



Trust Finance Manager

# Recruitment Pack



Nurturing inclusive learning communities

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## CEO WELCOME

Dear Applicant,

Thank you for your interest in this vital post of Trust Finance Manager at Ethos Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for this position.

The overarching aim of Ethos Academy Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We have six Academies: Ethos College, Reach Academy, Evolve Academy, Engage Academy, Elements Academy and Enrich Academy and we have high aspirations for future growth.

Thank you for your interest in Ethos Academy Trust and we will look forward to receiving your application.



Chris Davis  
CEO, Ethos Academy Trust





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## COO WELCOME

Dear Applicant,

The Central Team for Ethos Academy Trust is based in Kirklees, West Yorkshire and is located at Reach Academy. We currently have six academies within the Trust catering for a range of SEMH needs. The Trust is ambitious for growth which will provide opportunities for the Central Team to be exposed to a range of acquisition-related strategic opportunities.

This role will suit a finance professional looking to further enhance their skills into a lead role with opportunity to collaborate with the CFO on strategic areas of financial management. The role will be supported by a Finance Officer to support the transactional processes of the Central and consolidated Trust.

At Ethos Academy Trust we are committed to ensuring that our Central Team colleagues are fully equipped and well trained to deliver an operational and strategic admin service to the Trust and our individual academies.

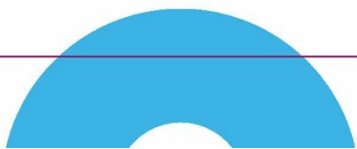
The Trust prides itself on living up to our core values and providing a people culture that makes us an employer of choice within the sector. We offer a flexible approach to work, and hybrid working is fully supported. The Trust offers a generous pension scheme, and we have a generous annual leave package for all our staff. The role is offered as a full-time/full year role, but we are open to flexible working options for the right candidate. Our People Strategy supports our work around staff development and our wellbeing, and employee assistance offer.

We also offer a comprehensive staff training programme and CPD opportunities. This enables our team to continue to develop their knowledge and practice, with a high focus on supporting the business teams within our Academies and providing outstanding reporting to our Trustees.

We are seeking to appoint a Trust Finance Manager looking to develop their professional skills with a desire to join our strong and dedicated team. The successful applicant must be committed to supporting our Academies and young people and we welcome applications from candidates outside of the education sector.

I would like to thank you for your interest in Ethos Academy Trust, and I look forward to receiving your application.

Callum Priestley  
COO, Ethos Academy Trust





**Ethos College** provides long-term full-time education places for Key Stage 4 pupils (ages 14 to 16) with wide ranging Social, Emotional Mental Health (SEMH) needs.

Our mission at Ethos College is to create a secure and stimulating learning environment in which all students are valued and respected, their learning is promoted, and their strengths are nurtured. Our focus is to prepare young people for transition to post-16 education, employment or training.



**Evolve Academy** is a KS2 and KS3 school that supports students with wide-ranging Social, Emotional and Mental Health (SEMH) needs. We currently have two school bases: one in Wakefield and the other in Castleford. Some of our students have been permanently excluded from Wakefield primary or secondary schools. We also work in partnership with Wakefield mainstream schools to offer a 12-week placement for students who may require short-term step-out provision before returning to their mainstream school.

Our aim is to provide a supportive and nurturing environment that will enthuse and engage students in education. We strive to ensure that our students have clear pathways to their next educational setting, supporting schools to ensure that their varying long-term needs can be effectively met, whether this is in a mainstream or more specialised school environment. Our long-term aim is for students to be empowered to develop into responsible citizens beyond their school years.



**Elements Academy** opened in September 2022, and is a special school based in Rotherham for students in KS2 to KS4 who have social, emotional and mental health (SEMH) needs. All pupils attending the academy have an Educational Health and Care Plan (EHCP) in place.

We provide a community that is safe, respectful and aspirational and the nurture principle is at the heart of everything that we do. We offer a curriculum that empowers students to gain the skills, knowledge and resilience they need to be happy and successful individuals. At Elements Academy, we place equal value upon academic and personal development and, whilst we know our students have barriers to overcome, we are committed to giving them the skills to overcome them.



**Reach Academy** is a well-established school for children in Key Stage 3 (ages 11 to 14) with Social, Emotional Mental Health (SEMH) needs. All pupils attending the academy have an Educational Health Care Plan (EHCP) in place. Our nurture principles underpin our practice and ensure that we meet the individual needs of every pupil. We are committed to improving the life chances of pupils by removing barriers to engagement and achievement. Our aim is to create a secure and inspiring environment where every child is empowered to take ownership of their learning and their futures.



**Engage Academy** is a school for primary aged children in EYFS 2 and Key Stages 1 and 2 (ages 4-11) with SEMH needs. All pupils attending the academy have an Education, Health and Care Plan (EHCP). We offer a nurturing, safe, inclusive and friendly environment where the building of trusting relationships is paramount. We have extremely high expectations and achieve good academic progress across the curriculum with an emphasis placed on improving pupils' reading, writing and maths skills through personalised and creative learning opportunities.



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**Enrich Academy** is a well-established education provision for Key Stage 4 students (aged 14-16), specialising in supporting students with Social, Emotional and Mental Health (SEHM) needs as well as supporting young people aged 14-16 who are unable to attend a mainstream setting. Our nurture-based philosophy underpins our practice and ensures that we meet the individual needs of every student.

At Enrich Academy, our aim is to provide a caring, stimulating, safe and welcoming environment where learning is enjoyable. We also ensure our teaching is personalised to the needs of students by customising the curriculum to challenge ability and raise aspirations.

We aim to improve student wellbeing and the life chances of our young people, and all our students are supported to fulfil their individual potential whilst developing the confidence and skill required to succeed in post-16 education, employment or training.

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## TRUST MISSION

Ethos Academy Trust is uniquely positioned with a clear strategic focus on Social Emotional and Mental Health and wider Special Educational Need provision. Our Academies are nurturing and inclusive communities, underpinned by a genuine value led culture where pupils and staff thrive and grow to their full potential.

## OUR CORE VALUES

### Leading with integrity

- Championing honesty and transparency
- Building trusting relationships



### Encouraging freedom and responsibility

- Working collaboratively
- Investing in effective partnerships



### Thinking innovatively

- Finding creative solutions
- Meeting individual needs



### Improving continuously

- Raising standards
- Developing strong and effective leaders



### Celebrating achievement

- Improving academic progress
- Enriching personal development



**ETHOS**  
ACADEMY TRUST

Nurturing inclusive learning communities



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## WHY WORK FOR THE TRUST?

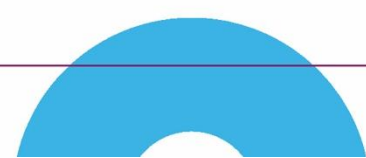
Ethos Academy Trust spans West and South Yorkshire, with all our Academies in close proximity to one another and in easy reach of main motorways and the cities and towns of Leeds, Wakefield, Huddersfield, Bradford and Rotherham. The proximity of our Academies is such that it lends itself to close and collaborative working.


At Ethos Academy Trust, we are committed to providing a top-class education and we put the needs of all the children and young people within our community at the heart of what we do. Our staff are pivotal in this and in recognising, achieving and bringing to life our vision and values.

As such, we are committed to providing our staff with high quality professional development which can be evidenced through a variety of channels. We have numerous examples of staff who have developed and progressed their careers with the Trust. We fully embrace the fact that if we invest in our staff and their futures, we will create an environment where staff are happy, inspired and ambitious, which in turn means that they are able to create positive, engaging and life changing learning experiences for pupils

Ethos Academy Trust is fully committed to supporting and enhancing the wellbeing and mental health of all stakeholders. Across the Trust there are regular opportunities for staff to come together outside of their normal working day in a social or other activity capacity.

As an employer, we are able to provide the following benefits to all members of staff:

- A chance to work at a unique Trust with a clear direction and commitment to working with Social Emotional and Mental Health need and wider SEND pupils.
  - The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and support staff and continues to subscribe to local holiday patterns and allowances within the local authority of each academy.
  - Opportunities to collaborate with colleagues across academies and within the Central Trust teams and other Multi Academy Trusts on a local and/or regional basis.
  - Structured and informal opportunities to develop skills and opportunity to progress, share best practice (locally and nationally).
  - Access to Teacher and Local Government Pension Schemes.
  - Access to 24/7 Employee Assistance Programme which includes counselling and physiotherapy services.
  - All staff have 1:1 sessions with their managers every half term and complete a Wellness Action Plan at least annually.
  - All staff are required to have an annual appraisal.
  - We recognise and reward staff who have gone over and above with our half termly values driven staff awards.
  - Opportunity to have your say and to contribute to Academy related developments via annual staff survey, regular “pulse” surveys and Academy Liaison Groups.
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- Access to employee salary sacrifice schemes such as Cyclescheme, Techscheme and discounted shopping.
  - Additional day off after 5 years' service with the Trust
  - Local agreements for corporate access to gyms and other leisure facilities.



I started working for Ethos College around 11 years ago as a Grade 7 inclusion worker. It was an immensely enjoyable and rewarding position. I loved the fact that I could support the social and emotional development of young people and be able to have the ability to make a huge impact on their lives. I was inspired by our talented team and decided to combine my passion for science and education to train to become a qualified teacher. Ethos College supported me all the way and when a position became available, I applied and was proud to take up the post of science teacher. Since then, I have not looked back! I then moved into a leadership role at Ethos College. From September 2023, I moved to the position of Head of School at Enrich Academy. Working at Ethos Academy Trust and being part of the transformation of the lives of our young people is an absolute privilege.

**EMMA McMANUS**, HEAD OF SCHOOL - ENRICH ACADEMY





I was inspired to pursue a career with children who have SEMH needs through my experience of teaching music as an unqualified Teacher. I joined the Trust thirteen years ago as an Inclusion Worker and was subsequently promoted to Senior Inclusion Worker, before being supported to secure a teaching qualification. More recently I was able to complete training to become a SENDCo and I am currently SENDCo for Reach Academy. The Trust and management team within Reach Academy not only supported my ambition to become a fully qualified Teacher, they continue to offer opportunities for my ongoing personal and professional development.

**SARAH SIMMONDS**, SENDCO - REACH ACADEMY

During my 8 years of employment with Ethos Academy Trust, I have been supported to access a number of professional opportunities and, after securing a teaching role, I became a member of the Senior Leadership Team at Ethos College and was supported in undertaking the NPQSL to help me enhance my leadership skills, understanding and practice. From January 2024, I moved to the position of Head of School at Reach Academy.

The Trust is committed to providing relevant and meaningful professional development opportunities to support the career progression of the staff team. I have always felt highly valued and supported by the Trust in everything that I do. It is an absolute privilege to work for a Trust that is so invested in supporting its staff to be the best that they can be and help to transform the lives of so many young people.

**JACK GHEE**, HEAD OF SCHOOL - REACH ACADEMY





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## ADVERT FOR TRUST FINANCE MANAGER

### Trust Finance Manager

Grade 12 (SCP34-36)

Full time salary - £45,091 - £47,181

Full time

Full year (flexibility dependent on candidate)

Permanent

Closing date –20<sup>th</sup> February 2026 at 4pm

### Applicants

This is an exciting opportunity to join Ethos Academy Trust, where we aim to deliver the very best educational experiences for pupils across the primary and secondary age range. Our academies are welcoming, calm and purposeful and, within a nurturing ethos, our learners are stretched academically, supported pastorally and developed socially and emotionally.

We are looking to appoint a Trust Finance Manager to join our passionate and hardworking team at Ethos Academy Trust.

If you are looking for a new and rewarding challenge in education and you are committed and passionate to making a difference, then we look forward to hearing from you.

Closing date: 20 February 2026 at 4pm

Interview date: To be confirmed

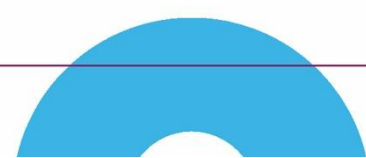
If you require further information or would like to arrange a visit, please contact Callum Priestley - [cpriestley@eat.uk.com](mailto:cpriestley@eat.uk.com)

You can apply for the vacancy at <https://www.eat.uk.com/recruitment-portal/current-opportunities/>

### Safeguarding statement

Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check (including Children's Barred List) and past employment references.

Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.



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## TRUST FINANCE MANAGER JOB DESCRIPTION

<b>Job title</b>	Trust Finance Manager
<b>Location</b>	Office base at Reach Academy, Batley <i>Please note that this role requires travel to various school sites. Aspects of remote working are supported, offering flexibility where possible.</i>
<b>Hours</b>	Full time Full year Some flexibility for the right candidate
<b>Reports to</b>	Chief Finance Officer
<b>Staff responsible for</b>	Trust Finance Assistant(s)
<b>Closing Date</b>	20 February 2026 at 4pm
<b>Salary/Grade</b>	Grade 12 (SCP34-36) £45,091 - £47,181 FTE
<b>Job Purpose</b>	<p>Under the direction of the Chief Finance Officer (CFO), you will support the wider Trust teams to manage the Trust finance functions and support the CFO with Trust financial strategies. You will be an extremely organised professional with specialist knowledge of Trust financial management, reporting, forecasting and procurement.</p> <p>You will be expected to have a good understanding of the Trust finance systems and procedures and excellent knowledge of the academies financial framework and governance structure.</p> <p>This is an exciting time to join a growing central team where you will support the central function and the academies within our Trust.</p>



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## KEY OBJECTIVES AND ACCOUNTABILITIES

### Main Duties

#### Financial Management

- Ensure VAT is correctly accounted for and recorded in relation to all financial transactions
- Process and/or approve financial transactions and journals
- Ensure the timely and safe receipt and posting of all income and expenditure and the effective management of creditor and debtor balances
- Liaise with auditors regarding periodic and annual audits, and other financial returns to DfE, VAT, HMRC and pension and other returns that are necessary from time to time
- Co-ordinating of the capital plans, fixed asset accounting relating to capital works
- To assist the CFO in the preparation of bids for additional funding and subsequent provision of information to the grant awarding body and auditors to enable payment of agreed grants

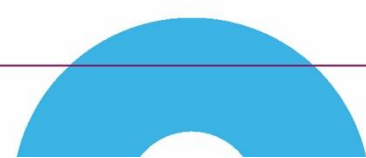
#### Financial Reporting


- Complete monthly balance sheet reconciliations and produce high quality monthly variance reports for the CFO
- Ensure that financial data is accurately recorded and reported in compliance with the Trust's financial policies, along with statutory requirements
- Monitor the cluster school' chart of accounts and budget holder structure, ensuring they remain up to date and support all reporting and accounting needs of the school and Trust
- Manage month-end procedures including reviewing pre-payments, accruals and posting other accounting adjustments in line with deadlines

#### Budgeting and Forecasting

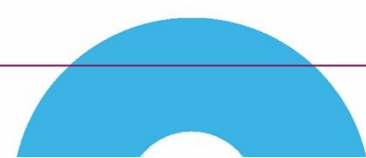
- Produce the Trust monthly management accounts pack, providing information and context to the CFO to inform commentary to the accounts and central reports
- Lead the annual budgeting process for the Trust; collaborating with Headteachers, senior leadership teams and central finance teams to create realistic, strategic and effective financial plans
- Ensure budgets are aligned with the Trusts' goals, ensuring financial resources are allocated to key priorities such as staffing, curriculum development and operational needs
- Provide high-quality financial advice and support to school leaders and school business managers on all aspects of school finance
- Build strong relationships with internal and external stakeholders
- Co-ordination and management of the capital grant budgets

#### Staffing and payroll

- To advise the payroll provider of any changes to contracts for members of the central team
  - Liaise with the payroll provider in the valuation of the Trust pension scheme and its inclusion in the statutory accounts
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- Work with the Trust's payroll provider (outsourced) to manage the Trust payroll process including undertaking checks of monthly payroll reports before approval and the preparation and posting of monthly payroll journals


## General

- Act with integrity, honesty and professional competence and understand the importance of confidentiality.
  - Have a positive attitude towards working with vulnerable young people including ability to be understanding, responsive, calm and supportive.
  - Carry out your duties with due regard to current and future Trust and academy policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, induction and on-going performance development and through Trust communications.
  - Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety at Work Act
  - Demonstrate day to day commitment to the Trust's vision, mission and core values.
  - Carry out such reasonable additional duties as may from time to time as determined by or on behalf of Trust Senior Leaders or the Trust Board.
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## PERSON SPECIFICATION

	Key Criteria	Essential (E) / Desirable (D)
<b>Knowledge, Education and Training</b>	Level 4 or above (Grade C or above) in Maths and English, or equivalent	E
	Part/Full financial qualification (AAT, CIMA, CIPFA, ACCA, ACA (or considerable demonstrable experience equitable to formal qualification)	E
	Have thorough knowledge of the Academies Finance Handbook, Academies Accounts Direction and Funding Agreements	E
	Up-to-date knowledge of HMRC legislation	E
	Knowledge of academy funding streams and finances	D
	Comprehensive knowledge of school budget management	E
	Knowledge of VAT	D
	Knowledge of payroll management	D
	Good understanding of the underlying systems and controls require to secure sound and effective financial management	E
<b>Relevant Experience</b>	Experience of financial management within education, charity or government funded setting	E
	Experience of working in an operationally demanding role	E
	Experience of budget monitoring and variance analysis	E
	Experience of producing standard financial reports	E
	Experience of budget setting and forecasts	E
	Experience of preparation of monthly management accounts	D
	Experience of using finance and accounting systems and a full working knowledge of Microsoft Office	E
	Experience of working with multiple budget holders and stakeholders	E

	Experience of managing or supervising within a finance function and supporting colleagues' financial development	E
<b>Aptitudes, skills and competencies</b>	Able to demonstrate drive, energy and resilience and the ability to inspire and motivate others	E
	Ability to articulate and deliver a clear vision for a high-quality provision in a Trust context	E
	Good attention to detail with high expectations for all with the ability to be organised, accurate and thorough. Good numerical ability and data entry skills	E
	Ability to maintain efficient record keeping systems	E
	Ability to record and analyse data using a variety of systems and an ability to produce and present financial information clearly in a way that can be understood by others	E
	Strong problem-solving and reconciliation skills with an ability to identify, investigate and resolve discrepancies and issues	E
	Strong and effective interpersonal skills and the ability to articulate ideas and requirements to a wide and diverse audience	E
	Effective communication skills both orally and in writing with the ability to present information to inform internal and external stakeholders	E
	Be able to develop and maintain effective professional relationships with all members of the school community and external agencies	E
	Ability to organise own workload with minimum supervision	E
	Be able to work effectively under pressure, prioritising and delegating appropriately to meet deadlines	E
	Ability to deal with confidential information and to keep information secure	E
<b>Any additional factors</b>	Commitment to ongoing personal training and development	E
	Willingness to work outside of normal Trust hours on occasion and with due notice	E



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	Willingness to undertake an Enhanced Disclosure and Barring Service check pre-employment and annually	E
	Full driving licence with business insurance and the ability to travel between Trust sites	E
	Understanding and commitment to promoting safeguarding	E
	Understanding and commitment to working in line with legislation and Trust policies and procedures and willingness to keep updated with relevant changes to legislation, policies and procedures	E

### Equality and Diversity statement

Ethos Academy Trust treats all applicants for employment in the same way regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

### Disability statement

Ethos Academy Trust is committed to promoting equality of opportunity for people with disabilities. We continue to review our processes and procedures to ensure individuals with disabilities receive full and fair consideration for all types of vacancies at the recruitment stage and during their employment.

Individuals who apply to the Trust for employment will receive fair treatment and be considered solely on their ability to do the job. Where required reasonable adjustments will be applied. During employment the Trust, wherever possible, will retain the services of an employee who is or has become disabled.

### Online checks for shortlisted candidates

In accordance with DfE Keeping Children Safe in Education 2024, an online search, including social media, will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

### GDPR

A copy of our Privacy Notice is available via our website: [www.eat.co.uk](http://www.eat.co.uk)



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Nurturing inclusive learning communities

Ethos Academy Trust  
c/o Reach Academy  
Field Hill Centre  
Batley Field Hill  
Batley  
WF17 0BQ