

WORKING AT ALETHEIA ACADEMIES TRUST

Join our Team



For appointment of:

Trust Finance Manager



Aletheia
Academies Trust

Welcome from the CEO

Thank you for your interest in Aletheia Academies Trust



Aletheia Academies Trust is a non-profit making charity whose vision is rooted in a determination to **improve the life chances of local children**.

Since our beginning, the Trust has adopted an operational model based upon the notion of a family of schools, understanding that like any family member, each school and each community that it serves is unique. Schools are encouraged to celebrate and explore this dimension; striving to follow the highly ethical vision of Aletheia.

The role of the Trust is to act in a parental capacity; to ensure that each school is well-supported and individual strengths are shared to improve the outcomes of all; to provide wider experiences to Trust pupils beyond the capabilities of any individual school; to develop and share staff expertise; to provide expert leadership and governance.

Aletheia has grown with devotion to a principle of geographical proximity; knowing, caring for, and understanding the areas we operate in are important to us. The Trust has grown from a single academy Trust into a multi-academy Trust comprising 2 nurseries, 12 primary schools, 2 secondary schools, 2 sixth-form provisions, and now 2 all-through schools. Most recently, we proudly opened Alkerden All-Through Academy to an initial co-hort of Year 7's, with the permanent site complete with a state-of-the-art community sports facility, opening in 2026.

Steve Carey

Chief Executive Officer

Why Aletheia Trust?

At Aletheia Academies Trust, we aim to provide an inclusive nature of high-quality leadership to deliver educational excellence.

At the heart of Aletheia is the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community, by providing places where everyone has the ability to develop and thrive intellectually, socially, culturally and spiritually.

Our growing family of academies give multiple possibilities for our staff to create a career that **improves the life chances of local children.**

We aspire to nurture and empower our staff so that we unlock the potential in every learner. Guided by a shared vision of excellence, we create inspiring environments that honour and celebrate the richness of diverse backgrounds, experiences, perspectives and ideas.

Aletheia is committed to sustaining high-quality academies as well as supporting those in need of specific improvement. Our focus is to provide school improvement services that draw on the wealth of practice from across our Trust, broaden the expertise available to schools through flexible working arrangements and increase our capacity to respond quickly to the needs of individual schools. Pedagogical excellence is at the heart of all we do, with a sustained focus on collaborative and mastery learning.



Our Schools

The Trust is a family of academies that provide an inclusive education from ages 3 years to 18 years throughout Kent; including nursery, primary, secondary, and sixth-form.



**Saint George's C of E
All-Through School**



**Shorne C of E
Primary School**



**St. Botolph's C of E
Primary School**



**Stone St. Mary's C of E
Primary School**



**Horton Kirby C of E
Primary School**



**Sutton-at-Hone C of E
Primary School**



**Rosherville C of E
Academy**



**Holy Trinity C of E
Primary School**



**Cliffe Woods
Primary School**



**Halling
Primary School**



**Sedley's C of E
Primary School**



**Ditton C of E
Junior School**



**Knole
Academy**



**Gravesend
Grammar School**



**Whitehill
Primary School & Nursery**



**Alkerden C of E
All-through Academy**

Staff Benefits

The 2023/2024 Aletheia wellbeing survey showed that the majority of staff would recommend Aletheia as a great place to work.

We value every one of our employees and want to give back as much as we are able to, therefore we provide a range of perks and benefits as found below:



Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment opportunities.



Unlimited access for you and your family to 24/7 GP telephone consultations.



Enhanced annual leave allowance with term-time offerings.



Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.



Access to mental health and wellbeing support including counselling, mindfulness and physiotherapy sessions.



Access to Local Government and Teachers' Pensions Schemes.



Free eye test, examinations and eye care vouchers.

For a full range of what Aletheia Academies Trust offer, please scan:



Job Description

Job Title

Trust Finance Manager

Location

AAT Central office

Duration

Permanent

Work Hours

37 hours per week (Part time considered)

Reporting to

CFO

Salary

AAT H (£41,782-£46,606 Per annum)

Pension

Local Government Pension Scheme



About the Role

This is a new and exciting role to join our expanding Multi Academy Trust Central Finance Team. The Trust Finance Managers work as part of the team, however, are specifically responsible for the financial strategy of a group of Schools within the Trust.

This role reports to the CFO who is responsible for the overall direction and coordination of the financial activities of the Trust. You will be a key member of an expanding Central Finance Team which currently maintains the finances for the Trust Central Fund, 2 All-Through, 2 Secondary Schools and 12 Primary Schools.

The central team consists of two Management Accountants and a team of Finance Officers who have responsibility for ensuring all reconciliations and control accounts are up to date and accurate. A Purchase to Pay Manager and a team of Finance Assistants who are responsible for timely ordering, invoicing and supplier payments. Plus a team of Trust Business Managers who take responsibility for budgets, monitoring and payroll for their specifically allocated Schools.

You will assist the CFO by managing the budgets, monthly monitoring and monthly payroll process for 3-4 Schools within the Trust. Ensuring all systems and processes are accurate, plus reporting is timely in line with Trust deadlines.

Key Responsibilities

This role can be detailed with four key areas:

1) Budgets

- Propose a 3-year budget to the relevant Headteachers and CFO for approval; ensuring all required elements have been considered and included in detail (including liaison with Estates and ICT teams for capital requirements)
- Review School level assumptions to ensure fit for purpose; updating as required during the year
- If budgets fall into deficit, work with the Headteachers and CFO to develop and lead on the implementation of a recovery plan
- Keep the Working budgets up to date at all times during the year
- Ensure all staffing changes are updated in a timely manner (ahead of monthly payroll checks)
- Ensure Budget Holders are aware of their budgets and do not overspend during the year
- Respond to queries from CFO / Headteachers / Budget Holders in a timely manner
- Support the Schools to maximise revenue through grant funding and self-generated income
- Ensure timely reporting to CFO / Headteachers / Budget Holders / LGBs in line with Trust and School deadlines, and as required

2) Monthly Monitoring

- Prepare monthly monitoring reports within Trust deadlines on relevant software
- Ensure accuracy of postings to determine accurate variances
- Liaise with the Trust Management Accountants to ensure month end cut off is complete and accurate for your relevant Schools
- Amend forecasted outturns monthly based on monthly monitoring; ensuring working budgets are updated accordingly
- Meet with Headteachers monthly to discuss monitoring reports from a strategic level
- Attend and present at LGB meetings as required
- Report any concerns with outturns to CFO in a timely manner





3) Payroll

- a. Ensure all staff within relevant Schools are paid accurately, in line with their contracts, using budget software reconciliation tool
- b. Ensure all variable changes have been processed for your Schools ahead of payroll deadlines each month
- c. Review and approve monthly payroll on payroll system ahead of the deadline
- d. Code and post monthly payroll journal into Finance System in a timely manner

4) Other

- a. Ensure adherence and compliance to Finance Policies, Academy Trust Handbook and Trust processes in all that you do
- b. Provide support for internal and external audit processes as required
- c. Support colleagues within the central finance team as required
- d. Provide adhoc reports and information as required
- e. Support with database for contracts and leases for relevant Schools

Safeguarding and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils. Annual safeguarding training is offered to all staff and it is the individual's responsibility to be aware of the most up-to-date guidance in the Keeping Safe in Children Safe in Education document 'KCSIE'.

This job description will be reviewed annually and may be updated or amended at any time in consultation with the post holder. The job description does not form part of the contract of employment but describes the way the post holder is expected and required to perform and complete the duties set out above.



"Staff responsible for each subject access high-quality training within the multi-academy Trust networks".

- Ofsted 2023

Person Specification

	Essential	Desirable
Qualifications and Experience		
<ul style="list-style-type: none"> Fully or Part qualified (studying) - accounting qualification (or equivalent) 		✓
<ul style="list-style-type: none"> Experience of working in the education system 		✓
<ul style="list-style-type: none"> Demonstrable financial expertise in an education environment 		✓
<ul style="list-style-type: none"> Experience of line managing others 		✓
<ul style="list-style-type: none"> Knowledge & understanding of importance of Safeguarding 		✓
<ul style="list-style-type: none"> Evidence of continuous professional development 		✓
Skills and Knowledge		
<ul style="list-style-type: none"> Excellent Excel, IT and numerical skills 	✓	
<ul style="list-style-type: none"> Able to use own initiative and communicate with proven interpersonal skills to all levels of stakeholders 	✓	
<ul style="list-style-type: none"> Ability to manage competing tasks and priorities 	✓	
<ul style="list-style-type: none"> Ability to work in a demanding environment and meet deadlines 	✓	
<ul style="list-style-type: none"> Welcomes challenge and flexible in adopting to the changing needs of the Trust 	✓	
<ul style="list-style-type: none"> Good organisational skills and ability to prioritise own workload 	✓	
<ul style="list-style-type: none"> Ability to work individually or part of a team 	✓	
	✓	

Personal Qualities

- Ability to analyse complex problems and present coherent, achievable solutions.
- Flexibility of approach.
- Commitment to excellence.
- Willingness to attend training and development as required.
- Positive, 'can-do' attitude.
- Willingness to seek out and implement new ideas and innovative solutions.
- Willingness to engage in wider school life.

All Essential Criteria

Why Join Us?

This is more than a leadership role – it is an opportunity to be part of a collaborative, forward-thinking team who are passionate about making a difference. You will:

- Work alongside exceptional colleagues across a supportive, values-driven Trust.
- Shape strategy and practice across multiple schools, directly influencing hundreds of children's lives.
- Have the freedom to innovate, lead change, and see the impact of your leadership at scale.
- Be part of a vibrant community committed to excellence, opportunity, and improving local life chances.

If you're excited by the prospect of leading beyond one school, building collaboration, and shaping brighter futures across communities, we'd love to hear from you.



How to Apply

If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please contact:

The People and Culture Team
HR@aletheiastrust.org.uk
01474 531 495

To apply for this role, please visit MyNewTerm:
[Apply Now](#)



Contact Us

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