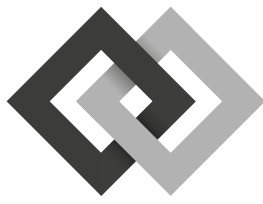


Enriching lives; transforming futures - starting with you.



FAIRFAX
MULTI-ACADEMY TRUST

Trust Accountant
CANDIDATE PACK





Welcome from the CEO

Dear Applicant

FMAT was established in 2014 by a group of dedicated individuals who were committed to “enriching the lives and transforming the futures” of our students. Since I joined the Trust in February 2020, there has been a strong emphasis on the growth and development of the Central Education and Business Teams to support efficiencies and improve outcomes through strategic collaborative work, all of which is of great benefit to our students, staff, and the wider community.

FMAT serves over 4000 students in the West Midlands, ranging from 4-18 years of age: with approximately 50% from a disadvantaged background, 18% on the SEND register and 15% EAL. Our vision is that every child within the Trust, regardless of their background, will attend an Academy that offers high-quality education. This means:

- » Every child is recognised as an individual and has access to first-class pastoral care because we want them to be happy.

- » Every child benefits from a wide range of enriching opportunities because we place great emphasis on their personal development.
- » Every child benefits from dedicated leaders, teachers and staff who are relentless in their ambition to improve the quality of teaching in our academies because we know excellent teaching is key to transforming the futures of our students.

This role poses an exciting opportunity for the right candidate to fulfil their vocation, whilst making a real impact, raising standards and consequently “enriching the lives, and transforming the futures” of our young people. They deserve nothing less.

For any potential candidates that wish to have an informal discussion, please contact Michelle Dolphin, PA to the CEO, by email at m.dolphin@fmat.co.uk

Simon Jones | CEO
Fairfax Multi-Academy Trust

Our Trust

OUR MISSION

Our Trust was formed in 2014 and has grown to include four academies, which provide education to over 4000 students within the Birmingham and Solihull regions. The Trust is firmly rooted in its mission to 'enrich lives and transform futures' and our moral purpose ensures that we aim to achieve this within a diverse range of communities, serving children from ages 4-18 years.

We achieve our mission by ensuring our students access a broad and wide-ranging curriculum whilst being supported in a structured, kind and caring environment. Our students have access to extensive extra-curricular opportunities because we place great emphasis on their personal development.

OUR APPROACH

FMAT's philosophy is that each Principal leads and make decisions within their Academy, whilst operating within a framework that adheres to the Trust's Mission, Vision and Values.'

The Trust's Strategic Aims filter down into every area of our organisation, through the Annual Delivery Plan, Academy Improvement Plans, and individual Performance Management Objectives, which ensures that all employees are ultimately working together to achieve our mission to "Enrich Lives and Transform Futures".

Centrally, there is an established business function which includes Finance, HR, Estates, Communications and Marketing, Data and Governance. Within the central Education Team is the School Improvement Team (SIT), which includes Leads in the following areas: Pastoral, Maths, English, SEND and Professional Learning. Following the Trust's Model of School Improvement and using the concept of CSI (Challenge, Support and Intervention), they support our Academies to bring about improvements.

OUR VISION

Our vision is that every child within the Trust, regardless of their background, will attend an Academy that offers high-quality education.

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OUR VALUES

Our mission and vision are underpinned by our values which guide all our activities every single day in order to support all our students to achieve their full potential regardless of background.



EXCELLENCE

We strive for the highest quality to ensure excellence outcomes and personal achievements.



DEDICATION

We believe there is dignity in hard work and effort.



INTEGRITY

We believe in openness, honesty and have a real sense of moral purpose.



TRADITION

We believe in good manners, kindness and respect.



AMBITION

We aim to be the best that we can be, in all that we do.

Our Benefits

At Fairfax Multi-Academy Trust staff wellbeing is prioritised in order to ensure that our staff feel valued and are equipped with a broad range of strategies, resources and services to accommodate their needs.

MENTAL HEALTH WELLBEING

- » Counselling
- » Wellness Hub
- » Mental Health First Aiders
- » Hub of Hope
- » Wellbeing updates
- » Menopause awareness training
- » Stress management guide
- » High-quality staff training
- » Trust-wide email communication guidance

PHYSICAL WELLBEING SUPPORT

- » Free flu jab
- » Access to fitness programmes – including yoga, HIIT and more
- » Access to physical activities – during our Trust-wide wellbeing week
- » Diet and nutrition webinars

FINANCIAL WELLBEING SUPPORT

- » Educational support
- » Salary sacrifice scheme
- » Flexi Perks
- » Perkbox subscription
- » Financial management



“

I have enjoyed working collaboratively with FMAT colleagues in Trust Network Groups (TNGs) and I have benefited from a range of CPD opportunities that have prepared me for middle leadership. For example I am currently studying for an NPQLT through Ambition Institute.

Laura Walton, CL Art, Bournville School



Professional Learning

At Fairfax Multi-Academy Trust (FMAT) we believe that professional learning is an entitlement for all of our employees and that regular training enables our colleagues to continually focus on their areas of growth and make improvements, along with upskilling themselves in order to secure the career path of their choice. We also understand that effective professional learning empowers its' employees to pursue a moral purpose of helping students to thrive and as a result, it is a key component to achieving the Trust's mission to "enrich lives and transform futures".

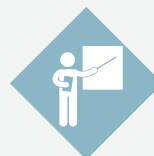
FMAT have invested in various services and partnerships to provide a wide variety of options in relation to further training opportunities.

Members of staff benefit from the far reaching work of Trust wide team and strategic network groups. These groups work collaboratively across the Trust to ensure the best practice is shared and that strategies for effectively reducing workload are explored and implemented. Colleagues from all academies for the membership of these groups and new members of staff are encouraged to become active participants once they have settled into their new roles.



LEADERSHIP

- » National College
- » The Key for Leaders



TEACHERS

- » ARK
- » Ambition
- » Apprenticeships
- » The Key
- » QTS Career Stage Professional Learning
- » Handsam



BUSINESS SUPPORT

- » Apprenticeships
- » National College
- » Handsam

Job Description

JOB PURPOSE

- To provide a proactive, forward-thinking, trust-minded, competent and consistent Finance service across the Trust and contribute to the overall success of the Finance department. To support the Chief Operating Officer with the creation and implementation of the Finance policy and procedure.

MAJOR DUTIES AND REQUIREMENTS

Financial Management

- Overseeing and undertaking the key elements of financial administration of the Trust.
- Production of management accounts for all academies and the central function playing a key role in monitoring budgets within the Trust.
- Ensuring continuous improvements and developments of harmonised financial procedures and ensuring compliance across the Trust with the ATH and Trust Finance Policy.

Management Accounts

- Managing and developing the Trust's monthly management reporting and ensuring robust budget management across the academies accessing the Trust's central finance service
- Review of monthly transactions from financial system.
- Preparation of monthly accruals / prepayments / accrued income / deferred income schedules
- Review and prepare revised forecasts for discussion with the Chief Operating Officer.
- In conjunction with the Chief Operating Officer and the Finance Business Partner, support the preparation of the individual academies and the Trust's annual budgets

Cash Management

- Ensure all bank accounts including investment accounts, and credit card(s), are reconciled monthly.
- Ensure that the academies remain compliant with VAT requirements, including completion and submission of VAT returns in line with HMRC guidelines.



Job Description

- Oversee cash management systems, ensuring that internal controls covering the handling of cash are robust Behaviour and Safety

Accounting system

- Be responsible for the administration of the accounting system, ensuring it is up to date and quality assurance schedule is in place.
- Manage the Trust's accounting, maintaining the charts of accounts and system parameters. Controlling accessing rights, running regular and ad hoc reports as necessary and ensuring appropriate back-ups are created
- Be familiar with current best practices including use of systems and software that lead to greater efficiency and make recommendations to the Chief Operating Officer to ensure continuous improvement with the Finance Department

Audit and Financial Returns

- Supporting the Chief Operating Officer with preparation of statutory financial returns.
- Complete returns and claims to external bodies including the Education & Skills Funding Agency, HMRC, etc. under the guidance of the Chief Operating Officer.
- Ensure compliance with data protection regulations. Ensuring appropriate insurance cover is in place and arrangements are regularly reviewed and monitored.

“

“I thoroughly enjoy working at Erdington Academy. It is a place of hard work, joy, community spirit and a shared passion for bettering lives.”

Ami Love, Head of Drama



Person Specification



The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for successful applicants.

EXPERIENCE, KNOWLEDGE AND QUALIFICATIONS

Have a full knowledge and understanding of the financial legislative framework for schools and in education

Experience of working in the education sector and in multi-site settings

In depth knowledge and experience of financial management, financial regulations and good financial practice

Fully or partly qualified with an accounting qualification (e.g. ACCA / ACA / CIMA or equivalent)

Strong analytical skills to interpret a range of legislation and regulations and experience of developing innovative solutions to complex issues

Experience in risk management operations that include the integration of risk concepts into strategic planning, and risk identification and mitigation activities

Good relationship building skills and ability to interact with people at all levels of the organisation and external agencies whilst maintaining a high level of professionalism.

Ability to work autonomously with minimum supervision, or as part of a team if necessary.

Ability to always maintain confidentiality, deal with situations in a tactful manner and be a person of integrity and to provide solutions

Knowledge, understanding and. Commitment to safeguarding and promoting the welfare of students.

Ability to form and maintain appropriate relationships and maintain professional boundaries with students.

Excellent attendance and punctuality.

Person Specification



A commitment to the ethos, vision and values of the Trust.

Ability to travel to meetings if required.

PROFESSIONAL DEVELOPMENT

Evidence of recent relevant further professional development.

“Students at Fairfax are incredible and the house system is what makes Fairfax such an enjoyable place to work, providing healthy competition and something to always get involved in.

Jack Bibb, Humanities Teacher

REFERENCES

Positive recommendation in professional references.

Professional references without reservations.





How to apply

To apply please visit TES by clicking on the link below.

[Fairfax Multi-Academy Trust - TES jobs](#)

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

All appointments are subject to satisfactory references and eligibility to work in the UK.

FURTHER INFORMATION

Should you have any queries or would like a confidential conversation about the role, please contact our recruitment team on:

recruitment@fmat.co.uk or call **0121 788 4100**



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The staff at Smith's Wood are committed, caring and ambitious. We all want the best for the students and outcomes for the school that we are proud to work in.

*Emma Douglas, Maths Teacher,
Year 11 Achievement Leader*



ENRICHING **LIVES;** TRANSFORMING **FUTURES**

EXCELLENCE.
DEDICATION.
AMBITION.
INTEGRITY.
TRADITION.

