



Wembley  
Multi-Academy  
Trust

ACHIEVEMENT FOR ALL

FINANCIAL CONTROLLER  
INFORMATION  
— PACK —

# WEMBLEY MULTI ACADEMY TRUST (WMAT)

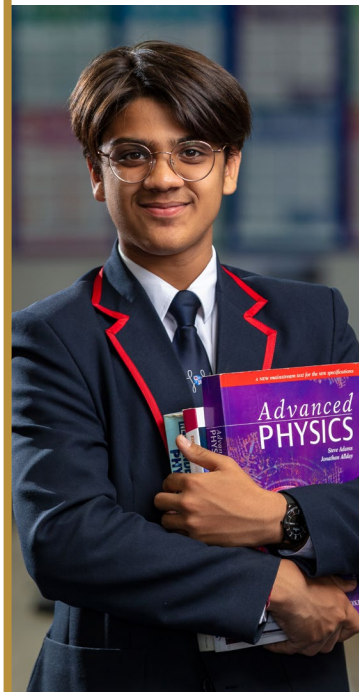
This is a unique opportunity for an exceptional Financial Controller to support in leading the finance function in a highly successful Trust in the next stage of its development. The Trust is comprised of three schools and a Teaching School Hub, and is highly influential at local and regional level.

Wembley Multi-Academy Trust was formed in 2016 and has established itself as one of the most successful in the country over many years. The Trust is comprised of:

- 1. Wembley High Technology College (WHTC)**
- 2. East Lane Primary School**
- 3. North Brent School** (currently on WHTC premises whilst the new building is completed)
- 4. Teaching School Hub** – status awarded by the Department for Education in 2021 and redesignation awarded in 2024.

All the schools in our Trust are, first and foremost, outstanding learning communities where academic excellence sits alongside the breadth of education. We believe in providing a structured and disciplined working environment in which all pupils can achieve their full potential. There is a very high standard of teaching across all schools which, coupled with strong work ethic, allows our pupils to flourish. Our broad, balanced and innovative curriculum is designed to challenge pupils to reach their potential, and there is a particular focus on English, Mathematics and the Sciences.

As a Trust, our most important commitment is to our pupils. The quality of education we provide makes us exceptional. We have a mission to be the best, and continuous improvement is embedded in our DNA. We are committed to making a difference to the children in our communities and not allow disadvantage to be a barrier to achievement. All schools in the Trust are highly popular and parental first choice far exceeds the number of places available.



# OUR VALUES

We hold our values strongly and they underpin our thinking; they shape our organisations ethos and the behaviours of all in the organisation. Our values drive our actions.

## 1. Integrity

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- Integrity means distinguishing right from wrong and doing the right thing (even if no one would find out). Integrity requires courage and self-accountability. We deliver work of the highest quality.
- We deliver what we say we will. We share our professional judgments with students and their families - even those that may be unpopular - in a manner that is both candid and respectful.

## 2. Respect

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- We respect the capacity and desire for personal growth in our students and staff. We treat people with consideration. We value ideas on their merit.
- We recognise that respect requires both truthfulness and empathy. We deal with one another in an open and honest way. We encourage constructive criticism. We reward performance and contribution consistent with our values. We lead by example.
- We accept this responsibility as a school and as individuals.

## 3. Diversity

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- It is fundamental to our success that we accept, value, and integrate the contributions of people. Diversity of thought, expertise, experience, and background are important in creating an environment in which creative tensions are harnessed and new ideas emerge.
- We are committed to our schools being ones in which all individuals have an opportunity to flourish and succeed, regardless of their age, disability, ethnicity, gender, gender identity, race, religion, belief or sexual orientation.

## 4. Student Achievement

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- We measure our success by our students' success. We make all our resources available to our students and commit ourselves wholeheartedly to their success. In trade-offs between staff and a student's interest, the student comes first.
- Strategy matters. We seek competitive advantage for our students. Our approach is to consider the education agenda as a whole, the competition, and its dynamics. Valid data, rigorous analyses, external perspectives, root causes, and explicit logic serve as our foundations for objective decision-making.
- Our standards for Progress and Value Added are extremely high. Our work helps change, as necessary, the mindset of our staff and students. We make sure we enhance student capabilities and deliver for them exceptional examination performances. We hold ourselves accountable for this.

## 5. Working in teams

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- Our schools are divided into departments and in these departments, staff work together in a manner that is team-oriented, constructive, and challenging. We know that teamwork is essential to the success of our students. We want to strengthen our students' capabilities and be a catalyst for change in their lives. Each student is unique, and there is seldom only one solution. We believe that breakthrough ideas often result from the work of teams seeking to creatively solve real achievement challenges.

## 6. Sharing our Success

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- We seek to extend the art and science of teaching and school leadership by generalising from our experience. We seek to have a positive and lasting impact beyond the school domain.
- We believe we can contribute to the changing educational landscape, both directly through our student work and through work with other schools and national organisations.

# WEMBLEY HIGH TECHNOLOGY COLLEGE



Wembley High Technology College is one of the highest performing schools in the country and has been the highest achieving school in Brent for many years. It was judged ‘Outstanding’ by Ofsted in October 2022.

WHTC is an exceptional school and we truly believe that all pupils, regardless of their background, should reach their full potential. Our innovative curriculum allows our pupils to develop secure foundations in the core subjects whilst maintaining the breadth of a wide range of subjects. We believe in ensuring all pupils gain the essential knowledge and skills needed to be successful in the future.

Academic outcomes unlock the door to success for our pupils - Wembley High's GCSE results over the years:

- 2017 – 2nd highest level of progress in England.
- 2018 – 1st, the highest performing school in England.
- 2019 – 4th highest performing school in England. In 2019, our students made +1.58 grades higher than peers of similar ability nationally.
- 2020 and 2021 - No results national published due to the pandemic.
- 2022 - Our students attained their highest ever results with a progress 8 score of +2.02 (based on the actual results achieved by the students).
- 2023 marked the return of pre-pandemic grading standards for the first time since 2019. Despite the increased level of challenge, our provisional Progress 8 score of +1.40\* shows that on average each student scored almost one and a half grades higher than they would have if they studied in an average school.

*\*Due to the pandemic, the Year 11 headline figures reported by the Department for Education do not include the results which our students achieved during 2021 and therefore differ from our figures above. Our statistics above show what our students actually achieved by the end of Year 11.*

Indicator	2018	2019	2020	2021	2022	2023
Progress 8 Score (National percentile rank)	+1.90 (1%)	+1.58 (1%)	N/A	N/A	+2.02 (internal calculation)	+1.40
% A*- C or 9 - 4 in English and Maths	90	88	94	96	96	92
% EBacc achieved (9 - 4)	76	79	82	84	89	74
% 9 - 5 English	91	86	92	88	95	92
% 9 - 5 Maths	84	86	90	90	90	93

Our Sixth Form students have performed exceptionally well, with over 55% gaining places at the top universities including Cambridge, Imperial College, University College, London School of Economics, King's College and University of Warwick. In 2023, 7 students have secured places for studying Medicine or Dentistry which is an amazing achievement.



# EAST LANE PRIMARY SCHOOL



East Lane Primary School provides a unique subject specialist based curriculum. Opening in April 2017, it was judged ‘Outstanding’ in every category in its first Ofsted inspection in November 2019.

The school is housed in a new and purpose-built £16 million building with exceptional resources, located adjacent to WHTC.

East Lane Primary School is a three form entry school. Our results to date for Early Years, Phonics, KS1 and KS2 have been amongst the highest in Brent and significantly above the national averages. Places at East Lane are in high demand and community confidence in the school is very high.

Our curricular structure is different from many other primary schools; the school is structured around subjects, with specialist teachers providing expert subject knowledge to ensure pupils’ progress is exceptional. We believe in recruiting and training highly qualified staff who are experts in their fields to deliver a broad, balanced and exciting curriculum. Our staff tend only to teach their specialist subjects and we believe this allows our pupils to greatly deepen their knowledge and understanding of key concepts and fully prepares them for their transition to secondary school.

Indicator	ELPS	Brent	National
<b>RECEPTION</b>			
% of pupils attaining a Good Level of Development	98	66.3	67.2
Average point score for Early Learning Goals	16.8	13.5	14.1
<b>YEAR 1</b>			
% passing the phonics screening check	99	79.1	78.9
<b>KS1</b>			
% of pupils reaching the expected standard in reading, writing and maths	90	57.8	56.0
% of pupils reaching greater depth in reading, writing and maths	47	7.3	6.2
<b>KS2</b>			
% of pupils reaching the expected standard in reading, writing and maths	93	63.2	59.5
% of pupils reaching greater depth in reading, writing and maths	37	9.7	8.0



# NORTH BRENT SCHOOL



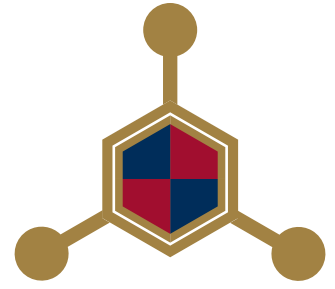
North Brent School has been set up to have the same values, ethos, expectations and standards as Wembley High Technology College and East Lane Primary School. The school has recently been judged 'Good' by Ofsted.

The school is shortly to move into a new building which has been designed to provide an exceptional learning environment and state-of-the-art facilities. The DfE's approval of a £30 multi-million investment in NBS follows popular demand by the local community – reflecting the high levels of trust and confidence which our families have in all Wembley Multi-Academy Trust (WMAT) schools. It is expected to become the leading school in the area and give a choice for families to attend an academically high performing school.

North Brent School currently has pupils in Year 7, Year 8, Year 9 and Year 10. Once the brand-new North Brent School building has been fully completed, students will automatically move into the new premises.



# NORTH WEST LONDON TEACHING SCHOOL HUB



In 2021, Wembley High Technology College (a part of WMAT) was one of 87 schools in England selected to be designated as a new Teaching School Hub by the Department for Education. WMAT, as the North West London Teaching School Hub (NWLTS), leads across the Brent, Barnet and Enfield areas with 314 schools, and we are proud to have been recently re-designated as hub for North West London. NWLTS provides high-quality professional development to teachers and leaders along the Golden Thread from ITT and ECF all the way to NPQs for Executive Headship.

Teachers working with NWLTS receive the highest quality of training on how to become the best classroom practitioners. Leaders are developed to become experts in their areas. The training aims to improve the quality of teaching and leadership, allowing every child to receive a world-class start in life. NWLTS provides the full range of professional development for the Department for Education to teachers beginning their training, ECTs, mentors, all NPQs, as well as the Appropriate Body Service.



## FINANCIAL CONTROLLER JOB DESCRIPTION



Wembley  
Multi-Academy  
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# FINANCIAL CONTROLLER OF WEMBLEY MULTI ACADEMY TRUST (WMAT)

Job Title	Financial Controller
Reporting to	Chief Financial Officer
Location	Wembley High Technology College
Hours	Full time – 36 hours per week
Salary	Dependent on experience and competitive within the sector

### A. Job Summary and Purpose

- The main purpose of the job is to work as a Financial Controller to ensure the smooth operation of the Trust's day to day financial activities including the management of the finance team.
- You will maintain a strong financial control disciplines in relation to the sales cycle, the purchase cycle and the payroll processes in line with the Trust's Financial Policy and Procedures and the Trust's Accounting policies.
- You will be expected to assist the CFO and the CEO in various departmental and WMAT tasks and projects.



# FINANCIAL CONTROLLER JOB DESCRIPTION

## Key Responsibilities:

- To ensure the accurate and timely completion of management accounts.
- To ensure strong financial controls within all aspects of the financial operations of the WMAT.
- To manage the team in ensure timely completion of all their tasks and assisting them (hands on) if necessary at pinch points to ensure that no backlog exists.
- To prepare the annual statutory accounts for the WMAT together with backing papers and documentation for the audit and to take a lead role in the field audits of the Trust.
- To prepare the annual BFR submission to the DfE, whilst keeping abreast of DfE and legislative changes within the education sector.
- To assist in preparing the annual budgets as well as periodic re-forecasts, as and when required.
- To review and sign off all bank reconciliations, all supplier reconciliations and other balance sheet reconciliations prepared by the management accountant.
- To prepare the periodic VAT returns after a thorough review of the VAT reports.
- To prepare remaining balance sheet reconciliations and resolve any reconciling items in a timely manner.
- To review, consider and authorise transactions raised by the finance team members to ensure accuracy of items processed.
- To receive and process purchase orders, checking budgets, account line and departmental coding, getting approval and entering purchase invoices into Xero system for payment.
- To assist in the creation of and then own the Fixed Asset register with close collaboration with the Operations Director.
- To provide regular reports to the budget holders and to assist them in understanding their numbers.

## Other responsibilities assisting the CFO:

- To take collective responsibility for safeguarding and health and safety matters.
- To assist in the preparation of papers for the Finance, Audit and Risk Committee (FAR).
- To assist in various regular and one off analytical reviews for various costs and cost centres.
- To assist with the maintenance and mitigation of items on the WMAT Risk Register.
- To assist in forming and delivering on strategic change within the finance team and the WMAT as a whole.
- To assist in due diligence work during future mergers and acquisitions of other schools and Multi Academy Trusts.
- To maintain a balanced risk treasury management system.
- To assist with feasibility studies and value for money audits across the WMAT.
- To assist with the regular review of all manuals (including but not limited to the Financial Procedures Manual and the Expenses Manual) and communicating changes to the wider organisation.
- Any other work as directed by the CFO, CEO or Trustees.



# FINANCIAL CONTROLLER PERSON SPECIFICATION



Essential (E) | Desirable (D)

Qualifications	
<ul style="list-style-type: none"> <li>Qualified accountant (preferably ACA) with at least 3 years of post-qualification experience as a senior finance</li> </ul>	E
Experience	
<ul style="list-style-type: none"> <li>Detailed and up-to-date knowledge of accountancy and professional codes of practice</li> </ul>	E
<ul style="list-style-type: none"> <li>You will have at least 3 years of sector experience within the finance department of schools or MAT's</li> </ul>	E
<ul style="list-style-type: none"> <li>Proven track record of senior financial management and strategic leadership</li> </ul>	E
<ul style="list-style-type: none"> <li>Significant experience in working with stakeholders to develop a strong financial understanding across an organisation (E)</li> </ul>	E
<ul style="list-style-type: none"> <li>Track record of successful leadership of support services and/or multi-disciplinary teams</li> </ul>	E
<ul style="list-style-type: none"> <li>Proven experience in implementing financial policies, procedures and systems that bring efficiencies and value for money into the organisation</li> </ul>	E
<ul style="list-style-type: none"> <li>Experience in managing procurement and contracts</li> </ul>	E
Skills and attributes of the successful candidate	
<ul style="list-style-type: none"> <li>Strong staff management skills, able to lead a diverse team within finance</li> </ul>	E
<ul style="list-style-type: none"> <li>Excellent accounting, budgeting, financial modelling and analytical skills</li> </ul>	E
<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills and presentation skills</li> </ul>	E
<ul style="list-style-type: none"> <li>Good interpersonal skills</li> </ul>	E
<ul style="list-style-type: none"> <li>Excellent time management and organisational skills required in order to multi-task and meet tight deadlines</li> </ul>	E
<ul style="list-style-type: none"> <li>Strong ethics with strong integrity, honesty and transparency</li> </ul>	E
<ul style="list-style-type: none"> <li>Experience of Xero software and of P2P systems (such as ApprovalMax, ProcureWizard or Proactis) highly desirable</li> </ul>	D
<ul style="list-style-type: none"> <li>Advanced knowledge of MS Office applications (including Word)</li> </ul>	E
<ul style="list-style-type: none"> <li>Advanced Excel user and a proficient user of pivots, formulae and other forms of analysis</li> </ul>	E
<ul style="list-style-type: none"> <li>Ideally you will also have experience of using Power BI</li> </ul>	D
<ul style="list-style-type: none"> <li>Willing to work from the office five days a week</li> </ul>	E

## APPLICATION INFORMATION



# HOW TO APPLY

Completed applications must be returned by email to Rebecca Beach, at Academicis: [rbeach@academicis.co.uk](mailto:rbeach@academicis.co.uk)

T: 01223 907979 | M: 07733 628155

CVs will not be accepted – candidates must complete and return the application form.

There will be opportunities to visit the Trust before the application deadline – please contact the Rebecca Beach using the details above should you wish to organise a visit.

### Timeframes:

- The closing date for applications is 2nd December 2024
- Shortlist will be taking place on 5th December 2024
- Interviews will be W/C 9th December 2024

Wembley Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced disclosure from the DBS and we will carry out all checks in line with KCSiE 2023 for all shortlisted applicants.

