



LAMAT - Head of Finance

Application Pack

May 2026

LAMAT Head of Finance

Learning Accord Multi Academy Trust are looking to appoint a talented individual to join our Finance Team

The post is 37 hours per week, all year round.

Dear Applicant,

Thank you for the interest that you have shown in the post of LAMAT Head of Finance. In this pack you will find the job description, and person specification. You can access further information about the Trust from our website www.learningaccord.org including details of our school improvement strategy, business plan and growth strategy.

The Learning Accord Multi Academy Trust was established in March 2017. The Trust is an approved DFE sponsor and currently has 16 academies across Kirklees and Calderdale and three pipeline converter schools to join the Trust. In addition, the Trust has a number of Associate Members working alongside our family of schools.

Amongst our academies we have a team of talented, professional and caring teaching and support staff, committed local governing bodies and a skilled and proactive board of trustees. We place high emphasis on staff development and support and the successful applicant will join our supportive and growing central MAT team.

The successful candidate will work closely with the CEO and Deputy CEO/CFO to lead and develop the Trust finance function. This role will be required to work at both the Trust head office and all schools within Learning Accord Multi Academy Trust as required in order to meet the needs of the role.

The role would be responsible for leading the finance team, support the Trust with continuous improvement of finance/business processes, maintain a strong control environment, lead on the centralised financial processes provided to all the Trust schools and deputise for the CFO.

Thankyou once again for your interest in the Learning Accord Multi Academy Trust.

With Very Best Wishes,

Elaine Watson
Chief Executive Officer



Introduction

The Learning Accord Multi Academy Trust is an inclusive trust which welcomes church and community schools and celebrates diversity and distinctive context.

We recognise that for our learners, life chances are formed throughout their primary education. Our responsibility is to celebrate each child's talents and build upon each child's experiences to ensure that they make the progress that they deserve. Our aim is that all will flourish and achieve the highest standards.

The Board of Trustees of the Learning Accord MAT is committed to ensuring a high performing multi academy trust that delivers the very best educational experience for pupils at all of our academies. The Trust aims to respond to the changing educational landscape as more and more schools convert to academy status.

The core purpose of the Trust is to maintain good and outstanding schools and ensure the rapid improvement of schools which need support to become good or outstanding. The Trust welcomes converter Church schools within the Anglican Diocese of Leeds, or local community schools who wish to become an academy. Similarly, the Trust will welcome Church or community schools which are being directed to become sponsored academies by the Department of Education.

Contact Details:

Learning Accord Multi Academy Trust
MAT Headquarters
Skelmanthorpe Academy Nursery Building
Elm Street,
Skelmanthorpe
HD8 9DZ Tel: **01484 705682**
admin@learningaccord.org
www.learningaccord.org



Learning Accord Academies:

Scissett Church of England Academy (Kirklees)

Age Range 5-10 (YR to Y5).

Website <https://www.scissettceacademy.org>

St Aidan's Church of England Academy (Kirklees)

Age Range 5-10 (YR to Y5).

Website www.saintaidans.org.uk

Skelmanthorpe Academy (Kirklees)

Age Range 3-10 (N to Y5).

Website <https://www.skelmanthorpeacademy.org/>

Helme Church of England Academy (Kirklees)

Age Range 5-11 (YR to Y6)

Website <https://www.helmeschool.com>

New Mill Infant School (Kirklees)

Age Range 5-7 (YR to Y2)

Website <https://www.newmillschools.org.uk/home>

New Mill Junior School (Kirklees)

Age Range 7-11 (Y3 to Y6)

Website <https://www.newmillschools.org.uk/home>

St Augustine's CE School (Calderdale)

Age Range 5-11 (YR to Y6)

Website <https://www.st-augustines.calderdale.sch.uk/>

Kaye's Academy (Kirklees)

Age Range 3-10 (YN to Y5)

Website <https://kayesacademy.co.uk/kgfl/primary/kayesprimary>

Lowerhouses CE Primary School (Kirklees)

Age Range 3-11 (YN to Y6)

Website <https://www.lowerhouseschool.co.uk/>

Luddenden CE Primary School (Calderdale)

Age Range 3-11 (YN to Y6)

Website <https://luddenden-ce.calderdale.sch.uk/>

Hebden Royd CE Primary School (Calderdale)

Age Range 3-11 (YN to Y6)

Website <https://www.hebdenroydprimary.org.uk/>

Earlsheaton Infant School (Kirklees)

Age Range 4-7 (YR to Y2)

Website <https://www.earlsheatoninfants.co.uk/kgfl/primary/earlsheatonpri>

St Thomas CE Primary School (Kirklees)

Age Range 4-11 (YR to Y6)

Website [HOME | St Thomas](#)

Cumberworth CE First School (Kirklees)

Age Range 4-10 (YR to Y5)

Website <https://cumberworthfirstschool.co.uk/>

St John's CE Primary School (Kirklees)

Age Range 4-11 (YR to Y6)

Website <https://www.stjohnsdewsbury.co.uk/>

Roberttown CE Primary School (Kirklees)

Age Range 4-11 (YR to Y6)

Website <https://www.roberttownschool.co.uk/>

Additional Schools in Scope

Converter Academies/Associate Member Schools:

Oak Primary School

Age Range 3-11 (N to Y6)

Website <https://www.oakprimary.co.uk/>

Lindley CE Infant School (Kirklees)

Age Range 4-7 (YR to Y2)

Website <https://lindleyinfantschool.org.uk/kirklees/primary/lindley>

Hightown Junior, Infant & Nursery School (Kirklees)

Age Range 3-11 (N to Y6)

Website <https://www.hightown.kirklees.sch.uk/>

Hepworth Junior & Infant School (Kirklees)

Age Range 4-11 (YR to Y6)

Website <https://hepworthschool.co.uk/>

Learning Accord Vision, Mission and Values



Partnership Promoting Excellence

Our Vision:

- Church of England schools working in partnership with community schools
- Preserving Distinctive Context for church and community schools
- Commitment to achieving excellence for all pupils so that they can meet their full potential

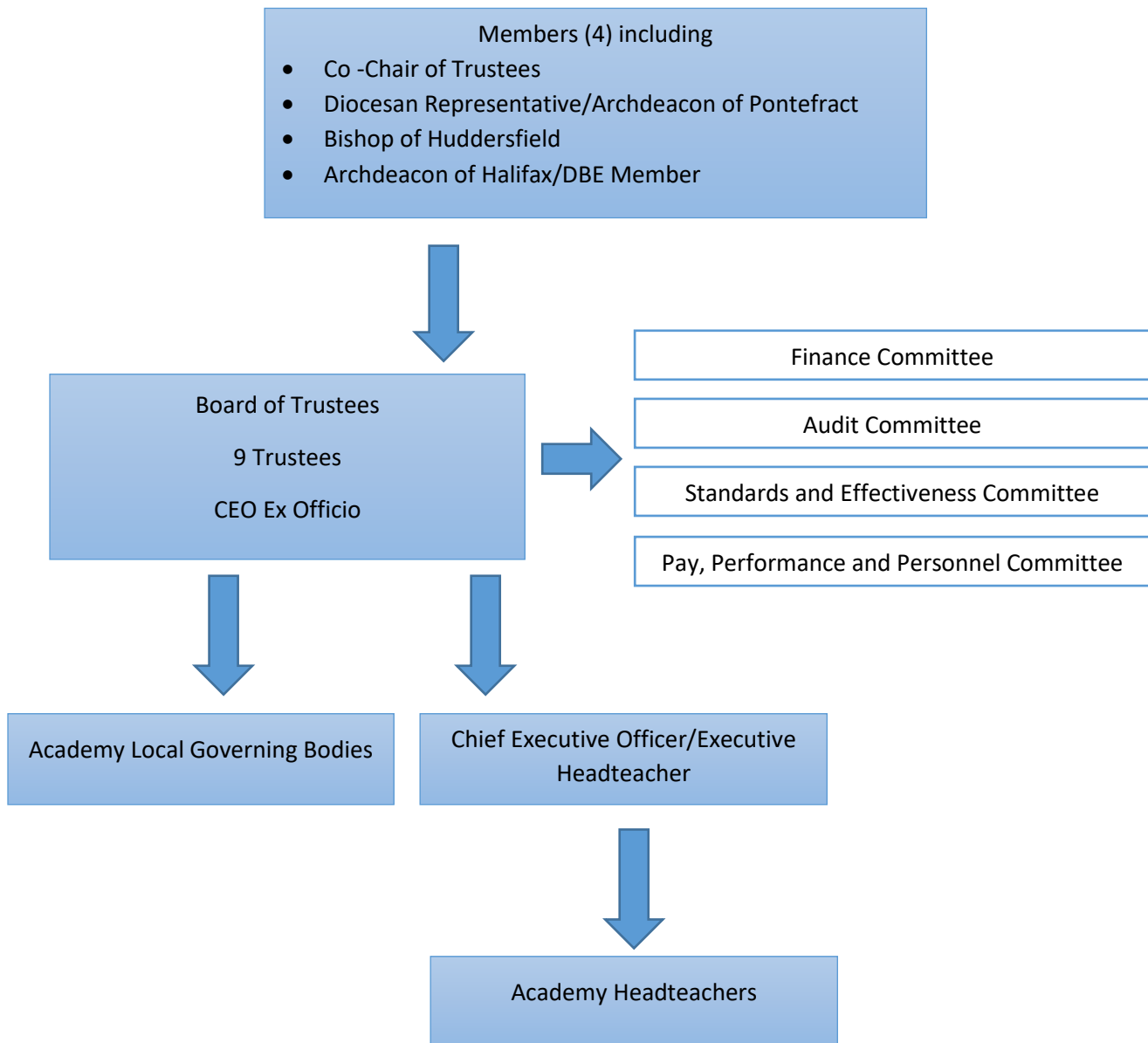
Our Mission:

- To support and encourage the work of academies in Learning Accord Multi Academy Trust; promoting school improvement to ensure high standards for our pupils.

Our Values:

- To ensure all Learning Accord academies are centres of excellence with a focus on nurture and achievement for all
- To develop a strong culture of professional development amongst our teaching and support staff, building on personal strengths and providing effective support for career development
- To promote high quality teaching and learning and effective support for pupils of all abilities in the pursuit of outstanding progress and attainment
- To ensure Learning Accord academies welcome and celebrate diversity and provide a particular vocation to the least advantaged to enable all pupils to maximise their life chances
- To have high aspirations for all pupils and staff, based on our educational heritage and culture making best use of research, pedagogy and child development

Governance Structure of Learning Accord Multi Academy Trust



How to Apply

Applicants are warmly invited to visit and discuss the post in further detail.

Applications must be submitted through the MyNewTerm site - <https://mynewterm.com/jobs/16581/EDV-2026-LAMAT-49191>

Closing Date: 12pm 5th June 2026

Interviews will take place on 19/06/2026 at MAT Headquarters.

Our Offer

Learning Accord Multi Academy Trust provides excellent staff development, coaching and mentoring opportunities

The Trust works in line with national pay and conditions of service, with the same entitlements to salary increase and pay review as for LA Maintained schools.

Pension – All Learning Accord Employees have access to the Teachers' Pension Scheme or Local Government Pension Scheme.

Continuing Professional Development – Learning Accord Employees are provided with a range of bespoke professional development opportunities for further career progression:

- Access to relevant training (National College, Yorkshire Anglican Learning Partnership etc. MAT training and Networks)
- Access to appropriate National professional qualifications where appropriate
- Bespoke CPD opportunities

Additional benefits:

- Cycle to work scheme.
- Insurance scheme benefits e.g. counselling, access to a GP and other healthcare support.
- Employee Health Services and HR support.
- The Trust's HR policies are generous e.g. maternity, paternity, adoption leave; flexible working, leave of absence.

Job Description:

Job Title: Head of Finance (37 hours per week, all year round)

Salary Range: Grade 12 (Scale Point 34-36)

Responsible to: The CEO & Deputy CEO/Chief Financial Officer (CFO)

Purpose of the role

- Lead and develop the Trust's finance function, ensuring high standards of financial management and compliance
- Ensure robust financial controls, systems and processes are in place and operating effectively
- Provide high-quality insight to support senior leaders and Trustees
- Drive consistency, efficiency and continuous improvement across financial processes
- Responsible for leading the finance team to deliver regular reporting requirements and accurate forecasting
- Leading on the centralised financial processes which are provided to all MAT schools.
- To be the Trust's point of contact for and to manage contracts and relationships with external stakeholders
- Oversee budget setting, forecasting and in-year financial monitoring across all schools
- To co-ordinate and lead on internal and external audit processes for Learning Accord Multi Academy Trust
- To oversee monthly management accounts, financial controls, payroll coordination, budget support for all MAT schools
- Assist the DCEO/CFO in the preparation of all statutory returns
- To oversee monthly VAT claims and reconciliations ensuring HMRC compliance
- To ensure whole MAT compliance to the Academy Trust Handbook

Key Responsibilities

- Maintain strong control environments – ensure that all financial activities are compliant with funding agreements, the academy trust handbook and Learning Accord Multi Academy Trust financial procedures.
- Keep abreast of financial changes and guidance within the education sector.
- Review financial processes within Learning Accord Multi Academy Trust, suggest, implement and support change.
- Drive economy, efficiency and effectiveness through strong working practices and processes.
- Proactively plan the work of the central finance team.
- Provide training and support to all Trust employees who are involved in managing/processing finance.
- To work with Learning Accord Multi Academy Trust schools and the external payroll providers ensuring that an effective and accurate payroll is provided to all employees.
- Provide direction, guidance and support to the central finance team and their work within schools.
- Create strong working relationships between the central finance team and schools within the Trust.

- To be the point of contact for internal and external auditors, co-ordinating the exchange of information.
- Lead on the 3-year budget setting process and termly budget reviews for each MAT school.
- Lead on the banking arrangements for the Trust, including co-ordinating the central payment function and credit card management.
- Lead VAT arrangements, including VAT returns to HMRC.
- Ensure the trial balance (I&E and Balance Sheet) is monitored and is reconciled regularly.
- To manage the Trust's finances and financial systems, including user access arrangements.
- Lead on monthly period closedown process, including overseeing production of the MAT management accounts.
- Lead on year-end procedures, including accruals, prepayments, trial balance and fund analysis.
- Lead on the central procurement of goods/services for whole Trust activities.
- Oversee fixed asset register transactions.

Additional responsibilities:

- Work with schools transferring into the Trust to ensure a smooth transition.
- Deputise for the CFO as and when required.

General

- As part of your wider duties and responsibilities you are required to promote and actively support the Trust/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please read our safeguarding policy:

<http://www.learningaccord.org>

- Carry out your duties with due regard to current and future Trust policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through Trust and Academy communications.

Other duties:

- To actively engage in own professional development and participate in the Trust's performance management arrangements.
- To undertake additional duties as required by the CFO and trust leader, commensurate with the level of the job.

This role will be required to work at both the Trust office and all schools within Learning Accord Multi Academy Trust as required in order to meet the needs of the role.

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Learning Accord Multi Academy Trust, provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Learning Accord Multi Academy Trust.

We are looking for someone who:

- Can maintain the highest levels of confidentiality and professional integrity.
- Has strong financial, analytical and communication skills, with the ability to present complex information clearly.
- Is flexible and adaptable, able to respond effectively to changing priorities across the Trust.
- Can work proactively and independently, demonstrating sound judgement and initiative.
- Is an effective leader who can work collaboratively as part of the central team and build strong relationships with schools across the Trust.

As the role is based within an educational trust and provides services to schools, the successful candidate will be required to undergo all appropriate pre-employment checks. This includes evidence of a satisfactory safeguarding check, such as an enhanced Disclosure and Barring Service (DBS) check, in line with statutory safer recruitment requirements.

To Apply

Please apply via MyNewTerm - <https://mynewterm.com/jobs/16581/EDV-2026-LAMAT-49191>

For a discussion or to arrange a visit to HQ, please contact Gemma Falconer, Deputy CEO/CFO by email: gemma.falconer@learningaccord.org

Learning Accord Multi Academy Trust



Employee Specification – Head of Finance - Grade 12

Note to Applicants: You should provide a high quality, concise letter of application which addresses the following criteria. To be short listed candidates will initially be judged on how well they address the criteria listed as essential. Desirable criteria will be considered if there are a large number of applicants. The end column indicates how the criteria will be identified; Application Form, (A) Letter of Application, (L) Interview (I) and /or References (R)

		Essential	Desirable	How Identified?
1	Qualifications			
1.1	Good general education, with GCSEs or equivalent in English and maths (A-C / 9-4)	E		
1.2	Part-qualified accountant or qualified by experience of working in similar senior roles.	E		
1.3	Qualified Accountant		D	
1.4	Educated to Degree (or equivalent)		D	
1.5	In-depth knowledge of academy finances systems or public sector financial procedures	E		
2	Specific Knowledge and Experience			
2.1	Significant experience in financial management, budgeting and forecasting	E		
2.2	Experience of using an accounts package for general accounting, including producing accounts and management reports	E		
2.3	Experience of managing grant funding	E		
2.4	Experience of developing and improving financial processes	E		
2.5	Experience of change management	E		
2.6	Experience of managing external contracts	E		
2.7	Experience of budget management within significant value budgets	E		
2.8	Experience of Access (Previously known as HCSS) accounting software		D	
2.9	Experience of managing finances within a multi academy trust, or similar environment.	E		
2.10	Academy/school finance experience/ knowledge		D	

3 Skills				
3.1	Accuracy in reporting detailed financial information	E		
3.2	Line management experience	E		
3.3	Ability to prioritise workload in order to meet deadlines, whilst dealing with a number of projects simultaneously	E		
3.4	Excellent written, verbal and interpersonal communication skills	E		
3.5	Good working IT skills, particularly Excel and computerised accounting /finance systems	E		
3.6	Highly organised, maintaining accurate records and processes to ensure compliance with relevant legislation	E		
3.7	Ability to build effective working relationships with staff and other stakeholders, and explain financial concepts to non-finance colleagues	E		
3.8	Ability to use own initiative and consider solutions to problems as they arise	E		
3.9	Experience in the management of VAT		D	
3.10	Experience of leading and coordinating internal and external audits		D	
4 Personal Characteristics				
4.1	A self-starter, who is comfortable working with limited day-to-day supervision	E		
4.2	Flexible, proactive and able to work under pressure	E		
4.3	Ability to provide a 'joined up' approach in the delivery of service	E		
4.4	Positive attitude	E		
4.5	Ability to always maintain confidentiality	E		
4.6	Ability to work flexibly and collaboratively as part of a team			
5 Additional Requirements				
5.1	Successful candidate will be subject to an enhanced Disclosure and Barring Service Check	E		
5.2	Right to work in the UK	E		
5.3	Evidence of a commitment to promoting the welfare and safeguarding of children and young people	E		
5.4	Ability to travel as required	E		
5.5	A commitment to the trust's ethos and values	E		
5.6	Demonstrate a commitment to safeguarding and child protection.	E		

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form.