



Bishop Hogarth

Catholic Education Trust

Shaping Futures, Fulfilling Dreams

Applicant Information Pack

Management Accountant





35 ACADEMIES
30 Primaries, 5 Secondaries



1,700+
MEMBERS
OF STAFF



80 TRAINEE
TEACHERS

Enrolled with Carmel
Teacher Training
Partnership (CTTP)
each year



11 HUBS &
PARTNERSHIPS

In Partnership with Carmel
Professional Training Centre
(CPTC)



21 OUTSTANDING
Diocesan Inspection Reports



2 NATIONAL
LEADERS OF
EDUCATION
(NLEs)



32 EVIDENCE
LEADS IN
EDUCATION
(ELEs)

10 OUTSTANDING
Academies, Sixth Forms
and Partnerships



Christ at the centre
**Bishop
Hogarth**
Catholic Education Trust
Children at the heart

Our Virtues, Vision and Values

Our Vision

Our schools will be places of excellence. We provide services to children, their families, and the wider Catholic community. We are a family of schools that enriches the learning and experience of all our young people so they may achieve their full potential.

Our Values

The following values underpin everything the Trust and our Schools will do:

BEING just and responsible:

We seek to act justly, fairly, and responsibly in all our relationships to ensure 'The Common Good' is upheld.

PROMOTING spiritual and human development:

We believe a knowledge of and a personal relationship with Christ gives meaning and purpose to our lives.

ACHIEVING quality in teaching and learning:

We believe everyone should gain dignity and self-worth through quality teaching and learning, which allows all in our school community to excel.

SHOWING respect for every person:

We believe that all are created in the image of God and therefore we will respect the unique and intrinsic value of every person, promoting equality and celebrating diversity.

CREATING community:

We believe our schools to be faith communities where Gospel values of truth, honesty, forgiveness, and reconciliation are lived and where there is special care for those most in need.

COMMUNICATING:

We value the views and opinions of the communities whom we serve and will actively engage and respond.

Our Virtues, Vision and Values





Bishop Hogarth

Catholic Education Trust

Bishop Hogarth Catholic Education Trust has
overarching accountability and governance of 35 academies



Blessed John Duckett

Tow Law



Carmel College

Carmel College

Darlington



English Martyrs

Hartlepool



Holy Family

Darlington



OUR LADY & ST. BEDE
CATHOLIC ACADEMY

Our Lady & St Bede

Stockton



Our Lady & St Thomas

Willington



Our Lady of the Most Holy Rosary

Billingham



Sacred Heart

Hartlepool



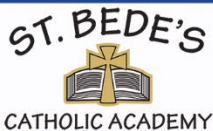
St Augustine's

Darlington



St Bede's

Darlington



St Bede's

Stockton



St Bega's

Hartlepool



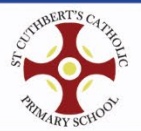
St Chad's

Bishop Auckland



St Charles'

Tudhoe



St Cuthbert's

Crook



St Cuthbert's

Hartlepool



St Cuthbert's

Stockton



St Gregory's

Stockton



St John's

Bishop Auckland



St John the Evangelist

Billingham



St John Vianney

Hartlepool



St Joseph's

Billingham



St Joseph's

Coundon



St Joseph's

Hartlepool



St Joseph's

Newton Aycliffe



St Joseph's

Norton



St Mary's

Barnard Castle



St Mary's

Newton Aycliffe



St Michael's

Billingham



St Patrick's

Stockton



St Paul's

Billingham



St Teresa's

Darlington



St Teresa's

Hartlepool



St Wilfrid's

Bishop Auckland



St William's

Trimdon

Local Area



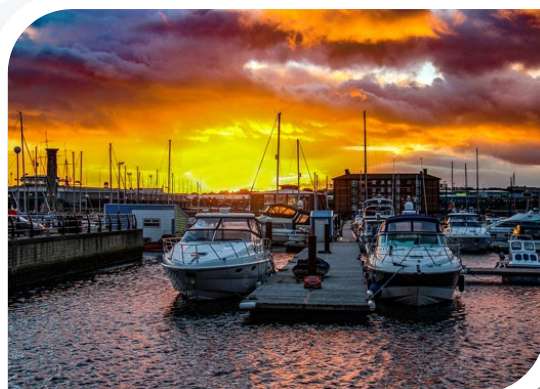
The Northeast of England is a region rich in contemporary culture, historical attractions, World Heritage Sites, and dramatic landscapes, all easily accessible from land, sea, and air.

Throughout the Northeast, the towns, villages, and countryside all have plenty of activities, art, and culture to soak up. Barnard Castle is home to the Bowes Museum. Travel back in time at Hartlepool's Historic Quay with spectacular HMS Trincomalee. Darlington's Head of Steam Museum celebrates this region's history as the birthplace of steam rail, while the Hippodrome Theatre and Hullabaloo are at the forefront of contemporary theatre; in fact, the Hullabaloo is the only dedicated children's theatre outside of London.

The Northeast of England is served by a wide transport network and is one of the most accessible regions within the UK.

This area is also famed for the quality of its further education, with five local, internationally recognised universities, providing excellence opportunities and world class research facilities.

There is a rich heritage and a deep sense of passion and pride for the local area amongst residents. To find out more, see: <https://www.visitnortheastengland.com>



Employee Benefits

We strive to provide an excellent working environment for all of our staff. Here are some of the benefits that we offer:



Wellbeing Services

All employees within Bishop Hogarth Catholic Education Trust have access to wellbeing services, which include: self-referral to counselling, physiotherapy/ MSK services, stress coaching and long covid support.



Cycle to work scheme

All staff can access our cycle to work scheme, which allows them to purchase bikes and accessories as part of a salary sacrifice scheme, saving on tax in the process.



Flexible Working Ambassador School Ethos

Carmel College, one of our member schools, was chosen by the DfE to support schools and teachers in the North of England as a Flexible Working Ambassador School. Benefits range from more flexible approaches to staffing, particularly in terms of teacher retention and staff wellbeing. This school-to-school support and ethos cascades outwards across all our Trust schools.



Pension

The Trust offers two excellent defined benefit pension schemes depending on the type of role undertaken, both of which employees are automatically enrolled into. Teaching staff are eligible to join the Teachers' Pension Scheme while Support staff may join the Local Government Pension Scheme. Further details will be provided on appointment.



Our other offerings to you include:

- The opportunity to join a network of schools with enthusiastic, confident, and happy children.
- A large faith-based community, with a diverse culture of people of all beliefs.
- Excellent collaboration between schools within the Multi Academy Trust.
- Opportunities to learn from a supportive and trusting network of leaders.
- An exceptional team of people to work alongside.
- Opportunities to engage in high quality continuous professional development.

Job Advert

Bishop Hogarth Catholic Education Trust would like to appoint

Management Accountant

**Band 8 to Band 11
(SCP 19 to 35)
£27,852 to £41,496 p.a.
appointment based on
experience**

37 hours per week

Whole Time permanent

Closing date: 17 May 2023, 9:00am

Interview date: 25 May 2023

Completed application forms should be returned to recruitment@bhcet.org.uk

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to a satisfactory Enhanced Disclosure and Barring Service check. The school will consider carrying out an online search as part of the due diligence on shortlisted candidates.

As an employee of Bishop Hogarth Catholic Education Trust you may work from time to time in one or more of our Academies.

The Directors of Bishop Hogarth Catholic Education Trust seek applications for the role of Management Accountant.

This is an exciting time to join our Trust and the Central Services Team. Following a period of rapid growth our Trust now consists of 5 secondary schools, 3 with sixth forms, and 30 primary schools.

We are seeking to appoint a Management Accountant who can further strengthen the finance team by providing accurate and timely financial reporting for Directors, Governors, CEO and Headteachers.

You will work closely with finance team colleagues on the production of the monthly financial statements within the Trust.

Reporting to the Chief Financial Officer and Finance Manager, the successful candidate will be joining a Trust which is committed to supporting students to achieve the very best outcomes.

This role is a Career Development role, which will allow opportunity for pay progression following successful completion of training and work-based learning. The successful candidate will develop professional expertise to become a competent Management Accountant.

The Central Services Team are largely based at Carmel College in Darlington, however colleagues may be based, and/or work in, other Trust schools throughout Darlington, Stockton, Billingham, Hartlepool and County Durham.

We are able to offer 32 days holiday entitlement (plus bank holidays), an excellent Local Government Pension, cycle purchase scheme, hybrid and flexible working, family friendly policies, car mileage and opportunities for continuous professional development.

For further information about the position, or to arrange a telephone call with our Chief Financial Officer, on 01325 523426 or leaned@bhcet.org.uk

Application forms are available on our website <https://bhcet.org.uk/vacancies/>

We look forward to welcoming you to the Trust.

BISHOP HOGARTH CATHOLIC EDUCATION TRUST

POST TITLE: Management Accountant

REPORTING RELATIONSHIP: CFO and Finance Manager

JOB PURPOSE: Working collaboratively on the production of the monthly financial statements within the Trust.

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description / profile may undertake any of the following main duties and responsibilities.

1. Leading on preparation of monthly schedules that meet auditor requirements for:
 - a) Accruals
 - b) Prepayments
 - c) Accrued income
 - d) Deferred income
 - e) Fixed asset registers
2. Being the lead support to the Finance Manager on:
 - a) The production of management accounts for each school, the Trust's trading subsidiary, Initial Teaching Training Provider (ITT), the Trust head office and consolidated accounts for the Trust on a monthly basis.
 - b) Updating budget forecasts monthly in finance and budget software.
 - c) The production and submission of monthly VAT returns in line with Making Tax Digital.
 - d) The consolidation process and reporting, including intercompany reconciliation and staffing, mileage and other recharges.
 - e) The internal and external audit programmes, including provision of financial data.
 - f) Trust-wide DfE / ESFA returns.
 - g) Recording energy usage for budget profiling, carbon reporting and energy efficiency requirements.
3. Supporting the Procurement Manager with preparation and coordination of financial information.
4. Working with school, hub and Trust finance colleagues to ensure the efficient operation and monitoring of school and Trust finances
5. To carry out your duties with full regard to the Trust's Equality Policy.
6. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.
7. Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE ACADEMY.

**BISHOP HOGARTH CATHOLIC EDUCATION TRUST
MANAGEMENT ACCOUNTANT**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	<p>Band 8 (Entry Level) – AAT Level 4 entry requirements or being degree qualified or equivalent in a related field</p> <p>Band 9 – successful completion of AAT Level 4 or equivalent in a related field</p> <p>Band 10 – agreed milestone part completion of a professional qualification in accountancy from a Consultancy Committee of Accountancy Bodies (CCAB)</p> <p>Band 11 – successful full completion of a professional qualification in accountancy from a CCAB or equivalent work experience</p>	AF,C			
Experience & Knowledge	E2	At least 3 years' relevant previous experience	AF,R,I	D1	At least 5 years relevant previous experience e.g. working in schools	AF,R,I

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E3	Significant experience of working in a finance role, including experience of producing management accounts	AF,R,I	D2	Experience of Trust Management Information Systems, Accounting & Budgeting software	AF,R,I
	E4	Significant experience of working with spreadsheets	AF,R,I	D3	Experience in the Academy Sector including awareness of ESFA and Academies Handbook requirements	AF,R,I
	E5	Knowledge of Data Protection requirements and understanding of confidentiality	AF,R,I	D4	Experience of internal and external audit	AF,R,I
Skills	E6	Ability to relate well to adults	AF,R,I	D5	Ability to work across multiple reporting divisions / locations	AF,R,I
	E7	Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding	AF,R,I	D6	Experience of managing intercompany schedules and producing consolidated financial reporting	AF,R,I
	E8	Ability to work successfully as part of a team and prioritise own work with minimum supervision	AF,R,I			
	E9	Ability to work under pressure to tight deadlines on a number of different projects	AF,R,I			
	E10	IT Literate, capable of using finance & budget setting software,	AF,R,I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E11	Microsoft Word, Excel and Office packages Ability to problem solve	AF,R,I			
Personal Attributes	E12	Participate in development and training opportunities	AF,R,I			
Special Requirements	E13	Ability to access reliable transport in order to carry out the travel requirements of the post	AF,I			
	E14	Willingness to work outside normal working hours on occasions	I			
	E15	Suitability to work with children	C			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references

How to apply

Application forms and supporting documents can be found on bhcet.org.uk/vacancies

Collective Agreements

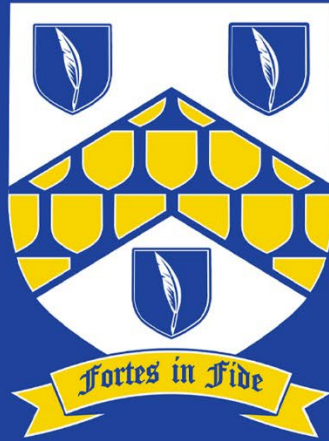
The conditions applicable to your post are those contained in the school teachers' pay and conditions document and the conditions of service for school teachers in England and Wales ('The Burgundy Book') and in other relevant documents which are issued nationally from time to time.

General

The successful candidate will be required to complete a medical form and required to provide proof of eligibility to work in Great Britain in accordance with the Asylum and Immigration Act 1996, before employment may commence.

An enhanced disclosure from the Disclosure and Barring Service will be requested in the event of a successful application.

Shaping Futures, Fulfilling Dreams



Bishop Hogarth Catholic Education Trust

c/o Carmel College
The Headlands
Darlington
Co. Durham
DL3 8RW

Telephone: (01325) 254525



www.bhcet.org.uk