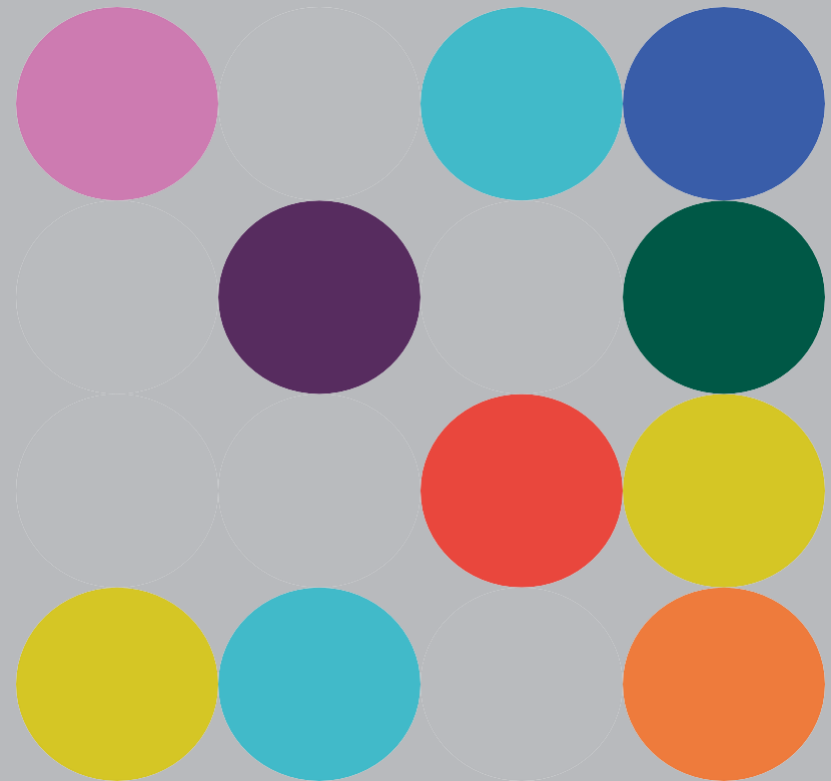


FINANCE MANAGER

RECRUITMENT PACK

July 2025



Job description



Post title

Finance Manager



Salary

£46,731 - £60,043 (pay award pending)



Hours of work

37 hours per week



Post status

Permanent

We offer

- Excellent professional learning and support at every stage in your career, with opportunity for continued personal development through our Talent Pathway Career development opportunities.
- Enthusiastic and supportive team.
- An enthusiastic and supportive team of staff, parents and governors
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice.
- Year-round free access to our fitness suites.
- Benefits including funded counselling, physiotherapy and GP and other medical support.

Purpose

We are seeking an exceptional finance professional to join our central finance team as Finance Manager. With a strong background in financial management and reporting, this pivotal role will support the Executive Director of Finance and Business in ensuring financial sustainability across the Trust's schools. You will be required to take a proactive, forward-thinking approach in ensuring the Trust's finances are managed efficiently and effectively.

Role Location

Shrewsbury, SY1 3QR

Why this role above others?

The finance team forms part of the Trust's Shared Services team providing professional services supporting the delivery of 'Achievement through Caring' to our family of schools and to one another.

Our staff wellbeing survey tells us staff love working here because of the relationships between staff, departments and our family of schools.

The team consists of colleagues who have all taken different routes with their studies and career paths and will be able to guide you and assist through your training and development journey. The Trust is continuing to grow which has and will continue to offer ongoing career development opportunities for its staff.

Any questions regarding the role can be raised with Charlotte Allsopp ahead of the closing date:

charlotte.allsopp@mmat.co.uk

Responsible to:

Executive Director of Finance and Business

Outline of role and main duties:

Assisting the Executive Director of Finance and Business, the Finance Manager is responsible in ensuring financial sustainability across the Trust's schools. They will be required to take a proactive, forward-thinking approach in ensuring the Trust's finances are managed efficiently and effectively.

This position requires you to have a minimum of 3 years' experience in a similar role and hold a relevant accountancy qualification (ACCA, ACA, CIMA or equivalent). Your leadership will drive financial and operational excellence, ensuring budgets are set and monitored effectively while supporting robust financial governance.

You will lead on budget setting and monitoring for a selection of schools, ensuring financial plans align with each school's strategic objectives. You will be responsible for preparing monthly management accounts, providing detailed analysis and commentary to support Headteachers in making informed strategic financial decisions.

This post will be based in Shrewsbury with the expectation that the post holder will travel between their selected schools as and when required.

Management accounting and budgeting:

Lead on:

- The preparation of monthly management accounts and reporting to Headteachers.
- The monthly finance closedown, including the posting of accruals, deferred income, prepayments, accrued income and reconciling the control accounts and fixed asset register.
- Ensuring the accurate posting of monthly payroll to the Trust's finance system.
- Preparing and monitoring the performance of school budgets, ensuring that expenditure limits are adhered to, and budgets are managed appropriately. Providing commentary on differences between actual versus budgeted and forecast and implementing any required action plans.

- The production of 3-year financial forecasts for schools, considering key performance drivers such as pupil numbers and staffing headcount.
- Providing financial advice to budget holders and Headteachers. Reporting any variances or potential issues to the Executive Director of Finance and Business on a timely basis.
- Half termly finance meetings with Headteachers to discuss the latest sector updates, accounts, forecasts and plan for future budget setting in line with the school's objectives.
- Monitoring and reporting on key financial metrics (KPIs) using established systems and processes, identifying material variances and reporting to the Executive Director of Finance and Business.
- The development of Integrated Curriculum Financial Planning (ICFP) tools and measures in supporting the Trust's financial planning.
- Reviewing the Trust's sales and purchase ledgers, ensuring the timelines of payments and that the necessary actions are being taken to resolve.

Other responsibilities:

- Manage and lead the central finance team, ensuring appropriate structures and role allocations required to deliver a high quality service to our schools.
- Support the Executive Director of Finance and Business to develop and maintain efficient financial processes and in achieving financial sustainability across the Trust.
- Ensure the Trust's financial procedures and processes are kept up to date and adhered to by all stakeholders.
- Support the development and integration of financial systems with other operational systems across the Trust to drive efficiencies and streamlining of across Trust processes.
- Assist the Executive Director of Finance and Business with the year-end accounts' preparation and lead audit and internal audits throughout the year.
- Preparation of statutory returns as advised by the Executive Director of Finance and Business.
- Support other members of the finance team as and when required, building relationships with school leaders and other stakeholders.
- Work closely with HR colleagues and the Trust's external payroll provider in ensuring smooth processing of the monthly payroll, review and management.
- Proactively seek continual improvement of systems and processes in achieving best practice.

Strategic responsibilities:

- Support the Trust and central shared services to meet its aims and objectives in supporting schools.
- Ensure the strategic and effective use of resources, making recommendations where improvements could be made to achieve greater value for money across the Trust.
- Actively lead on the delivery of the finance team's Department Development Plan which contributes to the Trust's Development Plan.
- Provide financial training and support across the finance team and to school staff.
- Ensure strong financial governance and compliance with the DfE's Academy Trust Handbook and Accounts Direction.





Developing self and others:

- Line manage a selection of finance team members, including annual appraisals and objective setting.
- Take responsibility for own professional development including maintaining an up-to-date knowledge of sector developments and related legislation.
- Engage fully in performance management and annual objective setting of self and other finance team staff.
- Contribute to effective staff induction and professional development.
- Manage own workload, providing support where necessary and delegating where appropriate.
- To ensure that professional duties are fulfilled, as identified in regular line management meetings and appraisal meetings.

Objectives and outcomes:

To be agreed with the successful post-holder once appointed.

Person specification

	 Essential	 Desirable
 Qualifications and training	<ul style="list-style-type: none"> • 5 GCSE's or equivalent including Maths and English • Hold a relevant accountancy qualification (AAT, ACCA, ACA, CIMA or equivalent) • Full driving licence 	
 Experience	<ul style="list-style-type: none"> • Minimum 3 years' experience in a similar accounts / finance role • Proven leadership in financial management • Excellent interpersonal skills and experience of coordinating and leading meetings • Line management responsibilities, conducting of annual appraisals and objective setting of team members • Working to monthly deadlines and reporting on a timely basis • Experience of Sage Intacct or similar cloud-based finance systems 	<ul style="list-style-type: none"> • Experience in implementing sustained financial improvement and change • Involvement in creating and delivering financial development plans • Experience of working in an educational setting or other relevant environment • Knowledge of the DfE's Academy Trust Handbook and Academies Accounts Direction requirements




In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

Motivation to work with children and young people

Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Emotional resilience in working with challenging behaviour, and Attitudes to use of authority and maintaining discipline

Person specification

	 Essential	 Desirable
 Skills	<ul style="list-style-type: none"> • Expertise in strategic financial planning, budgeting and management • Exceptional analytical, leadership and interpersonal skills • Ability to confidently present financial information effectively to all stakeholders • Able to adapt and respond appropriately to challenging situations • Strong communication and organisational skills • Ability to work as part of a team and individually on own initiative • Willingness to participate in training and development opportunities • Ability to approach tasks proactively and in a solution focused way • Supervise and lead the development of other staff • Ability to supervise and lead the development of other staff • Possess good IT skills * Approachable and willing to take matters forward to reaching a resolution • Highly motivated and forward-thinking individual • Attention to detail and a positive 'can do' attitude' • Strong understanding of confidentiality and GDPR 	

Welcome from the CEO



This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are, innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

Sarah Finch

CEO

The Marches Academy Trust

Our family of schools currently includes:

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal
- Criftins CE Primary School in Ellesmere
- Cockshutt CE Primary School in Ellesmere
- Selattyn CE Primary School in Oswestry

Meet our Chair of Trustees



Alex Fry

Chair of Trustees

Thank you for your interest in this role.

The Trust is looking to appoint an individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 6,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extracurricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust, have the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.

Who we are



Welcome to the Marches Academy Trust!

We are a multi-academy sponsor based in Shropshire, currently comprising five secondary schools, five primary schools and one special school.

Across our Trust we have a wealth of experience to inspire and motivate children, young people and staff to be the very best they can.

Achievement Through Caring drives our Trust, and our values are shared throughout our family of schools; we work together on embedding them in everything we do.

Our Trust prides itself on delivering high quality education and connecting with our children and young people to inspire and enthuse them to learn, achieve and to be happy.

Check out our video:

[You can click here to view.](#)

Interested? Here's how to apply:

[Complete the online form here.](#)

The closing date for applications is:

3rd September 2025

Interviews will be held:

12th September 2025

The Trust is committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment.

A core belief in
staff wellbeing
and work life
balance evidenced
in policy and
practice

Our Trust Vision Statement and Values



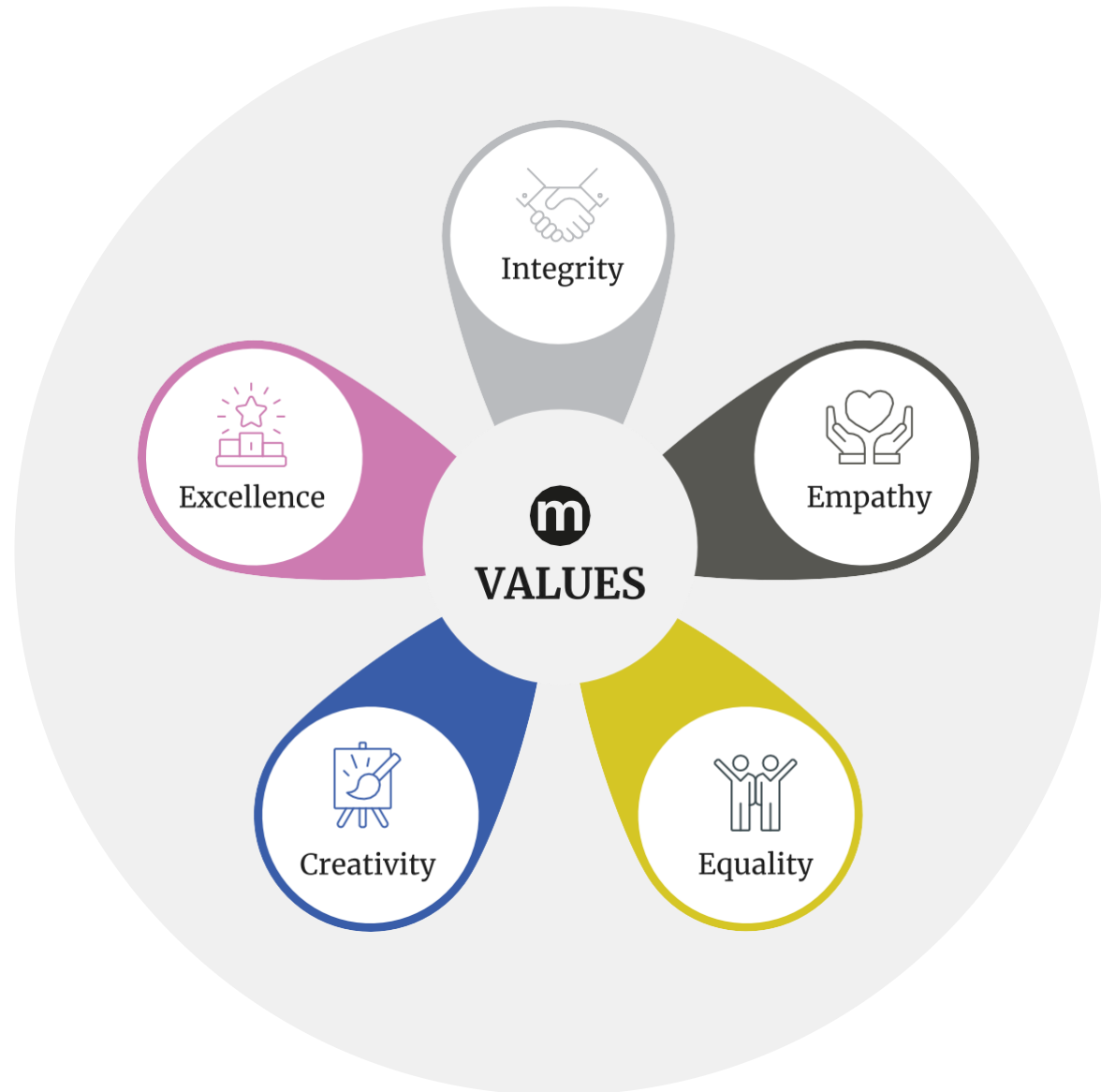
Our Vision

Achievement through caring



Mission Statement

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.



Our investment in you

Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.

We believe successful creative lifelong learners participate in a journey of self discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.



Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

Emotional

Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.

Physical

We are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.

Financial

We offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).

Social

Encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Supportive
team

Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilize SAS in seeking out preventative and early intervention by making support easily accessible for all!



We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

We deliver the DfE National Professional Qualifications, and we actively encourage our staff to complete an NPQ programme at their earliest opportunity.

We also talent spot, from within our Trust team, colleagues who want to share their expertise and enhance their experiences by becoming an Improvement Consultant.

Supporting schools, departments and individuals across the Trust external schools.

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

In joining The Marches Academy Trust you have direct access to an outward facing large group of outstanding schools across the West Midlands and beyond.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.

Cavell Priestley-Thelwell, Executive Director of People and Development)

Bits you need to know

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:


Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.


“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”




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