



Job Description

Job Title	Academy Support Officer
Grade	Band 4 / 5 (depending on experience)
Reports to	Chief Operating Officer
Liaison with	Staff and Governors of Academies, Academy Finance Leads, Senior Leadership Teams
Job Purpose	<ul style="list-style-type: none"> To work with the Trust Finance Manager and Chief Operating Officer to coordinate the conversion of schools to academies. To provide post conversion training and support to academies with the Trust Finance Manager. To support the Chief Operating Officer with performance management of Trust support staff
Duties	<p>Key Objectives</p> <ul style="list-style-type: none"> Coordinate and manage the Academy conversion timetable, ensuring the strict deadlines are adhered to. Identify and deliver development and training requirements pre and post conversion. Liaise with the Business Support Team to arrange appropriate training and ongoing support. Communicate with external organisations involved with the Academy conversion process including Government agencies as appropriate Hold termly Finance Lead meetings centrally by co-ordinating information from the central team and the finance leads. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> To ensure high level of support to Schools and Academies through the use of quality project management Work with the Chief Executive Officer and Chief Operating Officer to design, develop and evolve the Academy Support Officer role Liaise with Schools Leadership team and Finance team to support schools through the Academy conversion process whilst adhering to operational procedures Identify additional ICT requirements and report accordingly Work collaboratively with the school to collate budget information required to set post conversion budget To provide support to the Chief Operating Officer with Performance Management of Trust support staff as required. Provide and outsource Academy conversion guidance and coordination outside of the Vine Trust if necessary To work as part of the Vine Trust Business and Finance Support Team to deliver

	<p>training and support to key Academy stakeholders, i.e. Governors, Senior Leaders and Finance staff</p> <ul style="list-style-type: none"> • To develop conversion plans with required actions and milestones • Work with the central administration team who supports this role in the conversion process • Liaise with external agencies such as the DFE, Regional School Commissioner, Headteacher Board and the ESFA to ensure a smooth conversion process • Coordinate expert advice and support related to the conversion process such as Estates support, Legal advisers, HR and TUPE, Payroll and Finance • Ensure the set up and support of Bank Accounts, Pensions, Insurance and Management Information systems with colleagues in the central staff team • Co-ordinate and instruct Due Diligence Assessments for each conversion process • Ensure that Vine Academies benefit from a comprehensive range of support and services. This includes Support and training for leaders and Finance staff, Bespoke School improvement support and Strategic Financial Management Support • Provide advice and support to the Headteacher and Academy Finance Lead on the requirements of the Academies Financial Handbook • Provide advice to the Headteacher and Academy Finance Lead on changes, both National and Local, which will affect the Fair Funding Scheme and the implications of these changes to the Academy and the Trust • Provide advice and guidance on the completion of any finance related returns to the ESFA, Trust or other third party organisation e.g. Teachers Pension Services • To carry out compliance checks to ensure the Academy meets all the current and any future requirements of regulations and standards associated with audit regulations • Support Academies and provide guidance on the preparation of information for the submission of monthly VAT returns • Support Academies with the preparation of Year End Workbook and Accounts for DfE and the Auditor as appropriate
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the Trust Equal Opportunities Policy • The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • To be supportive of the Christian ethos of the Church of England • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Chief Operating Officer to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION – ACADEMY SUPPORT OFFICER

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	An appropriate financial professional qualification or working towards Successful management experience Successful project management experience Experience of training delivery Experience of managing a team Experience of strategic and financial planning Successful accounting experience working in School financial environment
	Knowledge of relevant policies and procedures	Understand the Academies Financial Handbook and guidance from ESFA and the DfE A detailed working knowledge of PS Financials A detailed working knowledge of payroll, personnel and employment issues
	Literacy	Good pass in GCSE English or equivalent
	Numeracy	Good pass in GCSE Maths or equivalent
	Technology	Highly competent ICT skills including the use of Microsoft Office
Communication	Written	Produces written communications which are clear, fluent, concise, readily understood by intended recipients
	Verbal	Excellent communicator, able to present detailed, complex information in a clear manner to a variety of recipients. Working and negotiating with key stakeholders
Working with children	Behaviour Management	Understand and implement the Trust's Behaviour Management Policy, as required.
	Curriculum	Good understanding of the learning experience provided by Academies in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Evidence of effective working with stakeholders in delivering a wide range of financial services To be able to effectively coordinate support to the individual Academies Provides regular feedback to the Chief Operating Officer from Academies and governors about services and uses this evaluation to inform future developments
	Relationships	Co-operates and works well with colleagues, sharing information and supporting colleagues
	Team work	Able to work effectively in teams as member or leader and to ensure team dynamics

	Information	Develop and implement effective systems to share and safeguard information
Responsibilities	Organisational skills	Able to self manage and make decisions and work on own initiative
	Line Management	Ability to manage, motivate and support the work of others.
	Time Management	Be well organised, have a high level of initiative and be able to delegate effectively and appropriately Able to ensure that tight, strict deadlines are met.
	Creativity	Works creatively, imaginative ideas, collaborating with others to identify fresh approaches
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Understanding of Health & Safety.
	Child Protection	Understand and comply with Child Protection procedures.
	Confidentiality/Data Protection	Understand and comply with confidentiality and data protection procedures.
	CPD	Demonstrate a clear commitment to develop and learn in the role. Able to effectively evaluate own performance Ability to transfer new knowledge to the workplace
	Car and driving licence	Be in possession of a full clean driving licence and have use of own car