



JOB DESCRIPTION

Job title:	Head of Finance	
Reports to:	Chief Financial Officer (CFO)	
Responsible for:	Finance Managers and Finance Assistants	
Scale/FTE:	Salary Scale: BR14	Hours: 21.6 (3 days) 52 Weeks per Year

Job Purpose

To lead the financial operations of the Trust, ensuring robust financial management, compliance and reporting.

The Head of Finance will play a key role in supporting the CFO and Senior Leadership Team, contributing to financial strategy, ensuring value for money and supporting the delivery of the Trust's educational objectives.

Key Responsibilities

Financial Leadership & Strategy

- Work closely with the CFO to deliver the Trust's financial strategy and long-term sustainability
- Contribute to strategic planning, resource allocation and financial decision-making
- Promote best practice in financial management across the Trust

Financial Planning & Reporting

- Lead the preparation of annual budgets and multi-year financial forecasts
- Oversee in-year budget monitoring and variance analysis across the Trust
- Produce high-quality, timely financial reports for senior leaders and Trustees
- Support the preparation of statutory returns (e.g. BFR3Y, BFRO, AAR)

Financial Control & Compliance

- Ensure compliance with the Academy Trust Handbook and all relevant financial regulations
- Maintain and develop strong financial controls, systems and procedures
- Oversee key financial processes including payroll, VAT, reconciliations and year-end close
- Support internal and external audit processes

Operational Finance

- Ensure efficient and effective financial operations across the Trust
- Oversee procurement processes and support value-for-money decision making
- Monitor income streams to ensure funding due to the Trust is received
- Support the financial management of capital funding and projects
- Lead on continuous improvement of financial systems and processes to drive efficiency and consistency across the Trust

Team Leadership

- Line manage and develop Finance Managers and Finance Assistants
- Support performance management, training and professional development
- Promote a culture of collaboration, accountability and continuous improvement

Stakeholder Support

- Provide financial advice and support to Headteachers and school leaders
- Present financial information clearly to a range of stakeholders, including Trustees
- Deputise for the CFO at meetings where required
- Support reporting to the Finance & Resources Committee and Board of Trustees

Person Specification

Criteria	Essential = E Desirable = D
Qualifications/Education/Training	
Relevant financial qualification (ACA, ACCA, CIMA, CIPFA) or qualified by experience	E
Knowledge and Experience	
Experience of financial management and reporting	E
Experience of budget setting and financial planning	E
Experience of working in a complex organisation (education/public sector desirable)	D
Experience of leading or supporting a finance team	E
Experience of financial systems (e.g. Sage Intacct or similar)	D
Skills and Abilities	
Strong analytical and problem-solving skills	E
	E

Ability to communicate financial information clearly to non-finance stakeholders	E
Strong organisational skills and ability to meet deadlines	E
Ability to work independently and as part of a team	E
High level of professionalism, integrity and confidentiality	
Personal Attributes	
Proactive and solutions-focused	E
Collaborative and supportive approach	E
Commitment to continuous improvement	E
Positive and flexible attitude	E
Date: April 2026	

Safeguarding Statement

Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.