

# CIVICA

Transforming the way you work



## Education Suite

Integrated finance, HR, asset management and compliance solutions built for academies and MATs



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# 1,200

UK academies use  
our school finance solution

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# Over 50

of the larger MATs in the  
country work with us

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# 6,000

schools supported  
worldwide

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# 25

years' experience in  
the education sector

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# Over 2m

assets managed

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# Over 10,000

users of our compliance  
solution



# Education Suite

## Integrated finance, HR, asset management and compliance solutions built for academies and MATs

In order to concentrate on providing the best possible education for your students, it is important that your back office systems are as efficient and hassle-free as possible. Whether you are an individual school or a large multi-academy trust, our Education Suite provides the tools you need to easily manage your **people, money** and **assets**.



### People

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Your people are what makes you great. Our HR & Payroll solutions manage and track the entire process, from recruitment through to CPD and remuneration, and our safeguarding solution ensures that student safety is paramount.

### Money

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Manage all of your finances from a single, paperless system – from the top level holistic view of a large multi-academy trust down to individual staff budgets.

Our system helps you plan, manage and report on all of your financial information, giving you the ability to see both the wider picture and drill down to the detail.

### Assets

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As your academy or MAT grows, so do your financial and operational pressures. Our asset, estate and software management systems ensure you remain on top of risk and maintenance, and our compliance solution ensures that incidents and risks are captured and actioned.



## People

People are your most valuable yet costly resource, so you need to be able to manage your staff and protect your students efficiently.

Built specifically for schools and MATs, our HR & Payroll solutions allow you to save time and effort by automating tasks, generating customised reports and digitising the paper trail to give you a single view of your staff – from recruitment and induction, through CPD, to payroll and remuneration.

When it comes to students, safeguarding is essential – our system allows welfare and pastoral incidents or concerns to be easily reported, and referrals to external agencies tracked.

Additionally, we provide tools which enable better collaboration and communication between students and staff.

"Since moving to Resource HR & Payroll the Trust have experienced significantly improved accuracy of payments and a much more flexible service. We are also able to easily drill down into pay costs, which improves control. This is critical in a sector where it represents 50% plus of the cost base."

**Director of Finance,  
Outwood Grange Academies Trust**

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### Save money; increase control

Avoid costly outsourcing fees by bringing payroll in-house

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### Cut administration time

Standardise your processes, automate actions, set reminders and allow staff to manage their timesheets and expenses via the web – all configurable to your requirements

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### Focus on supporting students, not administration

Report and monitor safeguarding issues without the paper forms – store information in a central repository, alert the relevant people and easily produce reports

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### Improve accuracy and plan for the future

By integrating with our school financial system, you can project your financial position and manage your cash flow more efficiently

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### Improve communication and collaboration across your school

Our CloudBase solution provides a centralised platform for school content and communications that can be accessed anytime, anywhere

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# Money

Flexibility is essential in today's changing landscape – academies and trusts need reliable systems that can easily grow with them.

Our financial solution has been designed with this in mind; we have worked with academies and trusts to build an all-in-one, multi-dimensional finance solution that supports all organisations, from the smallest schools to some of the largest academy trusts in the country.



Customisable dashboards ensure users have immediate access to key information.

"Having taken the decision to switch our financial package to Civica, I am more than happy to recommend it to other School Business Managers. The system is designed to meet all the demands of academy status whilst being logical and straightforward to use. The support from the start was first class with plenty of advice regarding the setting up of our Chart of Accounts."

**Resource Director,  
Range High School**

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## Reduce administration time and effort

Intelligent search, built-in help guides, dashboards and a configurable modern interface make it easy to access the information you need, when you need it

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## Take the strain out of reporting

Create and schedule bespoke reports on any data in the system; you can even set these to be automatically distributed by email or simply export them

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## Avoid errors and duplication of processes

With a secure and auditable online requisition process, budget holders can place and track their own orders. The procurement feature means that orders can be placed with your key suppliers from inside of the system without the need for re-entering information

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## Digitise the paper trail

Comprehensive document management and intelligent scanning mean that invoices can be processed automatically and an audit trail is readily available

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## Easily take payments for meals, trips, uniforms or any other chargeable expense

Our partnership with Mastercard makes it easy for parents and carers to pay for chargeable items using a mobile solution – integrated with your suppliers and back office systems

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## Make better decisions

Integrated budget planning allows you to make accurate predictions on your future income and expenditure

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# Assets

Keeping track of your assets is essential when reporting the value of your school and making sure it is compliant and safe.

From equipment and premises to software licences and processes, we help make it easy to manage your school environment.

The increased requirements for external validation, regulatory inspections and internal audit mean that it is vital that MATs have robust, consistent systems for understanding and managing compliance across all of their schools – whether it's accident management, complaints, assessments or any other area.

We can help you take care of everything, from your buildings to your software.

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## Reduce the risk of costly surprises

Integrated estate management, planned maintenance and asset depreciation means that it is easy to create a long-term strategy, predict expenditure and provide a clear electronic audit trail

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## Meet statutory requirements without the headache

Our solution is designed for the latest standards in asbestos management, features further user-defined assessment types and risk scoring, and can create workflows for servicing and inspections – all configurable to your schools' needs

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## Access your applications from any device, at any time, anywhere

For added peace of mind, our Education Suite is hosted on dedicated servers in our secure UK-based datacentre.

- ▷ Save money on costly infrastructure
- ▷ Reduce system maintenance time and receive upgrades remotely
- ▷ Rest easy – with ISO 27001 security and automatic backups, your data is in safe hands
- ▷ Control user access and make sure the information they see is relevant

# 5 reasons why Civica's Education Suite is so powerful

1



## We know education

Alongside our 25 years' experience in the sector, all of our solutions are built specifically for today's academy and trust needs in collaboration with some of the largest trusts in the country

4



## Your data is in safe hands

Hosted to ISO 27001 standards, your data is secure and access is reliable; Our finance solution is accredited by the Institute of Chartered Accountants in England and Wales

2



## You are dealing with one supplier

Civica provides a wide range of solutions for the education sector. Managing just one supplier reduces administration, cuts cost and increases efficiencies

5



## Our solution can grow with you

Your school or trust can take the full suite or can build the system by incorporating stand-alone modules as and when you need them – easily scaling from a single school installation to a full multi-academy trust solution

3



## Our solution suits your specific needs and offers a quicker return on investment

We work with you to ensure the system meets your specific school or MAT's requirements. Tailored implementation and training ensures rapid user adoption, helping you to achieve results quickly

# CIVICA

Transforming the way you work



Cert No. 663  
ISO 9001  
ISO 14001  
OHSAS 18001



INVESTORS  
IN PEOPLE | Gold



@civicalearning



linkedin.com/company/civica-education

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You can also visit us at:

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