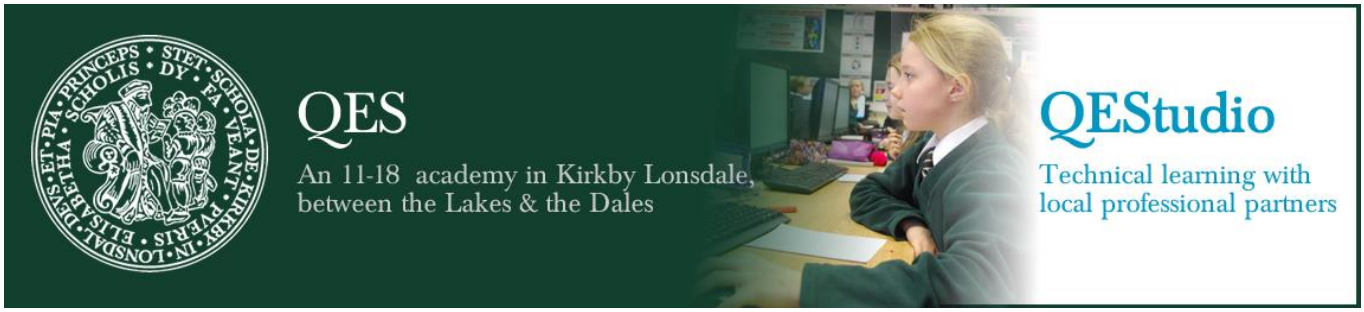


Job Details

Finance Manager

Post	Finance Manager
Hours	Full Time or part time considered (minimum 3 days per week; 22.5 hrs) term time only plus 1 week during school closure periods
Pay Scale	SCP 32 – 34 £41,511 - £43,693pa (Pro-rata salary £22,524 - £23,708pa approx. based on 0.5426 FTE)
Start Date	As soon as possible

Thank you for accessing details for the advertised post. We hope that these details will give you an impression of an exciting opportunity to make an important contribution to our schools.

Advert Date: Friday 20th June 2025

Closing Date: 12 noon, Wednesday 2nd July 2025

Method of Application: Full application via TES website

Method of Appointment: Interview, week commencing Monday 7th July 2025

The Post

Main purpose

To be responsible for the professional management of financial services for Lunesdale Learning Trust. This hands-on role will be responsible for the accurate financial forecasting of the Trust, ensuring Integrated Curriculum Financial Planning is delivered.

Along with the existing part-time Finance Manager, the Finance Managers will line manage the finance team and produce monthly management accounts, ensuring all transactions and month end processes are carried out, preparation of balance sheet, cash flow forecasts, capital projects and fixed asset reconciliation. The Trust requires monthly reporting, including variance analysis to Governors/Trustees and this will be presented at Trust meetings.

You will support the CFO/COO and work closely with the Finance Team, Payroll/HR Team, schools' leadership Team and Executive Headteacher - Trust Leader and ensure the Trust remains compliant with the Academies Handbook.

Duties and responsibilities

- accurately prepare, analyse and interpret complex financial information including income and expenditure reports, financial forecasts, and other reports as required by the executive team and Governors/Trustees
- advise the executive team, governors and senior leaders on the resourcing needs of each school in relation to current and future financial requirements, cost of new initiatives, scope for efficiencies, sustainability, and ensuring best value in the use of resources
- be responsible for the monthly budget monitoring and investigation of variances for Trust establishments within portfolio and others as required and escalating issues identified as appropriate
- produce financial summaries, commentaries, and other related reports for presentation to Governors / Trustees and to attend those meetings, as required
- advise and support staff with the requirements for managing public funds and ensure that the Trust Financial Regulations are understood and adhered to
- ensure accurate financial records are maintained, and that the Trust complies with all audit, accounting and reporting requirements as set by regulatory bodies
- prepare appropriate documents for the year end audit file of the Trust and liaise with auditors as necessary
- implement internal and external audit recommendations as they affect financial activities within the Trust
- work with the existing Finance Manager to line manage members of the finance team; conducting appraisals, setting objectives, delegating work, managing performance, and providing development as required
- ensure the school's financial data is handled, stored and retained with the highest confidentiality, is secure and is backed up as required
- undertake other tasks as reasonably correspond to the grade and the general nature of the post and to carry out other reasonable requests made by the Chief Operating Officer.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Nolan Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our Trust Values
- Form positive professional relationships, and work in partnership with colleagues throughout Lunesdale Learning Trust
- To willingly engage with training and professional development as required.
- Treat all aspects of the role with the strictest confidentiality.
- Carry out the duties and responsibilities of the post, in accordance with Lunesdale Learning Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, staff code of conduct, equality and diversity and data protection, reporting all concerns to an appropriate person.

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained within the Contract of Employment
- The successful applicant will uphold the School's Policy in respect of Child Protection and Safeguarding
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to variation.

Person Specification

CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
Qualifications		
A recognised professional accountancy qualification (CIMA, ACCA, ACA, CIPFA)	E	Q
A minimum of 5 GCSEs at grade 4/C and above, including English and Mathematics	E	Q
Knowledge & Skills		
Excellent knowledge of budget and financial management systems.	E	AF, I
Analytical and problem-solving skills and the ability to manipulate, interpret and present complex data.	E	I
Highly developed communication skills including the ability to communicate complex and complicated information effectively with staff at all levels within the Trust	E	AF, I
Strong IT skills (Microsoft Office) including advanced Excel.	E	AF, I
Good time management, organisation skills and the ability to prioritise.	E	I
Able to work independently and as part of a team, delegating as necessary.	E	AF, I
Ability to lead and motivate staff, setting high expectations of self and others	E	AF, I
Commitment to hard work, teamwork and supporting others.	E	AF, I
Confidence, enthusiasm, flexibility, emotional resilience and responsiveness to change.	E	AF, I
Ability to work under pressure and to strict deadlines	E	AF, I
Present a positive personal image	E	AF, I
An interest in the education sector.	E	AF, I
Knowledge and understanding of academy/school finance.	D	AF, I
Knowledge of the requirements for managing public funds, the Academy Trust Handbook and producing statutory returns as required by the ESFA, and company/charity legislation	D	AF, I
Knowledge and understanding of pay and conditions for teachers and support staff.	D	AF, I
Knowledge of safer recruitment and Keeping Children Safe in Education	D	AF, I
Willingness to be flexible and work to meet the best interests of the Trust	E	AF, I
Uphold the Values of the Trust in all actions and at all times	E	AF, I
Experience		
At least three years' experience in a senior finance role.	E	.AF
Managing and reporting on budgets of significant financial value	E	AF
Presenting financial information, for example management accounts and financial forecasts, to governors and/or senior leaders	E	AF, I
Exercising highly developed advisory or persuasive skills, to convince others to adopt courses of action they might not otherwise wish to take.	E	AF, I

Supervisory and/or management experience	E	AF
Working as a member of a team	E	AF
Maintaining accurate financial records using both manual and electronic systems	E	AF, I
Working under pressure and meeting conflicting deadlines.	E	AF, I
Producing reports and using data	E	AF, I
Dealing with complex queries from a wide range of people.	E	AF, I
Working in partnership with others to deliver work to set deadlines.	E	AF, I
Providing customer focused services	E	AF
Demonstrating and using own initiative	E	AF
Dealing with and implementing change	E	AF, I
Experience of working in a finance role within the education sector	D	AF
Experience of working within financial frameworks and maintaining financial controls	D	AF
Experience of income generation	D	AF
Experience of audit and/or risk management	D	AF

*Key: AF – Application Form; I – Interview; Q - Qualifications