



Job Application Pack

Djanogly Learning Trust

Assistant Management Accountant

33 hours (4.5 days) per week, all year round

Salary: Point 48 to point 53 on the Djanogly Support Staff Pay Scale

£25,060.38 - £26,801.35 pro rata (£28,098 - £30,050 FTE)

Closing Date: 12 noon, Monday 19 July 2021

Interview Date: Thursday 22 July 2021

Welcome from the Chief Exec



Dear Candidate

Thank you for showing an interest in joining our team at Djanogly Learning Trust. We have a simple shared mission here at Djanogly – to make a difference to the lives of our children and their families.

Children at our established academies are leaving well prepared for the next stage in their learning. End of key stage achievements are in line, above or rapidly catching up with national averages. Children make great progress in our academies, both in terms of academic achievement and in their development as future citizens. Our children are engaged and keen to learn, they are polite and supportive towards each other. Visitors to our academies always comment on the warm welcome and the calm atmosphere.

Where newer academies have joined our Djanogly family it's because they share our commitment to our children and communities as well as our drive to be the best we can be.

As professionals, we know that this doesn't happen by accident. We are committed to providing high quality support to all our staff, whatever their role. Our continuous professional development strategy is called 'Journey to Excellence' and through this, we ensure that everyone has opportunities that are unique to them.

A recent Ofsted at one of our primary schools states:

"The journey to excellence ethos permeates all aspects of the school...Staff are extremely positive about this approach and said that it helped them to improve"

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team. We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards



Liz Anderson
CEO
Djanogly Learning Trust

Application Details

We are seeking an experienced Assistant Management Accountant to join our highly committed Central Support Services Team in supporting our academies in the delivery of high quality educational provision to the children and young people we are privileged to serve. Working as part of the Trust's Central Services Support Team, you will be responsible for ensuring that we deliver an exceptional level of service across all our academies. Everyone in the Trust is committed to our Journey to Excellence and this is an exciting opportunity to join us on that journey.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Jenny Everitt – Head of Finance, which clearly demonstrates your suitability for this role. Applications can be submitted via email to hr@djanogly.org with "Assistant Management Accountant" in the subject line, or by post, for the attention of Jenny Everitt, to the following address:

Djanogly Learning Trust
Sherwood Rise,
New Basford
Nottingham
NG7 7AR

Application forms

This job pack can be found electronically at <https://www.djanogly.org/working-for-us/>. Wherever possible, please provide email addresses for your referees. Informal queries about the role are welcome and should be made to Jennifer Everitt – Head of Finance on, 07780 705912 or j.everitt@djanogly.org.

Closing Date

Please ensure your application form arrives by, **12 noon, Monday 19 July 2021**

Interview

Interviews for the role will take place on, **Thursday 22 July 2021**.

General Data Protection Regulation

Our privacy notice can be found at www.djanogly.org/privacy-notice.

Safeguarding and Child Protection

Djanogly Learning Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. All new staff with the Trust will be subject to an enhanced DBS check and all other safeguarding requirements in accordance with DfE legislation.

Senior leaders are all accredited Designated Safeguarding Leads who staff should refer any safeguarding concerns to straight away. All members of staff will receive training in line with our Safeguarding and Child Protection Policy.

Equal Opportunities

Djanogly Learning Trust welcomes enquiries from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

Djanogly Learning Trust Job Description

Djanogly Learning Trust Vision

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

Job title	Assistant Management Accountant
Reporting to	Head of Finance
Hours and weeks	33 hours (4.5 days) per week, all year round

Djanogly Values

Employees who demonstrate a commitment to our core values of Excellence, Resilience and Innovation will:

- Embody the belief that every child has the right to an excellent education and constantly strive to give every child the best opportunity to succeed and prosper through their contribution to the Trust
- Recognise and demonstrate the importance of working hard, showing resilience and paying close attention to detail to ensure every child achieves their best.
- Strive for excellence by demonstrating a commitment to innovation, engaging in CPD and constantly striving to improve provision and outcomes for pupils.

Djanogly Behaviours

Employees will demonstrate their professionalism and promote a positive culture by:

- Behaving in a professional manner at all times
- Developing professional working relationships with all colleagues and stakeholders, showing understanding and mutual respect in all aspects of their role
- Taking personal responsibility by paying attention to the small things to intercept issues before they become a larger problem
- Resolving any issues in a professional, calm manner, seeking support where necessary and always demonstrating kindness and respect for others
- Starting and ending the day with the same emotional constancy with every interaction.

Job Purpose:

The post holder will primarily be involved the preparation of management accounts for the separate entities of the Trust. They will also support the Management Accountant in maintaining development of budgetary controls, forecasting, and support payroll.

To support the Head of Finance and Management Accountant in ensuring smooth day to day operations of the finance department and delivering excellent standards of customer service to the academies in relation to all financial matters, including attendance at Local Governing Body meetings when required.

Job Responsibilities:

- Prepare to review level and submit timely and accurate management accounts including variance analysis by agreed deadlines starting with 3 academies plus the lettings company with the potential for this to grow should the Trust grow.
- Monthly reconciliation and monitoring of payroll against budget.
- Accurately prepare and post the accruals and prepayments within deadlines for the separate entities within the Trust and for other external parties as may be required.
- Develop a close working relationship with office managers to ensure the academies feel fully supported with all finance matters.
- Undertake posting of journals and carry out monthly reconciliations of balance sheet and intercompany accounts for academies.
- Prepare annual budgets and periodic forecasts for a selection of schools.
- To be the main point of contact for non-transactional finance matters and provide support and advise with all queries.
- Support queries for all coding enquiries, authorisations and error correction.
- Liaise and support the sales and purchase ledger transactional team where appropriate.
- Act as a finance system super user and administrator.
- Work as a supportive member of the finance team and assist with audit and central financial matters as required.
- Cover the phones and data inputting when required to support absent colleagues.
- Support the Head of Finance to maintain the fixed asset register; ensuring and evidencing its accuracy.

- Assist in the annual returns to the Department of Education and Education Funding Agency (or successor bodies).
- Assist in the preparation of statutory accounts.
- Submit the VAT claim quarterly.
- Flag any issues with non-compliance with financial regulations with the Head of Finance to support.
- Other tasks as requested by the Head of Finance and Management Accountant.

Djanogly Learning Trust General Requirements:

Policies and procedures

You will comply with all policies and procedures at all times which include:

- ensuring the safeguarding of young people by adherence to the child protection and safeguarding policies.
- ensuring all equality, diversity and health and safety requirements are upheld in the performance of your duties.
- ensuring you comply with the Trust's Staff Behaviour policy, including outside of work where applicable.

Professional Development

- You are required to undertake professional development as part of your job description. This includes contributing to regular 'check ins' and Journey to Excellence reviews with your J2E reviewer, proactively seeking professional development to improve your performance.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties as directed by the academy leader and the leadership team.

Djanogly Learning Trust Person Specification

In order to be considered for interview all essential criteria must be met.

JOB TITLE	Assistant Management Accountant
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Requirements	Essential	Desirable	Short listing criteria
Qualifications			
Educated to at least A level Standard or equivalent QBE	X		X
Graduate or post graduate qualification		X	
Part-qualified accountant with full AAT or foundation CIMA, or equivalent	X		X
Knowledge/Experience			
Experience of working in a busy finance department with multiple entities\organisations.	X		X
Experience of balance sheet reconciliation	X		
High level of Excel interrogation skills and data analysis experience	X		
Experience of preparing management accounts to review level	X		X
Experience of preparing budgets and forecasts to review level		X	
Awareness of general taxation, VAT, payroll, pension regulations and accounting conventions		X	
Finance system experience with databases, spreadsheets and financial accounting software	X		X
Excellent and meticulous organisational skills	X		
Demonstrate ability to effectively plan, prioritise and deliver to a high standard.	X		
Ability to manage and deal with confidential data / issues appropriately; showing sensitivity when required	X		

Ability to work under own initiative within the structure and guidance of the finance team.	X		
Attitude and Commitment			
Flexible approach, willingness to accommodate business needs	X		
Commitment to the highest standards of child protection	X		
Educational Environment			
Experience of working with school governing bodies		X	
Knowledge and understanding of safeguarding and safer recruitment requirements in schools		X	
Communication and Team work			
Ability to work constructively as part of a team	X		
Ability to build and form good relationships with all level of people (for example - students, colleagues and other professionals)	X		
Excellent verbal and written communication skills	X		
Work to promote good relations			
Recognition of the importance of personal responsibility for Health & Safety	X		
Commitment to the Trust's ethos, aims and its whole community	X		
Personal Qualities			
Belief in the values and behaviours of DLT	X		
Evidence of continuing professional development	X		
Commitment to equal opportunities and diversity in the performance of duties	X		

Overview of the Trust

Djanogly Learning Trust is a dynamic Multi Academy Trust based in the East Midlands. Our Trust group is committed to providing high quality education for all our children, regardless of their backgrounds. Our track record demonstrates our ability to deliver on our core purpose; achievement for every child. Our portfolio of schools serve a range of communities, all have their challenges but all are fully inclusive and firmly believe that where a child starts out in life should not determine what they can achieve in their lives.

Our values are central to the strong, positive ethos that we share throughout our family of schools. This approach focusses on securing success for all our learners and providing them with the very best life opportunities. We believe nothing is more important than making a difference for our children. We are proud to bear the name of our founding sponsor Sir Harry Djanogly. Sir Harry is a great supporter of education and the arts, his textile business was based in the East Midlands and he remains committed to the region despite now living in the capital.

Our Vision and Ethos

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

Innovation

We believe it's vital to look for new and creative approaches in order to maintain our ongoing commitment to improving our teaching and learning provision. We strive tirelessly to achieve the best, are not afraid to take risks and are never complacent. All of our staff are actively encouraged to look for improved ways of working and to promote an atmosphere of trust.

Resilience

We believe it's crucial for both children and adults to develop a strong sense of self in order to succeed in challenging times. Our mission is to ensure that our children and staff have the independence to work things out for themselves, the confidence to ask for help when they need it and the courage to never give up.

Excellence

We believe that everyone deserves to experience excellence. Our organisation is ambitious and we endeavour to support all our children and staff to reach their full potential. We commit to delivering high quality professional support at all levels as part of our journey to excellence. By providing this excellence in teaching and learning, we ensure that all our children have the necessary knowledge and skills to succeed.

Achievement

Learning is at the very heart of everything we do. We believe that academic success provides the foundation that allows all children the opportunities to make the most of their lives and the opportunities available to them.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and we constantly strive to provide every child with the very best educational experiences.

Should a child require additional support, a range of services are available to ensure every child's success, whatever their individual educational needs.

Djanogly City Academy



Originally one of the first City Technology Colleges in the country, DCA is a 7-form entry secondary school in Nottingham. It is based across two sites 5 minutes apart; Sherwood Rise site for years 7 and 11 and Gregory Boulevard site in Hyson Green for years 8-9-10. We plan to extend our post-16 provision from September 2023. Judged 'Good' by Ofsted in 2018, our scholars make significantly better progress than national average.

Djanogly Northgate Academy

Northgate is a 2-form entry primary school in New Basford, Nottingham and a founding member of Djanogly Learning Trust in 2011. A popular and over-subscribed school where everyone is valued, they have been judged consistently 'Good' since 2009.



Djanogly Strelley Academy



Strelley is a 2-form entry primary based to the north of Nottingham. It has gained a strong reputation locally for its support for some of our most vulnerable children and their families. It was judged 'Good' in 2017 and strives to be a school where everyone is recognised, welcomed and respected.

Djanogly Sherwood Academy

Sherwood shares our Sherwood Rise site with Djanogly City Academy. It is a 2-form entry primary with provision for children from 2 to 11 years. It was established in 2014 to provide high quality education provision for the growing local community. Judged 'Good' in 2018 in partnership with Northgate it has strong support from its diverse community where everyone belongs.



Springfield Academy



Springfield is a single form entry primary in Bulwell, north Nottingham. The school moved to a fantastic new building in 2017, with improved resources and environment for all the children and particularly the youngest. Springfield knows that success comes through cooperation; we do better working together.

Langley Mill Academy

Langley Mill is a 3-form entry junior school in Langley Mill, Derbyshire. It has recently expanded from 2-form entry to cope with a rising demand for places at this popular community school. Langley Mill's motto is 'Live Laugh Learn' and they do plenty of all three.



Laceyfields Academy



Laceyfields is a small infant school in Langley Mill, catering children from 3 to 7 years. They joined the Trust in 2019 to ensure that their children could benefit from being part of something bigger. This has helped them to provide an even broader range of opportunities to achieve their ambition to 'Help Little Minds Grow'.

Kensington Junior Academy

Kensington is a 2-form entry junior school in Ilkeston, Derbyshire. They actively promote a culture where children care for themselves and each other, for their school and their community, and where they can develop as happy, responsible and self-disciplined members of society.

