



Finance Manager Information Pack



'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'

| Hard Work | Integrity | Kindness |

CONTENTS

| | |
|---|----|
| Letter from Mr C. Brown, Principal..... | 3 |
| The Bridge Academy Mission, Vision and Values | 4 |
| Safeguarding Children | 5 |
| Staff Rewards & Benefits | 6 |
| Job Description | 9 |
| Job Specification | 12 |
| Advert Information..... | 13 |

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Dear Applicant,

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

Our core values of Hard Work, Integrity and Kindness underpin everything that we do, and from the moment our students arrive at The Bridge Academy we ask them to live these values 100% of the time. Our approach of high expectations, rigour and a relentless focus on success means that it is cool to be smart at Bridge and all students work hard to reach their full potential.

Our award-winning building is outstanding. We have state of the art facilities and a wide variety of community groups we work with benefit from this. We value our staff members and we offer a professionally stimulating and supportive working environment. We hold a strong commitment to professional development and our staff enjoy a range of rewards and benefits, as outlined from page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

Thank you for your interest in this position and we look forward to receiving your application by
9:00am on Wednesday 3rd May 2023

Yours faithfully,

Mr C. Brown
Principal

THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are an Academy on a mission: to ensure that every student can succeed at a good university or equivalent, thrive in their chosen field and live a great life. This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

Hard Work

- We do what it takes for as long as it takes.
- We remain positive and never give up.
- We never stop trying to get better.

Integrity

- We do the right thing, even when no-one is watching.
- We are always honest and do not make excuses.
- We take responsibility and do our best every time.

Kindness

- We have high standards because we care.
- We treat others fairly and respectfully.
- Helping a member of our team is helping ourselves.

SAFEGUARDING CHILDREN

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff and to share this commitment, therefore all positions will involve a degree of responsibility for the safeguarding and welfare of children.

CVs will not be accepted in place of application forms and references will be sought for applicants at the short-listing stage.

All positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). At the short-listing stage applicants will need to complete a self-declaration form, providing details of any previous convictions and cautions, including those which would normally be considered "spent", except those that are classed as protected offences.

All appointments will be subject to the necessary safeguarding checks, which include:

- A satisfactory Enhanced DBS check (including a barred list information).
- Additional overseas checks where required.
- A fitness health questionnaire to verify the individual's mental and physical fitness to carry out their work responsibilities.
- Verification of the individual's right to work in the UK and professional qualifications as appropriate.
- A Prohibition Check for teaching staff.
- A section 128 direction check for individuals who will be undertaking management positions.

Please refer to further information on our safeguarding and child protection procedures via the following link: <https://www.bridgeacademy.hackney.sch.uk/Safeguarding/Safeguarding/index.asp>

STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies - we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

Annual Salaries

We offer competitive salaries including recruitment & retention allowances, in some cases.

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Cycle Scheme and Green Commute Initiative

<http://www.cyclescheme.co.uk>

<https://www.greencommuteinitiative.uk/>

These bike schemes provide staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32-47% of the total cost. Payment(s) are deducted via payroll over a specific period.

Employee Assistance Programme

The Employee Assistance Programme, offered via UBS is a 24/7 confidential service giving all Bridge Academy employees access to a range of support from lawyers, health and wellbeing professionals, financial and debt specialists and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

Mindfulness Programme

Headspace is a mindfulness programme offered by UBS to all Bridge staff. It is an app-based solution of guided techniques designed to help you find more balance, wind down after a long day and reduce stress levels. It also gives helpful advice on physical exercises and healthy living, improving your sleeping habits and increasing your energy levels overall.

Optical Expenses

A contribution up to the amount of £30 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £80, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

Work + Family Space Services (Sponsored by UBS)

This service provides practical support, resources and information to working parents and carers, in order to assist them in juggling the demands of work and family. This includes:

- Backup Care: staff can book nannies, nurseries, childminders and/or adult and eldercare specialists when and where they need them. Staff are eligible to receive 10 free sessions of back up care per year.
- Help for fathers: topical information and Q&A responses looking at work and family from a father's point of view
- Confidential expert advice over the phone for all work and family challenges.
- Access to a range of holiday clubs nationwide, ideal for filling in awkward care gaps during the school holidays.
- Access to blogs, insider guides and webinars which provide guidance on a wide range of topics.

Our Award-Winning Building

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

Art Floor

- 3 designer classrooms
- A Kiln room
- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower

ICT suites

- 3 purpose-built ICT suites, with retractable I-desks
- ICT facilities on all floors within the Academy

Music Facilities

- A large, dedicated, fully equipped music area, with two large classrooms and 11 practice rooms
- 2 music technology classrooms, equipped with Mac computers and midi keyboards

Performance Hall

- 370 seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.

- Cinema projection capability, instruments and AV lighting and sound systems.

Sixth Form

- A bespoke Sixth Form block
- Provides both Cisco training and Microsoft in-house

Sports Facilities

- A large sports hall, with a variety of sports resources
- Basketball facilities
- An Off-site Multi User Games Area (MUGA) and two Astroturf football pitches

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Relocation Support for Teaching Staff

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

Social Events: Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

JOB DESCRIPTION

| | |
|----------------------|---|
| Job Title: | Finance Manager |
| Reporting to: | Finance and Resources Director |
| Scale Point Range: | Point 40 - 44 |
| Annual Salary Range: | Pro Rata: £33,654 - £36,890 (FTE £44,497 – £48,775) |
| Contract Details: | Permanent, term-time only, plus 5 days during the summer holiday period each academic year. |
| Responsible For: | Dotted line supervision of the Finance Assistant/Office Manager |
| Working Hours: | 32.5 hours per week during term time, with the flexibility to work 4 or 5 days per week. |

Job Purpose

- To ensure the smooth running and day to day management of the finance department.
- To assist the Finance and Resources Director in the overall management of the budget, financial systems, processes and value for money at the Academy.

Key Responsibilities

1. Procurement, Orders and Processing

- Supervise the Finance Assistant/Office Manager in the processing of all purchase orders for supplies and services.
- Supervise the Finance Assistant/Office Manager in recording these transactions and processing invoices for payment, including preparing cheque and BACS payments for approval.
- Ensure prompt payment for all goods and services provided to the Academy.
- Support value for money through sound procurement practices when processing all orders.
- Maintain the register of contracts.
- Direct and support cost centre managers in their procurement needs, ensuring procedures are explained, followed and budgets not exceeded.
- Process credit card purchases, ensuring these are properly authorised and recorded.

2. Planning and Budget Setting

- Assist in the development of the annual budget.
- Maintain an up to date rolling financial forecast for all the Academy's activities, including monitoring, recording and reporting on these activities.

- Support Departmental Heads in budget setting and costing activities and in managing their budgets.
- Maintain the cash flow forecast and ensure cash is available as required.

3. Financial Accounting

- Prepare the monthly management accounts.
- In conjunction with the Finance and Resources Director, analyse management accounts and compare them to the budget and forecast.
- Carry out monthly reconciliation of all accounts including bank reconciliations.
- Manage the data input to the accounting system.
- Maintain and monitor all Academy accounting records including nominal ledger, purchase and sales ledgers, cash book and fixed asset registers.
- Ensure compliance with the Academy's financial administration and accounting procedures, in accordance with financial scheme of delegation.
- Take responsibility for all financial returns for the Education and Skills Funding Agency (ESFA) and other central and local government agencies e.g. Academy Annual Accounting Return and Budget Forecast Return.
- Produce draft annual statutory accounts following the template provided by the Academy's auditors.
- Provide schedules and backups to the accounts and assist external auditors with queries and ensuring statutory accounts are completed on time.
- Prepare journal entries for corrections, reallocations, and to ensure accuracy of the accounts.
- Act as the main point of contact with the bank over routine matters.

4. Systems and Processes

- Assist in maintaining and updating the procedures manual, financial regulations and delegation of authority schedules at least annually.
- Provide support and assistance to Academy staff, ensuring they understand their responsibilities and follow procedures correctly.

5. Cash Payments and Receipts

- Disburse and record petty cash and replenish this as required.
- Ensure the safe collection and recording of cash receipts to the Academy, e.g. for trips and visits.

- Ensure the reconciliation and proper recording of income received for school lunches, trips and other items via ParentPay.

6. Sales Ledger

- Issue and record sales invoices for miscellaneous income.
- Monitor debtors and ensure debts are collected.

7. Payroll

- Reconcile payroll entries on a monthly basis.
- Record payroll entries and agency staff costs in the forecast file to allow accurate monitoring.

8. General

- Prepare and submit V.A.T. returns on a monthly basis.
- Prepare and submit gift Aid claims on a timely basis.
- Resolving any issues that arise with the cashless catering system.
- Liaise with UBS to ensure proper recording of donations to the Academy and that funds are transferred correctly.
- Provide reports to UBS as and when required.

9. Other Administrative Duties

- To work as a team in the Academy office dealing with appropriate administrative tasks as required.
- To help with the availability of resources for parents' evenings or similar functions.
- Carry out duties and responsibilities commensurate with the post necessary for the smooth running of the Academy as required by the Finance and Resources Director and the Principal.

JOB SPECIFICATION

| | Essential | Desirable |
|---|----------------------------|-----------------------|
| Education and Qualifications <ul style="list-style-type: none"> Educated to degree/A level or equivalent. Qualified by experience or part qualified Accountant | * | * |
| Experience and Knowledge <ul style="list-style-type: none"> Experience of working in finance within the educational sector. Experience of working in Academy finances. Management experience. Knowledge of charity finance and charity SORP. Knowledge of Civica Resource Software. Good knowledge and experience of excel | * | * * * * * |
| Skills and Abilities <ul style="list-style-type: none"> Excellent communication skills, both written and oral. Excellent numeracy, methodical and analytical skills. Proficient in Microsoft Office, and accounting systems etc. The ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach. The ability to avoid and resolve conflicts. The ability to deputise in the absence of the Finance and Resources Director. | * * * * * * | |
| Personal Qualities <ul style="list-style-type: none"> Strong commitment to excellent service delivery. Able to work under pressure, prioritise, manage time effectively and meet deadlines. Adaptability to changing circumstances and new ideas Complete integrity and discretion in all financial matters | * * * * | |

Finance Manager

Job start: Immediate/upon the completion of the pre-employment checks process
Scale Point Range Point 40 - 44
Annual Salary Range: Pro Rata: £33,654 - £36,890 (FTE £44,497 - £48,775)
Location: South Hackney
Contract type: Permanent

'The best school I've ever worked at: the culture, the staff and students, the training, everything!' (staff member)

'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed' (visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is consistently excellent for GCSE and A level, and our superb personal development offer means that over the last few years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award for music.

Why choose us?

- Excellent student behaviour and highly supportive Senior Leadership Team.
- An Achievement-oriented culture where students work hard and it is cool to be smart.
- A warm/strict approach, meaning that our high standards do not come at the expense of inclusion.
- The belief that teaching must be a sustainable profession: clear systems and structures, sensible approach to feedback and no 'late night culture'.

We are seeking to appoint a Finance Manager who is totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at a good university or equivalent, thrive in their chosen field and live a great life. This position is term time, plus 5 days during the summer holiday period each academic year. There is flexibility to work 32.5 hours per week across 4 or 5 days.

The successful candidate will ensure the smooth running and day to day management of the Finance Department and assist the Finance and Resources Director with the overall management of the budget, financial systems, processes and value for money at the Academy. If you are up for the challenge we would love to hear from you.

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award-winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please complete the online application form via TES [here](#). Please ensure that you read our school workforce privacy notice. We encourage applicants from all sectors of the community to apply. **The deadline for applications is 9:00am on: Wednesday 3rd May 2023.**

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All appointments will be subject to the necessary safeguarding checks, including receipt of a satisfactory Enhanced DBS check with barred list information.