

# Vacancy: Board trustee with experience of finance, HR and buildings (estates management)

## Start date: As soon as possible

The Olive Tree is a small, yet successful, single academy trust based in Bolton, Greater Manchester. As part of the development our trust we have a vacancy for a trustee with experience of finance, HR and buildings (estates management)

### **Our mission:**

Our Trust's mission is to work in partnership with culturally-aligned (like-minded) schools to use an evidence-based approach of innovation and technology that promotes continuous improvement, improves social-mobility and increases the life chances of our pupils, their families and our staff.

### **Our vision:**

Our Trust's vision is to develop and grow into a strong family of schools, using the power of collaboration and shared values to develop best practice through a culture of challenge, aspiration and achievement. Our enduring aspiration is to be the 'Trust of Choice', ensuring we offer value for money and maximise our use of available resources at all times to secure the highest personal, professional and academic outcomes for all of our stakeholders.

### **Core purpose of the Role:**

The Finance, HR and Buildings Committee has been established to:

- Determine the overall scheme of financial delegation.
- Oversee the development of the budget (for final approval by the Board).
- Monitor and review the Trust's income streams.
- Monitor and review expenditure on a regular basis and ensure compliance with the Trust's overall strategic plan and the DfE's financial regulations.
- Prepare the annual financial report to the Trust Board in accordance with the requirements of the Companies' Act, and the Academy Trust Handbook.
- Prepare and recommend to the Trust a Pay Policy.
- Consider disciplinary, capability and staff grievance matters and seek to resolve them including any appeals that may arise.

**Time commitment:**

The Finance, HR and Buildings committee meets 4 times a year and feeds in to our full Board meeting - which also meets 4 times a year. The time commitment is approximately 1.5 hours per meeting (or 5-8 hours per month including time to review governance paperwork) and although voluntary in nature, provides trustees with the rewarding opportunity to contribute to the growth and development of a highly successful single academy trust in Bolton, Greater Manchester.

**Knowledge and skills required:**

An understanding of academy finance, HR and estates management is required for this role. The terms of reference attached provides a fuller picture of the key areas of consideration required for this role.

**Training:**

All new trustees are provided with a full induction in order to familiarise themselves with the governor handbook and the competencies of governance, and have regular access to training through Bolton Governance services in order to develop an understanding of the role of a trustee.

**Interested in being part of our success story?:**

For a further information or to express an interest in this rewarding role, please email the school's business manager, Mr Abdul Musa:  
finance@theolivetreepprimary.com

**As with all governance roles, the ideal candidate should be passionate about bringing about positive change to the lives of children whilst adhering to the Nolan principles of public life.**