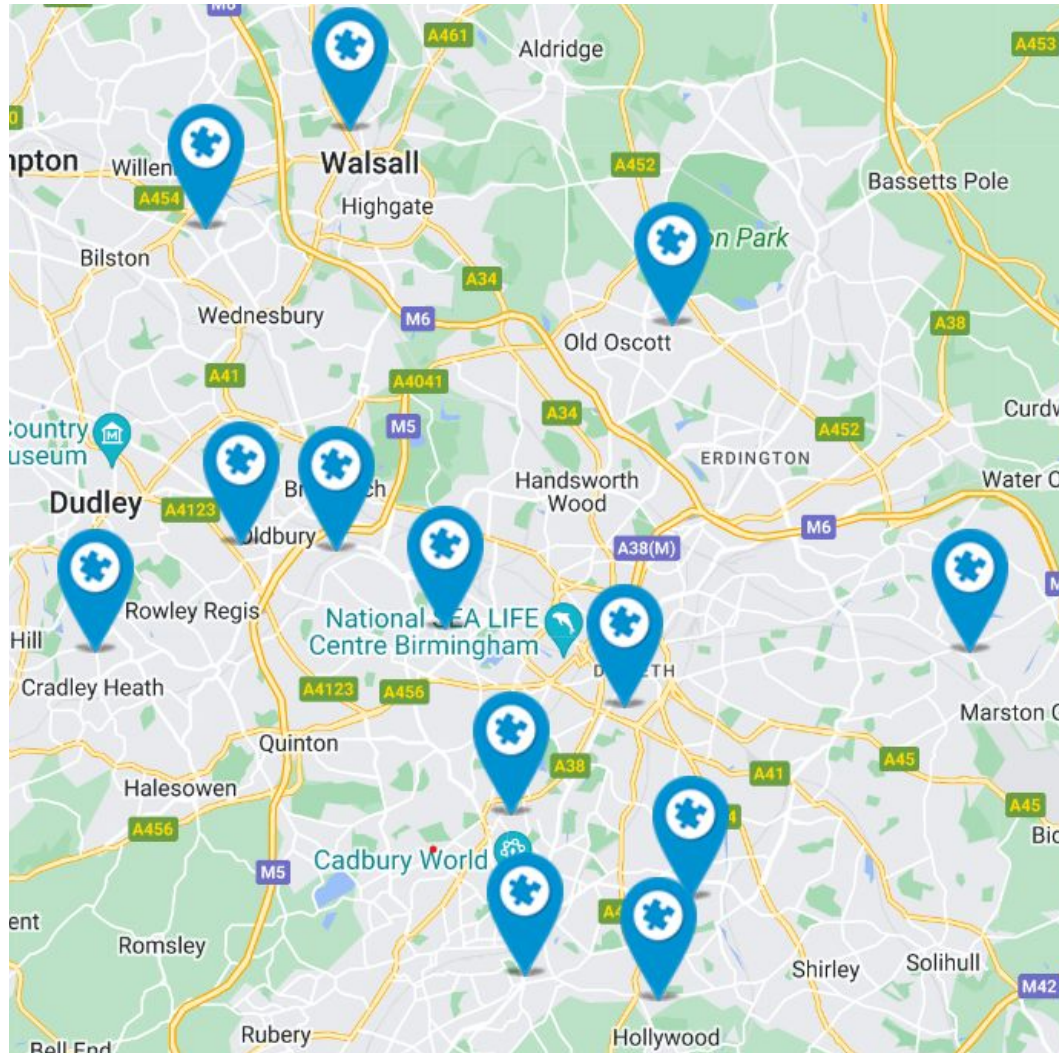
- Cavalry Primary School
- Elm Road Primary School
- Eyrescroft Primary School
- Highlees Primary School
- Millfield Primary School
- Nene Infant School
- Ramnoth Junior School
- Ramsey Spinning Infant School
- Ramsey Junior School
- Westwood Primary School

TEFAT Academies and Clusters

West Midlands Cluster

West Midlands

- Billesley Primary School
- Chandos Primary School
- Croft Academy
- George Betts Primary Academy
- Hollywood Primary School
- Kings Norton Primary School
- Kings Rise Academy
- Netherbrook Primary School
- Rounds Green Primary School
- Shirestone Academy
- Shireland Hall Primary Academy
- Tiverton Academy
- Woods Bank Academy



Growth and Partnerships

Future Growth



Formal education partner of The Hujjat Primary School and plans to welcome additional schools to the Trust in the West Midlands cluster over the coming months

Billesley Research School



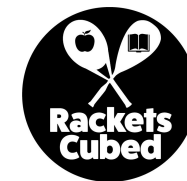
Part of the Education Endowment Foundation (EEF) Research Schools Network

Creativity Collaborates



Appointed by Arts Council England, as a lead school for the Creativity Collaboratives pilot for the West Midlands and East Anglia.

Rackets Cubed



Integrated sports, education and nutrition programmes for children.
Community Box Programme of food and essentials to families in need.

TEFAT Values

1. Put children first



- a. We trust and value your professionalism
- b. We share the responsibility for the learning and welfare of all of our children
- c. Our purpose is to improve the lives of children

2. Be safe



- a. Don't assume that someone else will do it
- b. Look after yourself, your colleagues and all children
- c. We are all responsible for each other's safety and well being
- d. Discuss any concerns with an appropriate member of staff

3. Be kind & respect all



- a. People are allowed to be different as are you
- b. Kindness creates the positive environment we all need to flourish
- c. This kindness should extend to ourselves as well as to others

4. Be open



- a. If you can see a better way, suggest it
- b. If someone else suggests a better way to you, consider it
- c. We exist to nurture innovators and support those who take informed risks in the interests of children

5. Forgive



- a. We all make mistakes
- b. Admit them, learn from them and move on

6. Make a difference



- a. Making the world a better place starts with you
- b. Model the behaviour that you would like to see from others



Services to our schools

Finance and Payroll Support

The Finance Team is led by the Finance Director to ensure the management accounting, financial analysis, budgeting, forecasting, statutory reporting and other ad hoc finance related needs for The Elliot Foundation and The Elliot Foundation Academies Trust are met. The team ensures compliance with the Articles of Association, Master Funding Agreement, Academies Finance Handbook and Charity Commission SORP. They also ensure the integrity of the management and financial accounts, providing support and challenge to the academies as appropriate.

The Finance Team comprises of head office based members who provide Trust wide support along with roles supporting the London Cluster. In addition the team also has Regional Finance and Operations Business Partners based in both the West Midlands Cluster and East Anglia Cluster.

Transactional HR work, HR related admin and payroll is undertaken at academy level by school personnel with the support of a central Payroll Officer, HR Administrator and an HR and Payroll Systems Assistant.

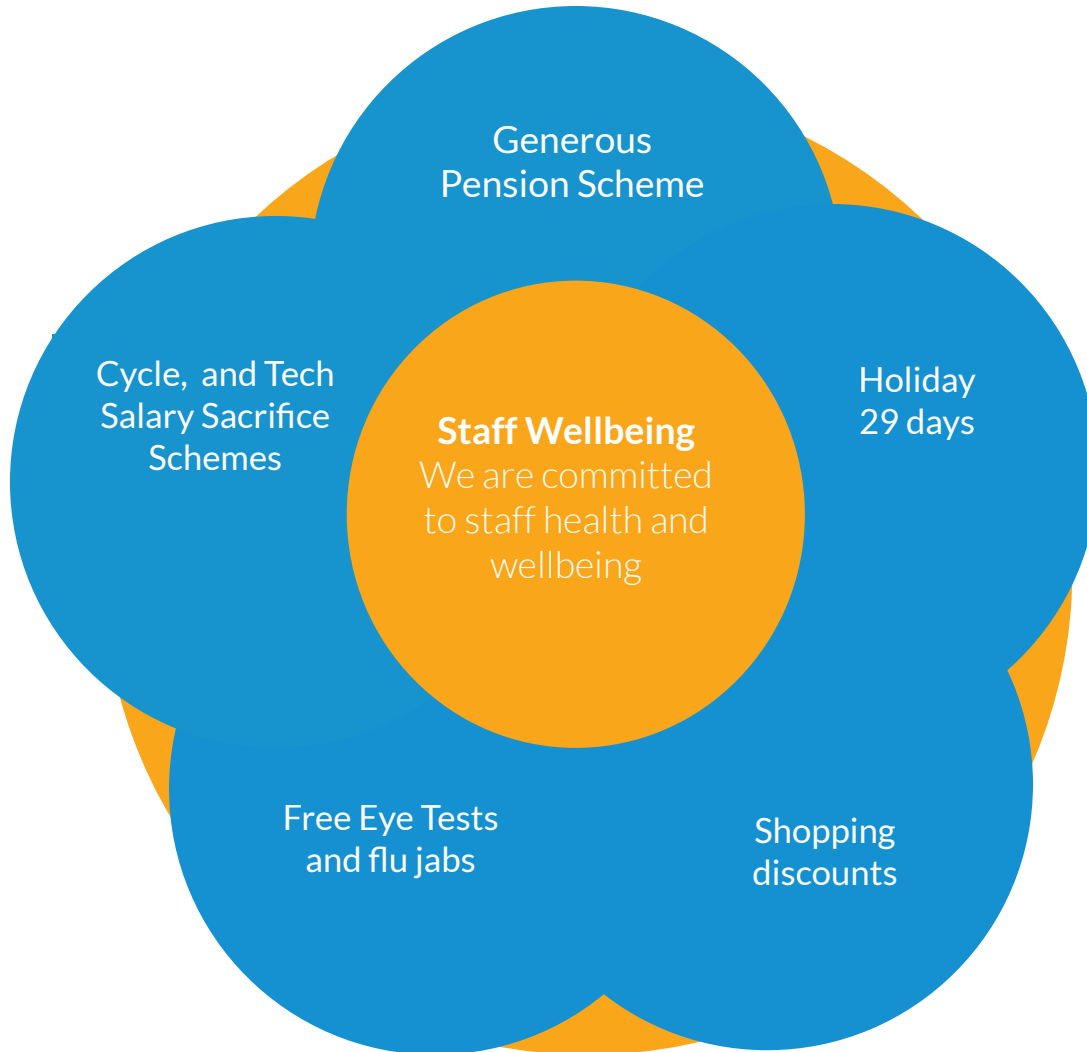
Estates Management

The Estates Director provides strategic leadership and support to academies on all matters relating to buildings and estates management and health and safety compliance. This specialist support ensures capital strategy, asset management and project management are effective, legally compliant and best meet the needs of the academies.

HR Support

The central HR Team is led by the HR Director to provide a comprehensive service to the Trust and academies. Each academy is supported by a designated HR Business Partner who provides strategic and operational leadership and support on all HR matters. Day to day HR work, HR related admin and payroll is undertaken at academy level by school personnel.

Staff Benefits



The Finance Team

The central Finance Team is led by Simon Pink, Finance Director. Their role is to ensure that Principals have the most appropriate and accurate financial information in front of them to make informed decisions with financial consequences.

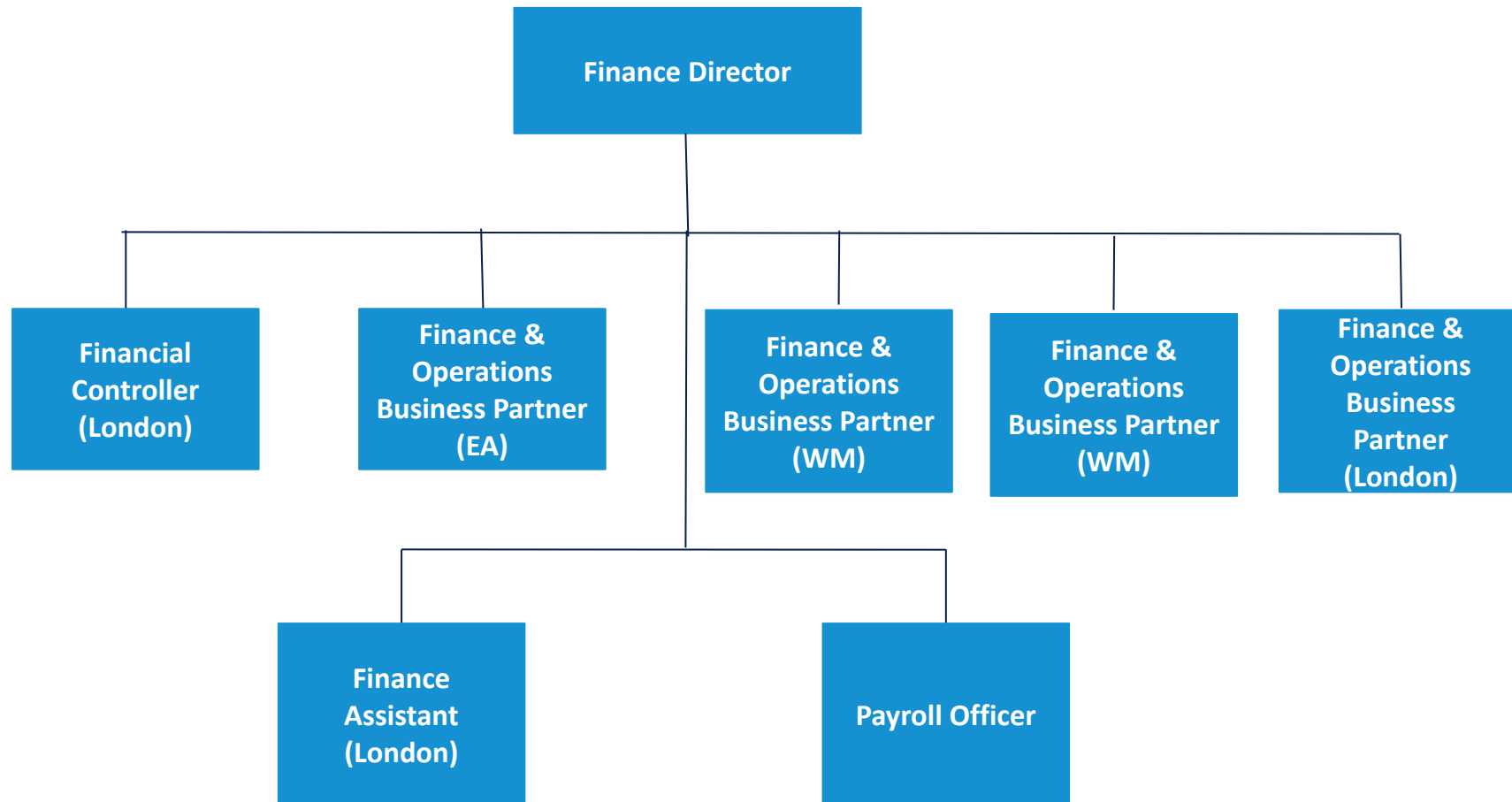
Each academy has a named Finance and Operations Business Partner (BP), with currently a dedicated BP for West Midlands and East Anglia, plus the London role shared between two Head Office senior finance staff. With the expansion of the West Midlands region we are now appointing a second BP. Finance Business partners support and challenge school based staff to ensure that financial systems operate in line with our policies and we can report on our financial position in a timely and accurate manner. They will also work with the school on predicting budget challenges and opportunities, plus key risks, over the short to medium term. This should help with planning for the future, and ensuring that the highest possible proportion of funding is spent where it can make the most impact for pupils. They meet with Principals and finance leads at least monthly to help review the current position and financial forecasts.

The team also carries out the vast majority of external financial reporting, so school staff can concentrate on the academy's position.

The central finance team also supports with procurement and contract management for key Trust wide suppliers. They also play a key role in managing the monthly payroll process and issue resolution, led by the central Payroll Officer.

The Finance Team

The Finance and Payroll Team is led by the Finance Director and will be comprised as follows:



Finance and Operations Business Partner

We are looking for an energetic and driven Finance and Operations Business Partner to work alongside a designated group of our primary schools to support and monitor their financial and operations activities. The role will be based in the West Midlands to support a number of the schools in this expanding cluster.

Based in one of the schools in their region, but with regular contact back to Head Office in London, the successful candidates will ideally be either a qualified or part qualified accountant with the ability to work with a variety of stakeholders and deliver financial management responsibilities including budget work, forecasts, variance analysis, day to day accounting and reporting. The Finance and Operations Business Partners will provide an invaluable link between Head Office and academies across wider operational matters. They will support other TEFAT Directors with projects and issues in the region.

The Finance and Operations Business Partner will also travel regularly to the schools in their region to provide direct support and advice on budgeting, forecasting, reporting and other finance related matters. This on site presence will afford the postholders an opportunity to get to know the schools and the senior staff and understand the context they work in, whilst establishing the role of the Finance and Operations Business Partner as an integral part of those schools. The Finance and Operations Business Partners will be valued professional partners to schools in an environment where budgets are getting harder to manage.

This role offers the opportunity to join the Trust at an incredibly exciting stage of its growth and be part of that journey. More importantly, it provides the post holder with the opportunity to fulfil a role which serves a truly meaningful purpose in improving the education and life chances of the children and young people in The Elliot Foundation Academy Trust's communities.

We can offer the opportunity to work alongside highly experienced colleagues within a supportive framework, providing opportunities for professional development and growth. No two working days will be the same and hard work goes alongside a sense of fun and comradeship amongst the central team.

Safeguarding Children and Young People

Keeping Children Safe - all of our responsibility

The Elliot Foundation Academies Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Right to work in the UK
- Health
- Identity
- Relevant work qualifications
- Barred List Check
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- S128 Check (where relevant)
- Childcare Disqualification Declaration Check

Flick Courses

Mandatory

- Child Protection Level 1
- Prevention of Radicalisation
- FGM
- Keeping Children Safe in Education
- E-Safety

Role specific

- Safer Recruitment in Education
- Basic First Aid



How to Apply

We hope that the information provided is useful and informative. Further details can be found via our website at www.elliottfoundation.co.uk.

If you wish to arrange an informal discussion in relation to the Trust and/or the specific role, or arrange to talk to the Finance Director about what the role is really like, please do not hesitate to contact Simon Pink, Finance Director via email at simon.pink@elliottfoundation.co.uk.

Before you apply:

Read the job description: Please click [here](#).

Please submit an [application form](#) to Rida Begum via email at recruitment@elliottfoundation.co.uk.
Please make a copy of the application form to edit.

Closing Date: 9am, 16th September 2024

Interview Dates: 20th September 2024

