

Nexus Education Schools Trust

Head of Finance Recruitment Pack



Nexus Education Schools Trust

Job Advert

Nexus Education Schools Trust (NEST) are seeking an experienced Head of Finance to join our central finance team to support with the Trust's strategic and operational decision making. Reporting to the CFO, you will oversee day to day financial management across the schools in our Trust, ensuring strong financial controls, accurate reporting and regulatory compliance.

As a senior member of the finance team, you will be part of an experienced team, and have the opportunity to develop our finance processes and systems and play a key role in our service to the schools in our Trust.

Salary	NEST Management Scale Lower 5 (£64,846 FTE)
Location	Nexus Education Schools Trust Brackley Road Beckenham BR3 1RF www.nestschools.org
Hours	Permanent, Full-time - 36 hours a week (Monday-Friday), 52 weeks per year
Reports to	Chief Finance Officer
Start Date	1st September 2026
Closing Date	Midday on Wednesday 6 th May 2026 Email application forms to recruitment@nestschools.org We reserve the right to close the advert early if we receive sufficient applications.
Interviews	From Monday 11 th May 2026 We reserve the right to interview suitable candidates prior to the closing date.
Contact	If you would like further information on this role and are interested in applying, please contact Samantha Talbot at stalbot@nestschools.org or Tel: 020 8289 4767 x120

Nexus Education Schools Trust

Nexus Education Schools Trust (NEST) is a growing Multi-Academy Trust with 19 primary schools and 1 all-through special educational needs school, located across Bromley, Kent, Lewisham and Southwark.

We are proud partners with a number of multi-academy trusts and groups of maintained schools, creating a collaborative network that enhances educational experiences across the region. As part of our commitment to developing outstanding teaching, we also oversee the Thames South Teaching School Hub, delivering high-quality teacher training and professional development in Bromley, Bexley and Greenwich.

At NEST, we believe in the power of collaboration. Our schools are united by a shared dedication to creating a culture of continuous learning, where inclusion is at the heart of everything we do. Each school plays a vital role in building a strong, interconnected professional learning community, driving success across our entire trust.

We are driven by a clear, moral purpose:

“To provide excellence and opportunity for all, transforming lives through education and inspiring the leaders of tomorrow”

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

We're proud to offer:

- Membership of the Local Government Pension Scheme.
- Access to the HSF Assist healthcare programme which includes 24/7 GP Access and emotional and financial support helplines
- Access to high street savings - Access to discounts on restaurants, food deliveries and shopping through Blackhawk Extras
- Access to a cycle to work - Which offers a tax efficient cycle purchase scheme
- Access to a healthcare cash plan scheme which covers routine medical costs.

Head of Finance - Job Description

Main Purpose of the Role:

The Head of Finance role is a pivotal leadership position in the Trust's central team. Supporting the CFO, the role ensures that financial systems, processes and controls operate effectively across all of the schools in the Trust, and comply with appropriate statutory and regulatory requirements.

Key Responsibilities

Financial Management and Reporting

Lead the month end reporting timetable across the Trust ensuring the production of accurate and timely monthly management accounts, at school, hub and Trust level.

Work with the school finance leads and headteachers to monitor and challenge individual school's financial performance, taking appropriate action to address financial risks where necessary.

Ensure the Trust's and Schools' income and expenditure and balance sheet are accurate through the Trust's financial software, and ensure control accounts are reconciled on a monthly basis.

Act as an approver on accounts payable and payroll bacs runs.

Prepare financial information and reports required for Local Committee Meetings.

Lead the management of the Trust's financial software ensuring the chart of accounts is up to date, and lead the management of users with the correct permissions and security. Provide and coordinate the training needs and consider future system development.

Lead the management of the Trust's online banking system, ensuring that users are up to date with the correct permission and access controls.

Budgeting and financial planning/forecasting

Lead the half termly budgeting process ensuring the production of accurate and timely budget updates and forecasts through out the year.

Support school finance leads to ensure production of annual budgets and half termly budget updates are accurate and follow trust assumptions.

Lead the management of the Trust's budgeting software ensuring Trust assumptions are consistent and up to date, lead the management of users with the correct permissions. Provide and coordinate the training needs of users.

Contribute to the development and implementation of the Trust's financial strategy, providing financial analysis and guidance on activities, setting financial objectives and monitoring performance.

Provide cover and support for Finance Leads as necessary

Compliance

Support the CFO in preparing for internal and external audits, helping to produce supporting audit schedules, and liaise with auditors as required. Ensure any recommendations from audits are followed up and processes amended as required.

Maintain and operate a robust framework of financial controls and processes which adhere to the Trust's financial policies and the Academies Trust Handbook.

Improve and innovate processes using technology whilst ensuring appropriate documentation is produced and maintained.

Professional development

Engage in relevant continuing professional development.

Keep up to date with education sector information, particularly that relating to finance.

Head of Finance - Job Description

Other

The job description is not exhaustive. The duties and responsibilities may be reviewed and amended in consultation with the post holder to meet the changing needs of the Trust.

We require all staff to be flexible in their approach in supporting the Trust and its schools.

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Because the post allows substantial access to children, candidates are required to comply with Trust safeguarding and DBS procedures.

Standard Duties

- Commitment to Diversity: Show a commitment to diversity, equal opportunities, and anti-discriminatory practices.
- Trust Ethos: Contribute positively to the school's ethos and aims.
- Professional Collaboration: Support and appreciate the roles of other professionals.
- Meetings and Reviews: Attend and participate in relevant meetings, including annual pupil reviews.
- Training and Development: Engage in training and performance development activities.

Health and Safety

- Personal Responsibility: Be mindful of your own health, safety, and welfare, and that of others.
- Collaboration: Work with the employer on health, safety, and welfare matters.

Professional Development

- Performance Management: Participate in the Performance Management Scheme.
- Growth: Undertake necessary professional development.

Policies and Procedures

Ensure full awareness of, compliance with, and adherence to all Trust policies and procedures relating to the management, teaching, and learning within the Trust's schools.

Contacts and Relationships

Deliver the expected standard and level of service, identifying and reporting any shortfalls or opportunities for improvement. Consistently uphold high professional standards in attendance, punctuality, appearance, conduct, and maintaining positive, respectful relationships with pupils, parents/carers, and colleagues.

Equalities

Actively enforce the Trust's equal opportunities policies and fulfil all statutory responsibilities to ensure fairness, inclusivity, and respect for all individuals in every aspect of service delivery.

Additional points

All staff are expected to comply with academy and Trust policies. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description may be subject to amendment or modification, should circumstances change, changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST are the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes. For further information please refer to our Data Protection Policy www.nestschools.org

Head of Finance - Person Specification

Knowledge / Qualifications and experience	Essential	Desirable
Qualified to at 5 GCSE passed including English and Maths (Grade C or above) or equivalent Level 2 qualification	X	
ICAEW/CIMA/CIPFA/ACCA or equivalent qualified accountant member		X
Experience of financial management in a medium or large organisation	X	
Experience of working in an education setting	X	
Experience of financial accounting systems for managing budgets, financial reporting, procurement and fixed assets	X	
Experience of PS Financials		X
Experience of developing an annual budget in a complex organisation	X	
Full UK driving licence with access to own vehicle		X
Skills and abilities and professional attributes		
Awareness of key priorities for schools	X	
Ability to use a range of standard ICT packages to a high standard (Excel, word, outlook etc.)	X	
Strong numerical skills and the ability to learn new financial software system	X	
Excellent organisational skills with the ability to prioritise workload and work to deadlines	X	
Excellent interpersonal and professional skills and proven ability to work and build good working relationships with the central finance team and senior leadership teams across our schools.	X	

Head of Finance - Person Specification

Skills and abilities and professional attributes	Essential	Desirable
Rigorous and methodical with the ability to manage own workload and meet deadlines. Ability to multi-task is essential, as is the ability to prioritise and manage large volumes of requests.	X	
Confident in providing training, advice and support to colleagues.	X	
Excellent spoken and written English	X	
Confidentiality and discretion in the handling of sensitive information, including understanding of GDPR requirements	X	
Awareness of and responsibility for health and safety requirements.	X	
Ability to be adaptable and resilient as required to meet the needs of the role.	X	
Ability and willingness to travel to partner schools to provide support for financial matters	X	



Nexus Education Schools Trust

The application process

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. We comply with the statutory legislative requirements and guidance, including 'Keeping Children Safe in Education', and we follow a rigorous selection process which seeks to discourage and screen out unsuitable applicants.

Safer Recruitment

Our job descriptions and person specifications confirm individual responsibility for safeguarding the welfare and well-being of children and young people. All posts are subject to Enhanced Disclosure and Barring (DBS) checks.

Application Stage

We require all applicants to complete our Application Form which seeks to elicit the information we require to undertake the shortlisting process and to assess the applicant's suitability for the post they have applied for. We do not accept CVs in place of a completed Application Form. We reserve the right to reject any applicant who has failed to fully complete our Application Form.

Shortlisting

Only those candidates who meet the criteria outlined in the person specification will be shortlisted. We carry out online and social media searches as part of our due diligence on shortlisted candidates. If we identify any of concern to us, then this will be raised and explored during the interview.

Interview

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Employment references will be sought before an interview.
3. Candidates will be asked to complete a Self Declaration Form in respect of their criminal record and to return this prior to the interview.
4. Candidates will be asked to address any discrepancies, anomalies, or gaps in employment in the application form including their employment history. Candidates will be invited to discuss any disclosures in their self-declaration form and any queries we have arising from the information provided in their employment references and/or our online and social media searches.
5. Proof of right to work in the UK and any relevant qualifications must also be provided at the interview.

Appointment

An offer of employment is conditional upon us being satisfied with the outcomes of all the following checks:

- Verification of the candidate's identity.
- An Enhanced Disclosure and Barring Service Certificate (DBS) including a Children's Barred List check
- An assessment of fitness to work to ensure that a candidate has the health and physical capacity for the job
- Overseas criminal record and overseas professional registration checks where a candidate has lived, worked or qualified overseas
- Verification that the candidate is not the subject of a prohibition order or section 128 direction made by the Secretary of State
- Compliant employment references
- Verification of qualifications and professional registrations relevant to the candidate's role
- Verification of the candidate's right to work in the UK
- Verification that candidates employed in reception classes, or wraparound care for children up to the age of 8, are not disqualified from working in these settings under the 2018 Childcare Disqualifications Regulations.

On appointment and annually thereafter, all colleagues are required to undertake Safeguarding training, Cyber Security training, GDPR training and to reaffirm and disclose any changes to their criminal record, and to read and confirm their adherence to Part 1 of Keeping Children Safe in Education, our child protection and safeguarding policy, behaviour policy and code of conduct (which includes our requirements in respect of ethical and professional standards and professional boundaries). All school based staff will be required to undertake first aid training.



Nexus Education Schools Trust

Our contracts of employment place an ongoing requirement on all colleagues to immediately notify us if they are the subject of a police investigation, are released under investigation, or receive a caution or conviction.

Recruitment of Offenders

All posts within NEST are, (by the reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all applicants for employment with the Trust must disclose all unspent cautions and convictions and all unprotected spent cautions and convictions. An explanation of when a spent conviction is unprotected is available on the Ministry of Justice website.

- If relevant information (whether concerning previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:
- whether the conviction of other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years.

Probation

All new colleagues will be subject to the NEST probation procedure for four months. The probation procedure is to enable the assessment of a colleague's suitability for the job for which they have been employed, which includes the monitoring and review of their performance of their duties, skills, qualifications, and experience outlined in the job description and person specification and their suitability to work with children and young people.

Equal Opportunities

NEST recognises the value of, and seeks to achieve, a diverse workforce that includes people from all backgrounds. We take positive steps to create an employment culture in which people feel confident about being treated with fairness, dignity, and tolerance irrespective of their differences. This commitment extends beyond the relationship between the conduct of colleagues, potential colleagues, and the whole community. We are committed to the elimination of unlawful discrimination and the promotion of good relations between all.

General Data Protection Regulations

NEST is committed to ensuring that your privacy is protected. By signing a contract of employment, you understand that NEST, and/or agents appointed by the trust, process your personal data, including "special category personal data" as defined in the General Data Protection Regulations (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures. The information you provide (except equality monitoring information) may be shared with partner organisations that provide services to NEST. Further information on our data protection policy and privacy notices can be found on the NEST website.

www.nestschools.org

Our Trust



Alexandra
Infant
School



CHILDERIC
PRIMARY SCHOOL



HIGHFIELD

Infants' and Junior Schools



John Keats
Primary School



PERRY HALL
PRIMARY SCHOOL



WORSLEY BRIDGE
PRIMARY SCHOOL



Thames South
TEACHING SCHOOL HUB

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