

# Entrust

## Business, Accountancy, Payroll and HR Services

Improving outcomes in education  
with effective back-office support

**An overview of our services**



Call: **0300 300 1900** Email: [information@entrust-ed.co.uk](mailto:information@entrust-ed.co.uk)

Visit: [www.entrust-ed.co.uk](http://www.entrust-ed.co.uk)

**entrust**  
Inspiring Futures

# Introducing Entrust's Back-office Support Services

**Managing a school or multi-academy trust (MAT) effectively and efficiently is a complex task. That's why we're here to help you meet these challenges head-on, providing you with the back-office support and guidance you need to keep your school running smoothly, and allowing you to focus on what you do best - delivering education.**



Our specialised business, accountancy, HR and payroll services will help you to carry out your everyday tasks, give your staff the support they need to perform their roles successfully, ensure positive employee wellbeing and culture, and keep your school's financial matters in order.

## We can help you with:

- Accounting and finance support
- Financial compliance services
- Accounting and budgeting software
- Internal audit and review and year-end audit support
- Payroll services
- HR advisory services and strategic HR support
- Pensions administration
- Staff wellbeing and performance
- Continued professional development
- Helpdesks and online portals for your everyday queries.

## Did you know?



We work with over 4,000 schools across England.



We've delivered 255 school resource management training sessions on behalf of the DfE over the past two years.



Our academy and MAT experts have supported over 220, successful academy conversions.



We deliver five training titles for the Institute of School Business Leadership (ISBL).



We deliver services on behalf of four local authorities including Staffordshire, Barnet, Cumbria and West Sussex.



We supported Staffordshire County Council to migrate over 400 schools onto a new finance and budgeting software solution.





# Why choose us?

## **We know one size doesn't fit all**

We offer flexible purchasing options to suit every need and budget from pay as you go to multi-year contracts.

## **Our services can be dialled up or down**

Depending on your needs, we can offer as little or as much support as you require - the perfect solution for MATs who are looking to grow in the future.

## **We're here whenever you need us**

From email helpdesks to online portals, help and advice is available at the click of a button, so you'll be able to access our expertise on demand. Very soon we'll become a trusted member of your team!

## **We provide peace of mind**

From our education knowledge and insight to our highly qualified and experienced staff, you can be sure that we'll have your back.

## **Moving over to our systems is quick and easy**

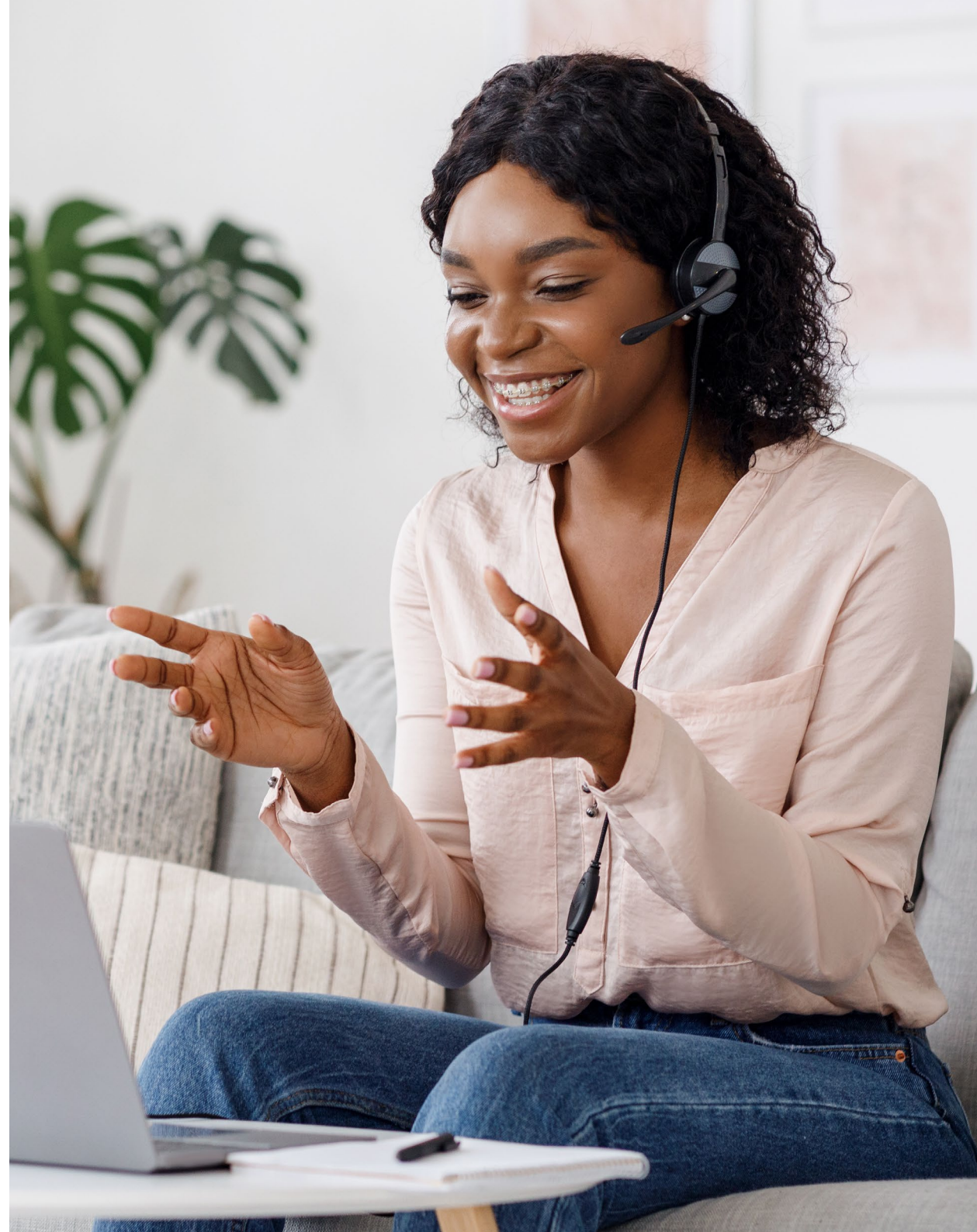
We'll give you all the support you need to switch systems as painlessly as possible.

## **We work closely with a number of highly experienced partners**

These include ISBL, Access Education Software, Every, Access, Medigold, Midland HR and Teacher Pensions as well as MIS providers Arbor and SIMS.

## **We're a trusted partner of the Department for Education (DfE)**

In fact, our finance team has been delivering training on their behalf for the past two years.



# Finance Services

**Our finance services team of qualified accountants and school support officers have a vast range of knowledge and experience. We'll ensure your school remains compliant and operates efficiently, while remaining financially secure and stable. We support governors, headteachers, finance directors, school business managers and finance staff in all financial aspects, from day-to-day operation up to major strategic change projects.**

**Our services include:**

## Business Support Services

### Bacs Bureau Service

We'll manage your day-to-day financial transactions securely and cost effectively with our Bacs Bureau service. It's quick, accurate and simple, and includes payroll, creditor and supplier payment, payment collection and fees refunds.

### Finance Software and Budgeting Tool

We've worked with school finance managers and leading education figures to make our school and academy tools and software fit for purpose, easy to use and fully compliant with DfE and ESFA requirements.



## Finance and Accountancy Support Services

### Help Desk and On-site Support Service

We offer expert, impartial advice and guidance, with on-site support from our school support officers and accountants, help desk services to resolve accounting and system problems, and more.

### Fully Managed Finance Service

To ensure your peace of mind, our flagship offer is a flexible, fully managed finance service which includes a finance system along with finance officer and accountant support when and where you need it.

### Multi-year Budget Planning

We'll help with budget planning by implementing user friendly solutions compatible with most financial software, all with comprehensive technical support. Our budget planning software enables effective and efficient decision making including full salary projection and the ability to produce multiple scenarios easily and accurately.

### Peripatetic Services

We offer effective financial management without the risk and costs associated with employing your own finance team. This includes a fully managed finance service provided by our expert staff, a peripatetic finance director to provide strategic and operational advice, and absence cover from our peripatetic support service.





# Financial Compliance

## Internal Audit and Review

Governors must satisfy themselves that their school is implementing and following the right controls and processes. We can help you achieve this with our expert internal audit service, including annual or termly financial health checks, governance checks and reviews of your procedures.

## ESFA Statutory Return

We'll take away the stresses of ensuring that your statutory returns are done to the ESFA in a timely and accurate manner to ensure that you are compliant with all deadlines.

## Management Accounts

Timely, accurate and relevant management information is critical to managing your school and reporting to governing bodies. We can help you with the on or off-site production of management accounts and reports in a format suitable for your senior team, trustees and governors, on a monthly, termly or quarterly basis.

## Training Courses in all aspects of Finance and Audit Preparation

We provide training at our purpose built training centre, in-house at your school or virtual if that suits you better. This includes finance for governors, Access budgeting training, SFVS training and more. We also provide training and webinars on behalf of the Institute of School Business Leadership (ISBL).



**All of our services can be tailored to your individual requirements.**



# Payroll Bureau Service

Our payroll service is specifically designed for the education sector, and is able to meet the complex challenges of HR administration in schools and MATs of every type, easily and efficiently. Because the integrated HR software links with our managed payroll service, you can be sure your staff are paid accurately, on time and every time - with no additional input from you.

## Choose a system designed for schools

### **Made for education**

Our service is designed to meet your unique requirements with flexible set up and reporting, allowing you to manage at a school, group or trust level.

### **School-specific knowledge from our experts**

You'll always be backed by our wealth of help, advice and support, personalised to your individual needs.

## Access your data in one place

### **Simplify people management**

Manage employee sick leave, sickness and expenses, either centrally or via our employee self-service functionality.

### **Centralise employee records**

All your employee records and documents (including letters and contracts), are stored in a central record, enabling you to hold employees with different positions against one single record, regardless of how many roles they perform.

### **Cloud-based flexibility**

Easily access the system anytime, anywhere, giving you full flexibility.





## Simplify your processes

### Document library

Automatically produce letters, contracts and other employee documents straight from our software. Cut down on administration with mail merge and easily see which employees have read their documents. Reminders can be set for date driven fields to ensure nothing is omitted.

### Employee self service

Your staff can easily download their payslips, amend their personal data, book leave and log expenses through their self-service log in.

### Recruitment module

Review applications, shortlist candidates, book interviews and make offers of employment directly from your HR system, streamlining your recruitment process. Define process workflows for each vacancy, automate reference checks and feed candidate data seamlessly into their employment record when they start work.

## Meet your legislative and reporting requirements

### Staffing reports built for schools

Over 150 reports are built into the system and can be filtered and exported in a variety of formats, including Excel. Reports can be scheduled automatically, and your dashboard can be designed and tailored to support your specific requirements.

### Statutory returns and records

As all data is stored in the software, producing workforce census and pension returns is easy. Our software is compliant with the single central record (SCR) guidelines, enabling all your data to be accessed and audited quickly and easily.

### Complete compliance

With ever-changing legislation and government policy, our service ensures you are always up to date and compliant - relieving you of payroll admin and allowing you to focus on what you do best.



# Capita HR Advisory Services

**When HR and staffing matters require attention, you need the confidence of having access to trusted HR experts who are completely up to date on current legislation, and who understand your specific challenges as well as those of the broader education sector. We've partnered with Capita HR Solutions to provide schools with a range of advisory services and project management for education, helping you meet your HR responsibilities and supporting your staff.**

From interpreting and managing pay and disciplinary issues, to guiding your staff through pressures on their mental health, our experts provide you with reassurance and peace of mind.

**Our cost-effective services provide the level of HR expertise you need, when you need it, including:**

## **A team of HR advisory experts**

On demand day-to-day support from experts with education-specific knowledge and experience.

## **Our HR advisory knowledge hub**

Containing HR advice, factsheets, webinars, template policies, and health and wellbeing support.

## **Education-focused training programmes**

Delivered by experienced and accredited HR staff, including assessment centres for senior leadership roles.

## **Bespoke packages of support**

Including mediation services, trained investigators, health and wellbeing expertise, safer recruitment expertise and virtual assessment centres for senior leadership roles.

## **Free resources**

Including a termly newsletter and annual employment law updates.



We also offer highly trained professionals for a range of specific HR projects, including strategy and policy development, staff engagement and safer staffing reviews, working closely with you to understand your aims and challenges, scope your requirements, and deliver the support you need. With our experience in engaging the right stakeholders, managing sensitive communications and delivering a range of specialist services, you can be confident your projects are in safe hands.








## Get in touch

If you have an enquiry or would like to find out more about the services we offer, please call **0333 300 1900** or email [information@entrust-ed.co.uk](mailto:information@entrust-ed.co.uk)  
Alternatively visit our website [www.entrust-ed.co.uk](http://www.entrust-ed.co.uk)

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