



Northern
Lights

LEARNING TRUST

APPLICATION PACK



Northern Lights



We are a Multi-Academy Trust currently comprising seven primary and secondary schools and 3,093 children and young people from Stockton and Hartlepool in Teesside through to Sunderland and Washington.



We are a Teaching School Hub, one of 87 centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice, and offer evidence-based professional development for early years practitioners.

OUR SCHOOLS



Hart Primary School
Hartlepool



St. Peter's Elwick CE Primary School,
Hartlepool



Benedict Biscop CE Academy
Sunderland



St. Helen's Primary School
Hartlepool



Holley Park Academy
Washington, Sunderland



Ian Ramsey CE Academy
Stockton-on-Tees



Venerable Bede CE Academy
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



Welcome from the CEO

Thank you for your interest in the position of Trust Management Accountant within Northern Lights Learning Trust.

We are a growing Multi Academy Trust that is currently made up of 2 secondaries and 5 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 3,000 pupils and employ over 400 members of staff and serve a diverse range of schools and communities.

Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, '*I am proud to work for a forward-thinking Trust who put people development at the heart*'.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours sincerely

Jo Heaton

Mrs J. Heaton OBE
Chief Executive Officer

TRUST MANAGEMENT ACCOUNTANT

Required as soon as possible

NJC SCP30-38 (5-point scale to be negotiated)

£38,223-£46,464 per annum

37 hours per week. All year round / minimum 41 weeks by negotiation

Due to the ongoing growth of our Trust, an exciting opportunity has arisen to expand our Central Finance Team and we are seeking to recruit a Trust Management Accountant. This role would appeal to qualified Accountants looking for a varied finance role. The successful candidate will hold a financial accounting qualification and have experience of preparing month-end and year-end accounts.

This role is based at our Seaham offices but could be available as a hybrid working model if required.

The successful candidate will:

- Be a self-driven accountant who is passionate about furthering their career within the Education sector.
- Be qualified to ACA/ACCA/CA standard (or equivalent).
- Thrive in a fast-paced environment, working both independently and as part of a team.
- Be passionate about helping to shape education within the North East.
- Have a keen eye for financial detail.

In return you will receive the following employee benefits:

- An employer that puts people at the heart of the organisation.
- A supportive working environment and opportunities to work flexibly.
- The opportunity to work as part of a growing Trust and be part of establishing a career path that is right for you.
- Excellent continuous professional development, including the opportunity to undertake related qualifications.
- National Joint Council Terms and Conditions of Employment.
- Local Government Pension Scheme - LGPS Tyne and Wear Pension Fund
- Free on-site parking at our attractive office space, close to A19, including sea-views, refreshments and nearby gym with employee discount
- Employee welfare package, including 24-hour GP access and access to whole range of wellbeing package.
- Employee benefits package currently in development, including discounts and access to salary sacrifice schemes, including Electric Vehicle Leasing

Closing Date: Applications must be received by: 12pm on 31st January 2024.

We reserve the right to close this vacancy earlier if we receive sufficient applications for the role.

Details of the Trust can be found on our website: <https://northernlights.education/>

How to apply:

Please complete the vacancy application form which can be downloaded from our website. Due to safer recruitment practices applications cannot be considered in other formats. Completed application forms should be returned to Emily Sanger, HR Assistant, by email to recruitment@nllt.co.uk or by post to Spectrum Business Park, Building 2, Lighthouse View Seaham SR7 7PR by the closing date.

For an informal conversation about the role, please contact Hayley Swinhoe, Chief Finance Officer, on 0191 5947033 (option2) or 07483337135.

JOB DESCRIPTION

POST:	Trust Management Accountant
RESPONSIBLE TO:	Chief Executive Officer (CEO), Chief Finance Officer (CFO)
RESPONSIBLE FOR:	Trust finances and financial compliance
SALARY BAND:	5 point band between NJC SCP 30 and 38 (£38,223-£46,464)
START DATE:	As soon as possible

Main Purpose of Job:

To play a key role in supporting the financial and business affairs of Northern Lights Learning Trust and to ensure the Trust complies with financial regulations.

Under direction of the CFO, be responsible for maintaining the accounting system for the Multi Academy Trust and undertaking standard monthly routines. The role will involve reconciling the monthly payroll, including the investigation and resolution of queries; preparing and analysing monthly management accounts and reporting on budget forecasts to key stakeholders. A key responsibility of this role is to support academies and delegated budget holders within the Trust with budget management, procurement and tendering, as well as capital project planning. Other Central Team support may be required, as directed by the CFO.

This role will involve travelling to and working in schools across the Trust, as required.

Duties and Responsibilities:

- Process month-end journals and undertake reconciliations to ensure all financial systems and accounts structures, including chart of accounts, are up to date and support all accounting and reporting needs of the Trust.
- Reconcile and import the final monthly payroll into the accounts.
- Prepare and review monthly management accounts, forecasts and other financial and non-financial reports of the Trust.
- Attend regular meetings with Headteachers within the Trust to provide operational support and management accounts feedback.
- Support delegated budget holders in budget planning and management.
- Prepare year-end documentation, including journals to ensure income and expenditure is recognised in the correct accounting period.
- Lead the preparation of external returns and liaise with auditors and accountants in the annual audit and preparation of accounts.
- Assist with the preparation of annual budgets in accordance with the requirements of the Trust Board.

- Support the development of internal controls, quality assurance and systems that meet the requirements of the Trust .
- Line management of central team finance staff.
- Provide support, guidance and training to schools in the Trust on the use and operation of the Trust's financial systems and procedures, under direction of the CFO.
- Manage and review financial and non-financial contracts on behalf of the Trust.
- Act as a member of the Central Team and provide support and cover when required.
- Carry out a wide range of other tasks and duties relating to the financial and wider business functions of the Trust.
- To be aware of and adhere to the Trust's rules, regulations, legislation, policies and procedures and national legislation (eg safeguarding, health and safety, equality and diversity, data protection).
- To keep up to date with current educational and financial developments and legislation.
- To maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grade of the post as required.

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

PERSON SPECIFICATION

TRUST MANAGEMENT ACCOUNTANT

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Well-presented and complete application form.		Application
QUALIFICATIONS	1. Relevant financial and accountancy qualifications and experience – ACA.ACCA/CA.	1. Driving license, business use insurance, and access to a vehicle to allow cross- site working.	Application
EXPERIENCE	1. Excellent management accounting skills and technical systems experience. 2. Thorough knowledge and experience of computerised accounting systems, including the setting up of databases and maintaining structures and reports. 3. Experience in financial compliance.	1. Experience of education-based accounting systems. 2. Line management of staff	Task - E1 Application -E2, E3, D1 Interview – E2, E3, D2
SKILLS AND KNOWLEDGE	1. Competent in the use of ICT systems, including	1. Excellent working knowledge of Education Finance software and	Application E3, E4, D1 Task – E1, Interview E2, E3

	<p>proficient use of Excel.</p> <ol style="list-style-type: none"> 2. Ability to learn other financial and business functions of the Trust. 3. Good knowledge and understanding of the funding arrangements for academies. 4. Knowledge of VAT regulations for academies 5. Management accounting Skills 	school/academy finance	
PERSONAL QUALITIES	<ol style="list-style-type: none"> 1. A keen eye for detail. 2. A flexible 'can do' approach 3. Tactful and professional 4. Excellent communication and presentation skills. 5. Proactive, innovative and constantly looking for improved ways of working. 6. Ability to relate well to people at all levels. 		Interview E1-6
OTHER	<ol style="list-style-type: none"> 1. Satisfactory references (which will be requested for all candidates 		References Enhanced DBS certificate

- progressed to interview under safer recruitment practices)
2. Enhanced DBS with barred list check

References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

DBS:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Safeguarding:

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Pre-employment occupational health:

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

Equal opportunities:

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.