

Job Description

Finance Manager

Mulberry School for Girls
(part of the Mulberry Schools Trust)



Welcome

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Founded by Mulberry School for Girls on 1st May 2017, our Multi Academy Trust (MAT) is a flourishing collaboration of schools and partners with a focus on delivering high quality provision for local families in Tower Hamlets and East London.

We have a clear vision that all students who attend one of our schools leave us as highly qualified, confident and articulate young people with a wealth of experience. Our aim is to develop creativity, leadership and a life-long love of learning. This will enable our students to lead enriched, happy and fulfilled lives, making a contribution to their own community, to British society and to global well-being.

I enjoy seeing all of our dedicated and innovative staff teams work with each successive cohort of students to shape the culture and ethos of their schools so that each individual feels empowered and has the opportunity to contribute.

Dr Vanessa Ogden
Chief Executive Officer, Mulberry Schools Trust

Mulberry School for Girls is a high achieving, oversubscribed and successful girls' comprehensive school for pupils aged 11 to 18. Our aim is to ensure that all our pupils leave the school as highly qualified, confident and articulate young women with a wealth of experience in the wider world. We expect all our pupils to achieve outstanding outcomes academically, but we also believe strongly in developing a life-long 'love of learning'.



Our school is a place where girls' talents and abilities are nurtured in a safe, creative space and where they can develop their ambitions, creativity, leadership and the power for self-determination. We believe these things will enable our pupils to lead enriched, happy and fulfilled lives, making a contribution to their own community, to British society and to global well-being.

There is an outstanding enrichment programme which includes Model United Nations Global Classrooms, women's education conferences, youth conferences and the Girl Guides, the Duke of Edinburgh's Award, sport clubs, residential visits and over 50 weekly lunch-time and afterschool clubs. Our curriculum is enriched through extensive links with a range of organisations including Bank of America Merrill Lynch, London Stock Exchange, National Theatre, the BFI and the Donmar warehouse.

We are also part of the innovative Mulberry STEM Academy, a partnership with Mercedes-Benz Grand Prix Ltd. The Mulberry STEM Academy is a Saturday/holiday provision that provides a place of learning, inspiration and innovation for young people interested in STEM (science, technology, engineering and maths).

We look forward to welcoming you soon.

Alice Ward
Headteacher, Mulberry School for Girls

Our Vision

Our vision is to be a key provider for quality education so that all of our students leave us as highly qualified, confident and articulate young people with a wealth of experience.

This vision is under-pinned by moral purpose – a desire to do more to improve the quality of education for all children and young people – and a commitment to schools working together to secure an inclusive, ambitious, collegiate and high quality offer.

A Mulberry education is premised on three under-pinning principles:

1. Access to education and the chance to be educated is a human right in a civilised world.

We believe that every young person should receive the same opportunities and quality of education, regardless of their natural ability or where they come from. Our Trust was formed to enable our partners to deliver the best possible educational outcomes for their young people and the communities they serve through sharing expertise and promoting outstanding practices.

2. Education should provide rich intellectual and personal development for individuals and communities of people.

An education offered by the Trust is concerned with the spiritual, moral, social, cultural and physical development of people so they have self-determination and can create for themselves fulfilled, happy lives. It is also concerned with equipping people for employment, making a contribution to the economy as well as enabling them to sustain themselves financially.

3. Education is a public good.

To have universal school education brings economic and social benefits to the whole of society; it creates greater peace, prosperity and economic and social well-being. The Mulberry Schools Trust is outward facing and contributes to education beyond the doors of its own schools.

These principles shape the aims of the Trust's education: the curriculum that is delivered, the personal development that is offered and the wider opportunities that are provided across the system.

Our Aims

Our aim is to develop creativity, leadership and a life-long love of learning in our students which will enable them to lead enriched, happy and fulfilled lives, making a contribution to their own community, to British society and to global well-being.

Every student will receive an education that:

1. Engenders high levels of academic and technical ambition
2. Provides rich personal development
3. Enables the development of students' high aspirations and self-determination

Bringing Down Barriers to Success

Our shared background in providing for disadvantaged communities has inspired the Trust to build up a broad network of partnerships to aid and develop student experience, opportunity, drive and success. It is our belief that there should be no barriers to each child's future and that society should, and can, be a level playing field. Aspiring for this to be reality we promise to:

- Emphasise high quality subject teaching that is reinforced by excellent support for learning and intervention.
- Deliver inclusion services that assist personal development.
- Provide excellent pastoral care so no student goes unsupported.
- Continually develop strong leadership and have high levels of expertise in education, supplemented by knowledgeable, committed and challenging governance.

Partnerships with Impact

The Mulberry Schools Trust's corporate and arts partners, such as Mercedes-Benz Grand Prix Ltd., Bank of America Merrill Lynch, the British Film Institute, the National Theatre, the London Stock Exchange Group, the Donmar Warehouse, the Southbank Centre, Barts NHS Trust and others, will all contribute extensively and be central to the wider extra-curricular experiences that the Trust is able to offer to achieve its aims.



About Mulberry School for Girls

Mulberry School for Girls is an 11-18 comprehensive community school with over 1600 students, close to Whitechapel and Shadwell in the London borough of Tower Hamlets. A successful and popular school in the local area, Mulberry's accolades include Leading Edge, Training School, Arts School, International School and Healthy Schools' status. The school is fully inclusive in all year groups, including the Sixth Form, and in July 2013 Ofsted graded the school 'Outstanding'.

Performance at GCSE is significantly above national average in terms of progress and attainment and this has been the case for a number of years. The average progress 8 score over the past 4 years is 0.75. In summer 2019, students at Mulberry achieved strong levels of success at GCSE, with 67% of students achieving five passes at GCSE at 9-4. In summer 2020, 84% of student achieved 9-4 including English and maths. The ambition to achieve amongst Mulberry students was replicated at Sixth Form with destinations including Oxford, Cambridge, Edinburgh, St Andrews and the London School of Economics as well as record number of students going on to study Medicine. Despite being located in one of the country's most deprived areas, students at Mulberry now achieve well above national standards in all areas, proving that schools can overcome the attainment gap.

A relentless focus on high quality Teaching and Learning

As Dr. Vanessa Ogden explains, the key to excellent outcomes lies in the classroom: 'students achieve well because teachers deliver lessons which excite and engage learners, and which challenge students at all levels of ability'. In addition, the school's research-led approach gives teachers the opportunity to try out new approaches in the classroom. Members of staff are able to access a range of high quality professional development, which ensures that they are consistently refining their practice in order to secure the very best outcomes for students. Many have postgraduate qualifications, and young teachers are encouraged to take on leadership opportunities. Jill Tuffee, Associate Headteacher, argues this helps the school to recruit and retain talented teachers, since 'they can see that we will give them opportunities to learn and to progress'.



Intensive support for under-achieving students

Mulberry's Prep' programme provides mentoring and support for under-achieving students in Year 11. As well as individual mentoring in school time, students attend special sessions on Saturdays and in holiday time to boost their confidence. This is further supported by the work of progress tutors, who are members of staff who are attached to particular year groups, and who are responsible for analysing and evaluating students' progress and coordinating after school prep sessions. These sessions provide students with a quiet space to complete homework or further extension activities and therefore help to maximise progress.

Rigorous tracking and monitoring of progress

As part of the school's focus on raising standards, members of the Senior Leadership Team meet regularly with subject leaders to discuss students' progress. The approach is supportive, with departments encouraged to put forward ideas for raising attainment. As the Associate Headteacher explains, 'in preparation for these meetings, subject leaders analyse current progress data, review the quality of pupils' work, visit lessons and consult with pupils to provide a full picture of how individual pupils are doing and what more we can do to ensure every child reaches



her full potential'. These meetings are part of a school-evaluation cycle every half term where all teachers are engaged in reflecting on how best to respond to the individual needs of their pupils. A particular focus in recent years has been developing students' academic writing skills and the excellent achievement in GCSE English in 2018 demonstrates the impact of this work'.

Developing young women as global leaders

All students are encouraged to take on leadership responsibilities, and to see themselves as leaders in their community and the wider world. Mulberry's work with local businesses provides role models for students, and partnerships with independent schools help to break down barriers. There are many conferences for young women which the school organises for girls across the country in state schools and Mulberry is the only school in the country to have a Women's Education Office which constantly promotes gender equality and organises a multitude of opportunities for students to take public platforms and have their voices heard. This includes Model United Nations with UNA-USA, engagement with all kinds of scholarship programmes such as the US Embassy's Civil Rights Programme and the Southbank's Women of the World Festival. In June 2016 due to the school's long-standing commitment to women's education and community empowerment the First Lady of the United States, Michelle Obama visited Mulberry to launch her Let Girls Learn campaign.

Working in partnership with the local community

Mulberry works closely with local families, running ICT, ESOL and a range of other classes for parents in school every week. Benefits include renewed confidence for parents in their ability to support students with their homework and increased engagement of families in all areas of school life. In February 2013 the Mulberry & Bigland Green Centre opened which houses a Children's Centre (run by LBTH) and adult learning classrooms, as well as a professional-standard theatre for the school and community to use.

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About the team and role

We seek a Finance Manager committed to providing and leading high standards within the Finance team. To be accountable to the Financial Controller and to have overall responsibility for the management of Trust wide finance, currently Mulberry School for Girls and Mulberry University Technology College. With the ability to communicate to staff and other stakeholders effectively and professionally. A passion and desire to improve standards is also essential.

The main areas of responsibility will be financial management of Mulberry School for Girls and Mulberry UTC. We are looking for a talented, experienced and enthusiastic professional to play a key role in the financial management of the schools and to be an active member of the school's back office support team. The ideal candidate will be someone who has:

- Significant finance experience, ideally working in an educational context but not essential,
- A relevant accounting qualification or working towards a qualification
- A high level of drive and motivation
- Excellent attention to detail and able to work with a high level of accuracy

Experience of using Sage 200 for Education or other similar school finance package is essential.

Job Description

Job Title: Finance Manager

Home site: Trust Wide Role: Currently, Mulberry School for Girls and Mulberry University Technology College

Reports to: MST Financial Controller

Salary Scale: P06 - £50,757 to £53,799

Duration: Permanent

Working Pattern: 35 hours per week, All Year Round. Occasional evening and weekend work.

Responsible for: Three staff

- Senior Finance Officer – (MSfG),
- Finance Officer - (MSfG)
- Finance and Data Officer – (MUTC)

Job purpose

Supporting the Chief Financial Officer and Financial Controller in leading the financial planning and financial management of the Trust's schools.-The post holder will be responsible for the effective deployment and monitoring of the financial and physical resources of Mulberry

School for Girls (this includes the East London Teaching School Hub based at the school) and Mulberry University Technical College.

This role will provide the post holder with the opportunity to work closely with the Senior Leadership Teams within the schools and shape the financial strategy for the future.

The post holder will be accountable for financial management within schools and key to providing quality advice and support to school leaders.

To attend full Local Governing Body meetings in an advisory capacity when necessary.

Key accountabilities, Duties and Responsibilities

- Preparation and development of monthly management accounts and reporting, budget holder reporting and overall reporting on the financial state of the accounts to the Chief Executive Officer, Chief Financial Officer and Governors.
- Supporting the Chief Financial Officer and Trust Financial Controller with the preparation of the Trust's annual budgets including, as required, attending budget setting and review meetings with Headteachers, Trustees and key finance staff in academies in the trust who access, along with assisting in the production of Board financial reports.
- Responsibility for the management of the school accounting function, ensuring their efficient operation according to agreed procedures, maintaining those procedures.
- Support the Chief Financial Officer in the preparation of financial and statistical returns for the DFE and the ESFA within the statutory / regulatory deadlines.
- Liaise with both internal and external auditors regarding periodic and annual audits, the accounts and other financial returns. To include the preparation and maintenance of supporting schedules for financial returns.
- Providing guidance, training and support to all staff on financial matters.
- On occasions, deputise for the Trust Financial Controller at internal / external meetings.

a. Financial Control

- Ensuring robust financial management is in place across the Trust in accordance with ESFA guidelines along with the Academies Financial Handbook (AFH) and the MAT's financial policies.
- Ensuring all financial reconciliations are undertaken in a timely manner, in accordance with the agreed annual finance planning timetable.

- Ensuring that resources for all activities are effectively provided and deployed appropriately. Maintain accurate financial information and ensure that procedures for managing and monitoring funding from external bodies are followed.
- Regular monitoring of monthly and annual salaries for all staff across the school, including additional payments; advising staff members and governors accordingly of any discrepancies and rectifying these promptly.
- Responsibility for the liaising with the relevant authority or organisations on the provision of a comprehensive payroll service for all schools' staff, with the implementation of the various pension schemes and other deductions in which the schools participate.
- Responsibility for the security of all moneys handled in the schools, ensuring that accurate records are kept.
- Responsibility for dealing with the school rating assessments and VAT liabilities and advising on the financial implications of academy status with respect to the current and any future tax legislation.
- Managing income generation, including the letting of the schools' facilities, establishing contracts with local and national business, charitable organisations and grant making bodies.
- Ensure that all financial transactions are processed timely and accurately via the Trust's (Sage) financials system.
- Ensuring full awareness of changes in financial regulations and undertaking any necessary training to ensure that the best financial practices are followed, and compliance maintained.

b. Strategic Development

- To advise the Chief Executive Officer, Chief Financial Officer and Governors on investment and financial policy, preparing appraisals for particular projects and for the development of a business plan and long term financial strategy for the future development of the school.
- Preparation and writing bids for funding as required. Supporting the Chief Executive Officer, Chief Financial Officer, and Senior Leadership Team secure bid-based competitive funds by effective use of bidding systems and contacts.
- Contributing towards the improvement and development of harmonised financial procedures and ensuring full compliance across the Trust.
- Close working with leaders in other support service areas (HR, Premises, Admin) to ensure a co-ordinated approach and understanding of trust wide developments across all support services.

c. Procurement

- Negotiating and monitoring of contracts, tenders and services at Mulberry School for Girls and Mulberry UTC.
- Demonstrate best value and value for money practices in procurement for goods and services.
- Maintain the contracts register for each school and be responsible for reviewing those for best value for money purposes.

d. Estate Management

- Work closely with the Director of Estates in Liaise with the schools' FM providers to ensure an effective service is provided aligned to contract delivery.
- Work with the Director of Estates in the management and and monitoring of building and capital projects the trust.

e. Management

- Responsibility for the professional development, appraisal and training of all finance staff at MUTC and MSfG - setting targets and reviewing achievement through regular staff appraisal.
- To have overall responsibility for the administration of the schools' meals systems ensuring that proper controls are applied.

f. Health and Safety

- To contribute to the formulation and review of, implement and monitor the Mulberry School for Girls Health & Safety policy, across each of the schools, including the introduction of all Risk Assessment procedures. To advise all staff as appropriate

Management of People

- Direct line management of three people

Creativity and innovation

- Creativity and innovation will be a key element of some aspects of the role. This includes proposing developments in systems and processes to improve the efficiency and effectiveness of the service.
- Other aspects are clearly exercised within general guidelines.

Contacts and Relationships

- Creativity and innovation will be a key element of some aspects of the role. This includes proposing developments in systems and processes to improve the efficiency and effectiveness of the service.
- Other aspects are clearly exercised within general guidelines.

Decisions

a) Discretion

The post holder will have a significant responsibility for monitoring and evaluating important policy and provision affecting the whole school and for making recommendations for change and managing their implementation.

b) Consequences

Decisions taken may have significant implications on the delivery of school outcomes.

Work Environment

a) Work Demands

The postholder's routine will be varied and subject to interruption, and they will be regularly required to alter arrangements to meet new situations\deadlines, some of which may be conflicting.

b) Physical Demands

General office work, which may involve long periods working at the computer.

c) Working Conditions

Work is carried out indoors in ventilated, well heated, well-lit environment. On occasion the work remit will move projects into open air spaces

d) Work Context

Work requires minimal risk to personal safety.

Equality, Diversity and Inclusion

- Adhere to the Trust's policies and ensure anti-discriminatory practice in all aspects of the role.
- Responsibility for ensuring compliance with equality legislation in all aspects of the role.

Safeguarding

- The post-holder will have due regard for safeguarding and promoting the welfare of children and young people and will follow the child protection and safeguarding procedures adopted by Mulberry Schools Trust. Any safeguarding and child protection issues will be acted upon immediately by informing a Designated Child Protection Lead.
- The School as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf.

Health and Safety

The Health and Safety at Work Act (1974) places duties on all employees:

- To take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work;
- To co-operate with management to enable them to carry out their duties and comply with all relevant Health and Safety legislation;
- Not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;
- To assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.

Data Protection

All staff within the Trust have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with the Data Protection Act 2018.

This job description is correct at the date of publication and may alter over time as the needs of the Trust change. The job description will be discussed as part of the Trust's appraisal policy and may be amended after discussion with the post holder. It has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme, adopted by the Trust.

Person Specification

Qualifications and experience

- Educated to degree level
- A financial or other appropriate professional qualification
- Leadership and Management of staff across more than one service area.
- Management of business functions in an educational context

Knowledge

- Knowledge and experience of accounting procedures to enable the maintenance of school accounts to normal professional standards, including the production of detailed financial reports
- Management of a significant budget.
- Good understanding of schools finances/budgets
- Understanding of project management
- Strategic and operational project management experience across more than one service area.
- Public sector tendering experience.
- Experience of writing and submitting bids

Personal attributes

- Strategic thinker, with the capacity to provide high-level input into the key areas of the schools
- Excellent communication, influencing and negotiating skills
- Ability to maintain and develop productive and long-term working relationships with the Local Governing Bodies, Chief Executive Officer, Chief Financial Officer or equivalent, Senior Leadership Team and other colleagues
- Drive, tenacity, energy and with a capacity for hard work
- Enabling style of people leadership & management
- Ability to work effectively in a team
- Proven ability to ensure that targets and deadlines are met in a pressurised work environment
- Willing to work flexibly, attend different Trust sites and work outside normal office hours to attend meetings and achieve deadlines
- The post requires a satisfactory DBS Enhanced Disclosure on appointment

How can I apply?

You will need to complete the application form on the online TES application form which includes your letter of application explaining why you are the perfect person for this rare and exciting opportunity. Please be aware that we can't accept any CVs for this post.

Please complete your application directly online via TES. If you have any questions about the role or the process, please get in touch with us at hr@mulberryschoolforgirls.org.

Closing Date: Midday, Friday 17th February 2023.

Interview Date: 7th March 2023

Start Date: Immediately

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

Candidates who are selected for interview will be informed following the shortlisting process and full details of the interview will be provided. If you do not hear from us within 14 days of the closing date of the position, unfortunately, you have been unsuccessful on this occasion. We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.