



Head of Financial Reporting



Dear Applicant,

Thank you for your interest in the position of Head of Financial Reporting at Endeavour Learning Trust.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about our Trust. I hope you find it helpful and on behalf of the whole Endeavour community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools in the Trust. Our family of schools extends beyond our Trust, and we work collaboratively with a number of schools across our region.

This is an incredibly exciting time for our Trust as we look to maximise the benefits of our collaborative partnership that has been developing since the inception of Endeavour Learning Trust in 2016.

Endeavour Learning Trust is a community of schools working together to offer the very best opportunities to the children and communities we serve. We look beyond the imaginable. We ignite curiosity and inspire discovery. And we love it!

Ultimately, our work is centred around our children, ensuring that every one of them has an equitable opportunity to benefit from a transformative education. This means extending beyond academic achievement by providing a rich and diverse offer for students to develop their skills, qualities and talents.

We are clear that our colleagues are central to our ambitions for our children and communities. They too deserve every opportunity to develop and flourish as professionals. We are determined to deliver a sector-leading experience so that, in turn, our colleagues can continue to serve our young people and communities to the best of their abilities.

We hope the enclosed information will give you good insight into our Schools & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', with a stylized flourish at the end.

David Clayton
Chief Executive

Endeavour Learning Trust's Mission and Values

We will serve our communities to ensure that every child realises their potential

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

Our Values

Individuality

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

People centred

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

Belonging

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

Transformational

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

Togetherness

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.

ENDEAVOUR LEARNING TRUST

OUR SCHOOLS



Job Title:	Head of Financial Reporting
Location:	Endeavour Learning Trust Central Office, PR7 6TB
Contract:	Full-Time, Permanent
Grade:	Grade 11 SCP 40-44
Salary:	£48,474 - £52,572 per annum (April 2024 pay award pending)
Closing Date:	7th May at 9am
Interview Date:	w/c 13th May 2024

Endeavour Learning Trust are looking to appoint a dynamic and methodical individual to join our central team in the new role 'Head of Financial Reporting'. This is an exciting opportunity to join our Central Finance Team with a focus on Financial Accounting and Reporting for the Trust. In this role you will report to the Chief Financial Officer and be responsible for our Financial Accounts team.

As our Head of Financial Reporting you will:

- Be responsible for all Financial Accounting and Reporting for the Trust, in line with current financial regulations for Academy Trusts.
- Ensure consistency of process at month end and year end to produce accurate Trust monthly and annual accounts.
- Manage and support the team of finance assistants responsible for banking, purchase ledger, sales ledger, credit cards and accounting system admin.

The successful applicant will be a positive, dynamic and highly motivated individual with personal drive. You will be a self-starter, who can work with minimal supervision; proactive, with the ability to see what needs to be done and to prioritise work accordingly. You will have excellent interpersonal skills and communicate effectively with all members of our Trust community.

Why choose us?

- At ELT we have a focus on staff wellbeing, providing 24/7 access to employee wellbeing support services
- Access to Local Government Pension Scheme – 18% employer contribution.
- Access to company car lease scheme
- Join a growing Multi Academy Trust (MAT) with a commitment to professional development
- Free on-site parking
- 50% off Endeavour Children's Holiday Camps
- Brand new office space located in Buckshaw Village
- Competitive salary with nationally negotiated pay award pending.

ROLE DETAILS

This position is full time and permanent – 37 hours per week.

This role will be based in our brand new office space in Buckshaw Village but some opportunity to work from home.

Occasional travel between locations will be a requirement of this role. Mileage will be reimbursed as appropriate.

HOW TO APPLY

To express interest in our role, please follow the link to our Recruitment website www.joinendeavour.co.uk

Applications must be submitted by 9am on Tuesday 7th May 2024

Interviews are to be held week commencing 13th May 2024

If you require any further information please contact Liz at Satis via liz@satiseducation.co.uk or by telephone on 07706333575.

SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

Head of Financial Reporting



JOB DESCRIPTION

To provide financial accounting and reporting support to the Trust, including all month end and year end financial procedures and the production of high quality management reports.

Produce all external reporting requirements and returns. Provide external audit support to the Trust. Ensure Trust compliance with the Financial Regulations and Academy Trust Handbook.

To support the CFO in their role as required.

Core Responsibilities & Tasks:

The duties and responsibilities listed below are indicative of the tasks the Financial Controller of ELT will perform, and are not intended to be an exhaustive list. The postholder will be expected to take on additional responsibilities appropriate to the role as they arise.

- Responsible for all Financial Accounting and Reporting for the Trust, in line with current financial regulations appropriate to academy Trusts, as set out in the Academy Trust Handbook and the Academies Accounts Direction.
- Ensure consistency of process at month end and year end to produce accurate Trust monthly and annual accounts
- Manage the team of Finance Assistants, responsible for banking, purchase ledger, sales ledger, credit cards and accounting system admin.
- Take ownership of monthly Management Accounts production for the Trust, including transactional analysis work to ensure consistency of financial information and variance analysis.
- Oversee the Trust's compliance with all relevant VAT requirements, including the submission of timely returns.
- Provide high quality ad-hoc management reports that support strategic decision making as required, including decisions regarding Trust growth and the sustainability of additional projects, including those delivered by Endeavour Community.
- Liaison with other members of staff in relation to general financial issues.
- Production of monthly reconciliations for all balance sheet accounts
- Maintenance of Trust fixed asset register
- Produce Trust cash flow forecasts
- Provision of information to support the CFO in submitting various statutory returns during the year.
- External audit: co-ordination of external audits and play a pivotal role in fieldwork to ensure successful delivery of unadjusted financial statements.
- Deputising for other Finance personnel in their absence as required.

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PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
QUALIFICATIONS AND TRAINING		
The successful candidate will have:		
Educated to degree level or equivalent	D	AF
Professional Accountancy Qualification (finalists considered) (ACA, CIMA, ACCA, CIPFA). Level 4 AAT considered if able to demonstrate experience in financial accounting and reporting.	E	AF
EXPERIENCE		
The successful candidate will have:		
Financial accounting and reporting in either the public or private sector	E	AF/I
Experience of a wide range of financial tasks including accounts payable & receivable, cashbook, nominal ledger journals, reconciliations, analysis work, cashflow forecasting, fixed asset reporting	E	AF/I
Experience of working in a fast-moving organisation	D	AF/I
Proven track record of managing successful teams	D	AF/I
Experience of developing and managing external relationships with professional and regulatory bodies	D	AF/I/T
Experience of finance in a school setting or working within a multi academy trust	D	AF/I
Experience of working with Governors, Trustees, or similar	D	AF/I
Experience of establishing financial systems and processes	E	AF/I
Experience of working with external and internal audit teams	E	AF/I
KNOWLEDGE AND UNDERSTANDING		
Detailed and up to date knowledge of accounting and professional codes of practice	E	AF/I
Understanding and knowledge of financial accounting and reporting	E	AF/I
Understanding of VAT principles and VAT partial exemption calculations	D	AF/I
Knowledge of academy financial reporting; including statutory accounting, the academies handbook and other ESFA returns	D	AF/I
Understanding of month-end and year-end processes and procedures including the production of management accounts	E	AF/I
Detailed understanding and application of complex control processes and reconciliations.	E	AF/I
An understanding of school funding streams	D	AF/I

SKILLS & ABILITIES		
An eye for detail and accuracy, whilst also being able to see the bigger picture	E	AF/I
Able to manage, mentor and support finance team direct reports	E	AF/I
Strong interpersonal, written and oral communication skills, including the ability to effectively communicate financial information in a variety of ways.	E	AF/I
Advanced Microsoft Excel user, comfortable working with complex spreadsheets	E	AF/I
Ability to work well under pressure and manage conflicting demands	E	AF/I
Ability to build strong working relationships with all stakeholders	E	AF/I
Self-starter able to prioritise and meet tight deadlines	E	AF/I
PERSONAL ATTRIBUTES		
Leadership and teamworking	E	AF/I
Enthusiasm and personal drive	E	AF/I
Initiative	E	AF/I
Management and organisational skills	E	AF/I
Logical methodology to work and tasks	E	AF/I
OTHER		
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I

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