



Head of Finance



Dear applicant

Thank you for your interest in the role of Head of Finance. This is a key role in our Trust, where you can really drive financial efficiency and improvement, making a difference for all of the children and young people we serve.

We are looking for someone who really understands school finance and has the ability to analyse the data and recognise anomalies to address and opportunities to improve results. You will be responsible for working with the Director of Finance & Business to implement systems and process improvement programmes. You will also be supporting wider stakeholders including Directors of Education, Headteachers/Head of College and School Business Managers, helping them to ensure that they are making decisions based upon accurate and reliable data.

Please do contact me if you wish to find out more about Magna Learning Partnership or this exciting opportunity - canthony@magnalearningpartnership.org.uk.

Yours faithfully

C Anthony

Claire Anthony

Director of Finance & Business



MAGNA LEARNING PARTNERSHIP

Opened in April 2017 as a collaborative partnership between three local 11-16 secondary schools, the Trust has now grown to become a balanced organisation of seven primaries, three secondaries and a sixth form college, serving children and young people from the ages of 3-19. We are committed to our role in education and the community in Salisbury and the surrounding area; our academies sit within a ten-mile radius of the city centre. We educate more than 4700 pupils and students and we have about 700 staff, making us one of the largest employers in the area. We expect that Trust local growth will continue over the coming years. Magna Learning Partnership is committed to inclusion; we strive to ensure that we make a difference to the life chances of every child and young person educated in one of our academies. We are collaborative and democratic in our approach to leadership. Our Academy Leaders make a significant contribution to decision making and whilst increasingly we look to align practice, one size fits all is definitely not our approach. We protect the identity of the individual academies in MLP. We are an open and friendly group of people in the Trust who work together to improve lives and support our Headteachers to create wonderful learning opportunities for young people.





Job title: Head of Finance
Responsible to: Director of Finance & Business
Salary pay range: £58K - £65K

The Head of Finance is responsible for leading the central finance team and ensuring the provision of accurate, timely, and insightful financial information to support strategic decision-making. Working closely with the Director of Finance and Business, the postholder will support with the preparation of management accounts, cash flow forecasts and other financial analysis for key stakeholders. The Head of Finance will lead and develop the finance team, while ensuring compliance with the accounting and regularity framework. This includes driving improvement through process and system implementation.

MAIN ROLES AND RESPONSIBILITIES

- Supporting the Director of Finance and Business in preparing management accounts, cash flow forecasts and analysis for trustees and other stakeholders
- Monitoring balance sheet reconciliations and raising journals required to resolve issues, as well as account on an accruals basis, to support the clean operation of the Sage system
- Maintaining the central budget model and trust-level assumptions
- Sense checking consolidated budgets and forecasts
- Managing cash effectively (timely VAT returns, managing supplier payments)
- Supporting the payroll lead with the checking process, approving payroll provider proposed payments
- Working closely with the Director of Finance and Business to prepare ad hoc analysis and undertake projects (such as monitoring and accounting for grants)
- Providing leadership for the finance team on appropriate accounting and recording of transactions
- Managing and developing the finance team including undertaking appraisals
- Working with Heads and school business partners to optimise budgets and forecasts, sharing best practice and sense checking
- Supporting the development of systems and processes, implementation of new systems, championing new tools
- Undertake any other duties commensurate with the seniority and scope of the role as required by the Director of Finance and Business or the Executive Team

PERSON SPECIFICATION

	Essential	Desirable	Assessment
Qualifications	Relevant accountancy qualification ACA, ACCA, CIMA or equivalent (at least AAT level 4 with significant experience) Good level of education GCSE maths grade at least grade B/6, GCSE English grade C/4 or above, or equivalent	Degree or equivalent qualification	Application form
Experience and knowledge	Experience of working in the education sector with knowledge of funding for schools, types of school staffing arrangements, regularity arrangements Experience of producing monthly management accounts and forecasts, including balance sheet and cash flow forecasts Experience of month-end processes, including reconciliations, journal entries, VAT submissions Experience of recording information to facilitate compliance with grant funding requirements Experience of line managing and coaching staff Experience of liaison with auditors, producing information for audit purposes	Knowledge of accounting regulatory framework, VAT, tax, payroll and pension in multi-academy trusts Experience of IMP (budget and forecast software) and Sage (accounting software) Knowledge of financial challenges in the multi-academy sector and key financial metrics (ICFP) Experience of change management	Application form Interview
Skills and attributes	Conscientious, with the high level of integrity required when responsible for spending public money Open to learn and change, able to seek continuous improvement in processes and adapt to change Good at working with others to drive out improvement, adapting coaching style as needed to get the best results Able to quickly understand trends and data, providing insight on key metrics Resilient to working in challenging times, able to support others in making difficult decisions, and to challenge, based upon sound evidence Able to work under pressure and prioritise, maintaining high standards despite competing deadlines		Application form Interview Interview tasks

FURTHER INFORMATION

Working Hours - 37 hours per week, 52 weeks per year

We would welcome applications from individuals who would like to work flexibly, including reduced hours or additional holiday weeks, subject to the ability to meet business needs.

Location:

The role will be based at our Head Office in Amesbury, with the possibility of some home working to enable focus on projects, subject to the demands of leading the on-site team. More flexibility is possible during school holiday periods.

Safer Recruitment:

Magna Learning Partnership, are committed to safeguarding and promoting the welfare of its children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an enhanced DBS clearance. An online check will be carried out on all applicants invited to interview.

Magna Learning Partnership, will not discriminate in any area of employment and confirms its commitment to equality of opportunity in all areas. Applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.



REWARDS AND BENEFITS

Whilst working for Magna Learning Partnership you will be able to access a range of benefits and support. In addition to your pension and occupational sick pay we offer the following:

- Professional development tailored to your career plan
- Access to Benenden Health Care membership
- A 24 hour employee assistance programme
- Staff wellbeing initiatives
- Discounted membership of a local gym
- Cycle to work scheme
- Blue Light Card
- EV car scheme
- Free, on site parking



APPLICATION CHECKLIST

In your supporting statement please provide the following:

- Your reasons for applying for the role, including why you wish to move from your current position
- Relevant experience to date

Applications close at: **9 am on 7 September 2026**

Please submit your application through MyNewTerm

Interview date to be confirmed

To arrange a visit to the Trust or to obtain further information please email:
canthony@magnalearningpartnership.org.uk

