



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Finance and HR Administrator
Recruitment Pack
DGAT central team



Dear Applicant,

Thank you for your interest in the post of Finance and HR Administrator.

Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our Trust website - www.dgat.org.uk – a useful source of information.

If you would like an informal chat to inform your decision about applying for the role we would be pleased to hear from you. We are sure you will find that we have much to offer. Details of how to contact us can be found on page three of this pack.

The closing date for completed applications is Thursday 15 January at 5.00 pm. Interviews are scheduled to take place on Thursday 22 January.

To submit your application please email the completed form to Vicki Cowan at recruitment@dgat.org.uk before the closing date.

Yours faithfully

Nicki

Nicki Wadley
Chief Operating Officer

Laura

Laura Fox
Chief Finance Officer

The Diocese of Gloucester Academies Trust seek to appoint an

Finance and HR Administrator

We are seeking to appoint a Finance and HR Administrator to support the Trust's central finance and HR administration functions. This is an exciting new role within the central team which offers a diverse range of responsibilities. The role includes supporting the central finance team with processing invoices and supporting the central HR team with recruitment administration - please see the role description for more detailed information.

The post is offered as a salary of £26,758 on a permanent basis.

This is a full-time post (37.5 hours per week).

Further details and an application form can be downloaded from the vacancy area of our website www.dgat.org.uk/vacancies

If you would like an informal conversation about the role, please contact either Nicki Wadley at nwadley@cen.dgat.org.uk or Laura Fox at lfox@cen.dgat.org.uk

Closing date for applications is Thursday 15 January at 5.00 pm.

Other information that might help you decide if this is the role for you

Usual working days and times:	Monday – Friday 9am – 5.00 pm
Work environment	We work in a shared office environment across two locations, one based at Hardwicke Parochial Primary Academy and one at Church House, Denmark Road where we work alongside other Diocesan staff teams. There is an option for hybrid working through the central team Agile working Policy. We use Microsoft Teams to support staying connected and communication when we are not together as a Team.
Dress code:	Smart casual office wear. Dress down option in school holidays.
Employee benefits:	Free and confidential employee assistance programme available 24/7

	<p>A robust and supportive induction and probation process and high-quality professional development.</p> <p>A range of clear and supportive policies.</p>
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Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance

- Compliance and GDPR
- Governance

Main purpose of role

The purpose of this role is to support the effective administration of the finance and HR function within the central team, ensuring compliance with legal and financial regulations, the Trust's financial and HR policies and procedures.

The role is expected to work collaboratively with the central finance and HR teams.

Key Responsibilities: finance administration

- Deliver the core purchase ledger role, including invoice processing, management of weekly BACs payment runs and management of supplier/school queries.
- Processing high volumes of purchase invoices ensuring a high level of accuracy of input and coding.
- Liaise with all schools and central team to ensure that the purchase invoices are processed promptly, with purchase orders in-line with Trust policy.
- Responsible for the management of key supplier relationships.
- Support the development and implementation of supplier management.
- Raise sales invoices on behalf of the central team, and responsible for debt management of raised invoices.

Ongoing Responsibilities

- The core purchase ledger role is the key focus, ensuring all suppliers are paid on time, and costs are accurately reflected in the Finance Management System:
 - Processing high volumes of purchase invoices ensuring a high level of accuracy of input and coding.
 - Ensuring compliant purchasing through liaising with all schools and the central team to ensure the purchase invoices are processed promptly, and matched with goods received purchase orders, in-line with Trust policy
 - Liaise with all School and Central Administration and responsible personnel to ensure that the purchase invoices are processed promptly, with purchase orders in-line with Trust policy.
 - Manage and maintain supplier master data.
 - Keeping an audit trail and securely recording financial documents
 - Answering queries from school staff and providing ad hoc support
- Manage supplier relationships, including:
 - Ensure new suppliers are appropriately verified
 - Manage supplier invoice queries

- Proactively deal with reminders and statements to avoid further action being taken or late payments charges.
 - Reconciling supplier statements and balance sheet accounts
- Ensure sales invoices are raised and a timely basis and issued to the customer, on behalf of the central team.
 - Central sales invoices to be requested by the Central team Administrators with appropriate documentation.
 - Chase overdue debt for invoices raised on behalf of the central team.
- Administrative support for communicating with school-based finance staff, including set up of half-termly meetings.
- Provide back-up for the central staff expenses claims process, which includes reviewing submitted claims for accuracy and compliance. Ensure expense claims are processed in line with Trust policy.
- Provide back-up cover for the weekly BACs payment run. This would include ensuring payment proposals are prepared, checked appropriately and errors resolved in a timely manner. Ensure payment runs are appropriately authorised once confirmation has been received that sufficient funds are in place in the main bank account.

Year End

- Ensure testing evidence for external audit and internal scrutiny are provided promptly. Liaise with School Finance Partners as required to ensure delivery of testing evidence.

Key responsibilities: HR administration

- Support as directed with the posting of job adverts, manage applications, request references and provide administrative support for Trust-wide recruitment processes.
- Undertake social media checks as part of school's safer recruitment processes.
- Undertake safer recruitment checks following appointment
- Prepare offer letters and contracts for new starters and facilitate the HR onboarding process, ensuring all new starter documentation is completed.
- Support administration of the Trust HR system.
- Send exit interview invitations and arrange meetings when invitations are accepted.
- File and dispose of recruitment paperwork in line with GDPR.

- Assist with the administration of apprenticeships across the Trust
- Support with the maintenance of the Trust website in relation to all pay related and HR policies, templates and documentation

Professional Development

- Be proactive in identifying professional development and training needs.
- Participate in training and development activities as required.
- Be an active participant in the performance management process.

Personal Commitment

- Demonstrate the Trust's vision and core principles throughout the job role
- Act as a positive model.
- Always be a positive advocate for the Trust.
- Take personal responsibility for undertaking all aspects of the job role and be proactive in independently problem solving in the first instance.
- Seek support and guidance when necessary.

Other Responsibilities

- Contribute to a positive team atmosphere, and a positive image of the Trust with all stakeholders.
- Always act professionally and with integrity.
- Contribute to effective safeguarding culture across our schools.
- Undertake continual professional development and learning.
- Work within all Trust policies and procedures

Safeguarding Children and Young People

The Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The post-holder is expected to maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

It is the practice of the Trust to review job descriptions annually.

Person specification

Qualification	Requirement
Good general standard of education with a minimum of GSCE in English, Mathematics or equivalent	Essential
Experience, Knowledge, Skills	
Experience of working in a busy finance environment in a similar role	Essential
Experience of working in a busy HR administration environment in a similar role	Desirable
Ability to handle sensitive and confidential information with professionalism.	Essential
Experience using office software such as Microsoft Office (Word, Excel, Outlook) and school management systems.	Essential
Experience of supporting the administration of recruitment processes.	Desirable
Proven experience in an administrative role with public-facing service responsibilities.	Desirable
To have worked in a School or Trust environment	Desirable
Evidence of improved business performance through collaboration, effective partnering and providing financial advice, guidance and analysis	Desirable
Commercial awareness and ability to achieve value for money	Desirable
Good knowledge and experience of finance packages	Essential
Strong organisational skills with the ability to effectively time manage and prioritise a varied workload.	Essential
Have a flexible approach to working, being able to work on own initiative and as an effective member of a team	Essential
Personal Attributes	
Supportive of the Trusts vision and ethos	Essential
Ability to work successfully in a team and establish effective working relationships and flexible working practices	Essential
Ability to work under pressure in a constantly changing and demanding	Essential

deadlines and remain professional at all times.	
Ability to communicate effectively at all levels	Essential
Ability to offer professional challenge and support in equal measure and as appropriate.	Essential
Ability to work in an organised way with meticulous attention to detail.	Essential
Resilient, with the ability to deliver a complex and demanding workload.	Essential
High levels of professional integrity and enthusiasm.	Essential
Ability to have crucial conversations in a professional manner when required.	Essential
Self-motivated and work under own initiative	Essential
Take ownership of tasks and see through to completion	Essential
Willing to undertake tasks and assume responsibilities outside of direct job role tasks	Essential
Able to demonstrate continuous personal and professional development of self.	Essential

Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate

whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.