

 Finance Manager

 June 2023

# FINANCE MANAGER

**Salary: £31,099 - £33,820**

**Grade: SCP 23-27**

**This is a permanent contract of 37 hours per week with flexibility for some hours to be remote**

CAPA College are looking to appoint an experienced and skilled Finance Manager to join their team. On a day-to-day basis, the Finance Manager is responsible for managing and implementing both the strategic and operational financial functions of CAPA College.

They advise on and implement the day-to-day financial support and operations that enable CAPA College to operate effectively, efficiently and compliantly ensuring best value for money.

**Closing Date: Friday 14th July 2023 9am**

**Interview Date: Wednesday 19th July**

**Start Date: August 2023 or as soon as possible thereafter**

**ABOUT US**

CAPA College (Creative and Performing Arts College) is one of the most exciting and innovative education providers in the North of England. Every year students from across Yorkshire and beyond flock to our corner of Wakefield to pursue their dreams of becoming the next Hollywood star, Oscar-winning filmmaker, director, choreographer, entrepreneur or creative.

CAPA College provides students with intensive full-time practical training alongside the rigour of academic Arts study. Over two years of full-time study students (aged 16-19) achieve the equivalent of four A Levels, a portfolio packed with transferrable skills and all of the performance experience they need to progress to the top universities, leading national and international Arts conservatoires and professional Arts careers.

Students are enrolled on five distinct pathways: Musical Theatre: Performing Arts; Dance: Contemporary and Commercial; Drama: Stage and Screen; Film and TV: Cinematography and Performance; and Production Arts: Technical and Creative Theatre.

Since opening our doors as Wakefield’s first DfE-funded Free School in September 2018 within Enhance Academy Trust, CAPA College has already established itself as one of the leading Arts education providers in the North of England.

* Ofsted ‘Outstanding’ (January 2022)
* 99% A\*-C results
* Top 1% of all post-16 providers nationally for student progress
* Awards and accolades from the National Theatre, BBC, Sky TV, Arts Council England, One Dance UK, Sixth Form Colleges Association
* Graduates go on to study at the BEST universities and conservatoires including RADA, LAMDA, Arts Educational School, Rambert School, Guildford School of Acting, The Place, Trinity Laban, Urdang, Mountview and Royal Central School of Speech and Drama
* An alumnus in almost every major West End show
* Heavily oversubscribed with almost 6 applicants for every place
* The ONLY non-fee-paying, specialist Creative and Performing Arts College of this kind in Yorkshire or the North East

This is an exciting opportunity to join our award-winning team as we prepare to implement the next major stage of our development. After renting temporary accommodation for the last four years, in September 2022 we opened the doors to our new, permanent home on Mulberry Way (opposite Wakefield Westgate train station).

This purpose-built, multi-million-pound facility enables us to expand our cohort from 134 students to 250 students per year group, as well as offering more performance and learning opportunities, new course pathways, increased staffing, exceptional resources and better outreach with the local community.

Would you like to be part of CAPA College as it becomes a flagship for Arts Education in the North? Are you highly motivated and have a drive to succeed? Then we would love to hear from you.

**We are looking for candidates who can:**

* Manage the strategy and operations of the financial functions of our College.
* Under the direction of the Principal and CFO, lead on all financial matters in College, to ensure the College’s successful financial performance and to ensure financial decisions are clearly linked to the College’s strategic goals.
* Promote the highest standards of business ethos within the financial function of the College.
* Inspire, support and develop staff.

**We are looking for candidates who:**

* Have experience in financial management in either a school, college, public or private sector.
* Are highly efficient and organised with always ensure attention to detail.
* Will thrive as working as part of a team but with the ability to work independently.
* Have excellent interpersonal skills, thrive under pressure and embrace change and innovation.
* Enjoy working in a fast-paced, vibrant and highly creative environment.

**In return, we will offer you:**

* An opportunity to make your mark in an Outstanding new Arts focused post 16 provision.
* A professional and supportive team.
* A personalised approach to continuing professional development.
* A College that has a clear vision for improving outcomes and has student welfare and development at the centre of its ethos.
* Automatic enrolment into the Local Government Pension Scheme.

For further information please check out our website [www.capacollege.co.uk](http://www.capacollege.co.uk) or email recruitment@capacollege.co.uk

Application forms can be downloaded from our website and:

* Sent with a covering letter by e-mail to recruitment@capacollege.co.uk or
* Posted with a covering letter to CAPA College, Mulberry Way, Wakefield, WF1 2QN

 **Closing Date: Monday 26th June 2023 9am**

**Interview Date: Monday 3rd July**

Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an enhanced DBS disclosure and pre-employment and safeguarding checks.

**JOB DESCRIPTION**

**Job Title: Finance Manager**

**Responsible to:** Principal of CAPA College & Chief Financial Officer of Enhance Academy Trust

**Accountability – Specific**

* With the CAPA College Principal and Enhance Academy Trust Chief Financial Officer, manage the College budget and ensure it is balanced, realistic and represents an effective use of public funds.
* Monitor the budget all year round, advising the Principal where revisions or changes are needed.
* Take the lead in the day-to-day, operational management of the budget, taking into account value for money and best practice, for approval by the Trust, Principal and Governing Body.
* Maintain a fully up-to-date understanding and awareness of post-16 funding ensuring CAPA College accesses and successfully applies for all available funds available.
* Forecast future years’ budgets based on the College’s estimated funding and trends in expenditure to enable the Principal to make strategic, long-term decisions.
* Mange the College financial accountancy package and oversee the College bank accounts on a day-to-day basis, ensuring a clear and transparent audit trail, where income is accounted for, invoices are paid promptly, money owed is collected.
* Monitor all accounting procedures, identify areas of risk and resolve any problems, including:
	+ The ordering, processing and payment of all goods and services provided to the College.
	+ The operation of all accounts, ensuring a full reconciliation is undertaken at the end of each month.
	+ Maintaining an up-to-date asset register.
* Advise the Principal, Governors and Trust, if fraudulent activities are suspected or uncovered.
* In compliance with the Academies Financial Handbook and Trust’s Financial Policy, lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
* Ensure that all records are up-to-date and available for termly and annual audits.
* Manage all SLAs, licenses and subscriptions including regular reviews to ensure the best value for money.
* Lead the CAPA College Post-16 bursary and Free School Meals systems including policy reviews and updates.
* Oversee the assessment and processing of all applications for Free School Meals and Post-16 bursary awards in line with statutory guidance and College policy.
* Oversee the processing of termly discretionary bursary awards.
* Ensure accurate and transparent records are kept on bursary expenditure and that expenditure does not exceed income.
* In partnership with the College Development and Communications Manager and Senior Leaders, maximise income and manage the financial and operational aspects of College lettings; fundraising; funding, catering, shows and commercial activities.
* In partnership with College Development and Communications Manager and Senior Leaders, maximise income and manage the financial and operational aspects of the CAPA College Outreach provision.
* Be responsible for the management and monitoring of external funds, ensuring compliance with the funding bodies regulations, College and Trust policies, and delivery of a balanced budget.
* Manage the college’s payroll provision with the payroll provider.
* Ensure that all financial systems are administered effectively, and comply with Trust regulations.
* Ensure that all financial policies are clearly accessible to the relevant staff.
* Lead and manage the payment requirements of a varied staff workforce including external freelance artists hired for outreach or externally funded projects as well as contracted teaching and support staff.
* Seek professional advice on insurance and advise the SMT on appropriate insurances for the school and implement and manage such schemes accordingly.
* Manage the College’s financial compliance with statutory obligations, and where necessary, advise others on the relevant legal, regulatory and ethical requirements.
* Monitor and update the risk register and business contingency plan from a financial perspective.
* Ensure the effective and efficient operation of the College finance department, managing the College financial administrative function and line managing the Finance Administrative Assistant.
* Establish and use effective methods to review, evaluate and improve financial administrative systems to ensure effective and efficient practices.
* Benchmark financial systems and information to assess trends and make appropriate recommendations.
* Keep financial records in accordance with the College’s record retention schedule and data protection law, ensuring information security and confidentiality at all times.
* Ensure that the staff workforce census is accurate and submitted to the ESFA in a timely manner.
* As required, attend Senior Leaders meetings, Governing body meetings, Enhance Academy Trust meetings providing reports and updates.

**Accountability – Generic**

* Serve as a role model based on high standards and professional conduct.
* To present the best possible image of the College in general, and in particular, in all contact and communications with the public, visitors, parents, students, customers, suppliers and all other external organisations.
* Be aware of and comply with policies and procedures relating to health and safety, equal opportunities, confidentiality and data protection always, reporting all concerns to the appropriate person.
* To comply with the College’s Staff Code of Conduct.
* Maintain confidentiality in relation to all work undertaken.
* Contribute to the safeguarding and promotion of the welfare and personal care of students and regarding Child Protection procedures.
* Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
* Undertake any professional development as needed and as determined by the Principal.
* Carry out such duties as may be assigned by the Principal.  in accordance with the changing needs of the organisation.
* To support College activities such as performances, Open Days (some of which will take place on evenings and weekends).
* Participate in the College’s staff appraisal system.



 **Employment checks required of this post:**

* Evidence of entitlement to work in the UK.
* Evidence of essential qualifications as detailed in the Person Specification.
* Two satisfactory references.
* Evidence of a satisfactory safeguarding check e.g., Enhanced DBS Check.
* A Children’s Barred List Check.
* Confirmation of medical fitness for employment.

Please note that this list of duties is illustrative of the general nature and responsibility of the role. It is not a comprehensive list of all tasks that the College Business Manager will carry out. The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the Principal or CFO.





# PERSON SPECIFICATION

**Finance Manager**

*CAPA College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*



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| **Person Specification**  | **Essential**  | **Desirable**  |
| Hold a recognised accountancy/finance qualification or extensive experience in relevant discipline |  X   |  |
| Degree or an advanced diploma in accountancy/finance/business management |   |  X |
| Successful financial management experience in a school, college, or in a relevant field outside education |  X |  |
| Understanding of Post 16 funding |  |  X |
| Significant experience working in an office environment at a senior level |  X |  |
| Excellent keyboard skills in the use of computerized systems, including ability to develop such systems |  X |  |
| Previous use of Access financial and budgeting systems |  | X |
| Previous use of Management Information System |  | X |
| Ability to build effective working relationships with staff and other stakeholders | X |  |
| Ability to work under pressure and prioritise effectively.  | X |  |
| Ability to organize, lead and motivate others | X |  |
| Work constructively as part of a team, understanding College roles and responsibilities and your own position within these  | X |  |
| A commitment to acting with integrity, transparency, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the College and Enhance Academy Trust | X |  |





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| A commitment to maintaining confidentiality at all times |  X |  |
| Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment.  | X |  |
| Reliable, resilient and conscientious approach to work with a commitment to professional development.  | X |  |
| Have attention to detail | X |  |
| Be flexible and adaptable  | X |  |
| A robust sense of humour  | X |  |
| Excellent attitude and punctuality records. | X |  |

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**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ENHANCE ACADEMY TRUST’S POLICIES.**

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE BLP.

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory references and an enhanced Disclosure, Barring and Safeguarding check.



capa.college

 @capacollege info@capacollege.co.uk