



**Cornwall  
Education  
Learning Trust**

**FINANCE BUSINESS  
PARTNER**

Recruitment Pack  
L1-L6 - (£45,385 - £54,015)

Exceptional Educational Experience



Dan Morrow  
Trust Leader



Clare Ridehalgh  
Deputy Trust Lead

# Welcome

At Cornwall Education Learning Trust (CELT), our mission is clear: to provide every learner with an **exceptional educational experience**. One that enables them to thrive, achieve and succeed in life. We believe in a **100%** mindset, that every learner, in every classroom, in every school, deserves the very best we can offer. For us, 100% means no compromise: no learner left behind, no community overlooked, and no opportunity wasted.

Our strategic goals reflect this ambition. We are committed to empowering and growing our people, building an ambitious all-through entitlement, forging exceptional relationships with our communities, transforming provision through meaningful partnerships, and leading an ethical, effective and innovative organisation. These are not just aspirations; they are promises that shape the way we work and the culture we are building together.

Joining CELT means becoming part of a values-driven trust where collaboration, innovation, and care for people are at the heart of all we do. If you share our 100% mindset, are passionate about education, and want to make a tangible difference to learners and communities across Cornwall, we would be delighted to welcome you to CELT.

*Dan Morrow*

Dan Morrow  
Trust Leader



Rich Baker  
Deputy Trust Lead

EXCEPTIONAL  
EDUCATIONAL  
EXPERIENCE

100%





## Welcome from our Chair of Trustees



Sally Foard  
Chair of Trustees

Our values are at the heart of everything we do. We believe in the power of **Collaboration**, building strong relationships and working together as one team to achieve our collective goals. We are committed to **Empowerment**, creating a culture where initiative, innovation and trust flourish, and where every individual feels valued, respected and motivated.

As a Trust, we are grounded in promoting **Leadership**, sharing a moral and ethical purpose to improve the lives of others and make a lasting difference for our learners and communities. And we embrace **Transformation**, approaching change positively so that we can all become our best selves and do our best work.

These values guide every decision we make and every action we take. They are the foundation of our Trust and the reason we can offer such exceptional opportunities for our learners and staff. If you choose to join CELT, you will be part of a values-driven organisation where people are supported to grow, contribute, and thrive.

*Sally Foard*

Sally Foard  
Chair of Trustees





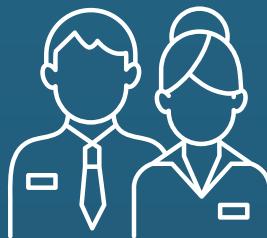
# Cornwall Education Learning Trust

Our Family of Schools

Our family of schools have the privilege of educating 9000 learners across mid-Cornwall. We are passionate about collaborating and ensuring 100% of our learners have an exceptional educational experience.



**9000**  
LEARNERS



**1200**  
CELT STAFF



**16**  
SCHOOLS



## Finance Business Partner

### **Purpose of Role:**

To provide high-quality financial management, strategic support, and professional advice to a number of schools within the Trust. The postholder will act as a trusted partner to Headteachers and Directors of Phase, supporting robust financial planning, monitoring and decision-making to ensure the efficient use of resources across the Trust.

### **Principle Responsibilities:**

#### **Financial Planning and Strategy**

- Support the Trust Finance Lead and CFO in the development of Trust-wide financial strategy and annual budget cycle.
- Lead on financial planning for allocated schools, ensuring budgets align with strategic and educational priorities.
- Produce accurate multi-year forecasts and scenario models to inform decision-making.
- Advise school and Trust leaders on the financial implications of staffing structures, pupil numbers, and funding changes.

#### **Financial Management and Reporting**

- Prepare monthly budget monitoring reports for a range of audiences, including variance analysis and commentary.
- Provide timely and accurate financial information to Headteachers, Executive Leaders, and Trustees.
- Ensure compliance with the Academy Trust Handbook, Funding Agreements, and internal financial policies.
- Monitor and report on capital expenditure, grants, and restricted funds.
- Complete month-end procedures, ensuring a high and accurate standard within the set deadline and solving any queries as they arise.
- Support the preparation of all statutory financial reports.
- Support preparation for internal and external audit and assist with audit queries as required.

#### **Business Partnering and Support**

- Act as the main financial contact for allocated schools, building strong relationships with Headteachers, Directors of Phase, Finance Officers, and other key staff.
- Provide proactive advice and challenge to ensure value for money, cost-effectiveness, and compliance across all schools.
- Partner with senior leadership teams to translate financial data into strategic insights and actionable plans.
- Support schools in developing long-term financial strategies, linking educational priorities with financial sustainability.



- Facilitate financial training and guidance sessions where required, enhancing financial literacy and decision-making across the Trust.
- Collaborate with other shared services to advise on business cases for staffing changes, capital projects, or new initiatives.
- Work with school and shared finance teams to resolve operational finance issues, ensure robust internal controls, and standardise processes across the Trust.

**Systems, Processes, and Continuous Improvement**

- Support development of financial systems, controls, and reporting tools across the Trust.
- Line manage allocated finance staff supporting professional development and wellbeing, foster a positive team culture that encourages collaboration, accountability, and continuous improvement.
- Contribute to finance team training, sharing best practice, and developing guidance for Trust staff.
- Identify opportunities for process efficiencies and improved reporting.
- Undertake other relevant administrative and financial tasks as required to support the Trust Finance Lead and CFO.

**General responsibilities applicable to all staff**

- To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- To work with professionalism in line with the Trust's Code of Conduct.
- To take responsibility for their own CPD
- To attend staff meetings and Trust-based INSET as required.
- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Note**

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. The postholder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job. This job description may be amended at any time in consultation with the postholder.



## Education & Training

Essential	Desirable
AAT/CCAB Level 4 qualified accountant or above	Fully qualified Chartered or Certified accountant (CIMA/ACCA/ACA)
Minimum of 5 GCSEs including a grade C in Maths and English	

## Previous Experience

Essential	Desirable
Experience working within a finance function or accountancy practise environment	Experience within a school/educational setting in a finance role
Experience presenting complex financial information to non-financial audiences	Experience producing management accounts and complex financial forecasts
Experience operating financial systems	Experience of managing junior staff

## Specialist Knowledge & Skills

Essential	Desirable
High level of Excel proficiency	Knowledge of school based accounting and other financial systems
	Knowledge of Academy Trust Handbook and education sector funding

## Personal Attributes

Essential	Desirable
Strong analytical, problem-solving, and financial modelling skills	
Excellent communication and interpersonal skills	
Ability to prioritise and work to deadlines	
Demonstrates high level of accuracy and attention to detail	

**Safeguarding and Inclusion**

Essential	Desirable
Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people	
Demonstrates an awareness, understanding and commitment to equality and inclusion	



## Applying to CELT

We welcome applications via My New Term in the CELT Careers section of our website: [www.celtrust.org](http://www.celtrust.org).

We want every candidate to know exactly what to expect from our recruitment process. All CELT application packs clearly set out key information : salary, interview dates, and application deadlines. All line managers involved in recruitment are trained to recognise and reduce bias, ensuring a fair and consistent experience for every applicant.

More information about our approach can be found in our Recruitment and Selection Policy via the trust website.



## Safeguarding

Safeguarding is the golden thread through CELT - safeguarding is everyone's responsibility. We promote an open culture of learning and development where good practice is celebrated and mistakes are used to learn and improve practice and therefore outcomes for our learners.

A whole-school approach to safeguarding means listening to the voices of everyone in the school community. This includes learners as well as parents, carers and school staff.



Amy Daniels  
Director of Inclusion

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and an Enhanced Disclosure and Barring Service (DBS) check.



## People Services



CELT People Services

Our vision is to build and nurture a talented, diverse team who are proud to deliver exceptional education across our Trust.

We believe in working together, treating everyone fairly, and always learning and growing. We are committed to creating a safe, inclusive, and supportive workplace where every colleague feels valued and inspired to do their best.

By investing in and caring for our people, we unlock their potential – enabling them to make a real difference to our schools, our learners and the communities we serve.

CELT is committed to developing and empowering staff by ensuring that every colleague has the opportunity to thrive in their current role while being prepared for future opportunities.



Lea Randall  
People Services Lead



Lea Randall  
People Services Lead

**Empowering  
our people to  
support, teach  
and lead**



*Claire White*  
Headteacher

I feel privileged to have been part of SW100's cohort 2. I finished the year a different leader to the one I was 12 months before and I've never been more committed to change in our system. It reinforced my belief that teaching truly is the best job in the world.



*Andrew Gasiorowski*  
IS Manager

I joined Brannel School as an apprentice and now manage the information services team at Poltair School. Working at CELT has enabled me to progress professionally and has provided opportunities for me to work on strategic projects across the Trust.



*Rebecca Blizzard*  
Assistant Headteacher

From gaining valuable leadership experience as Head of Science I felt ready and supported to become an Assistant Headteacher. I value the range leadership opportunities at CELT and the strong collaboration amongst colleagues and our family of schools.

# Staff Entitlement

As a Trust we understand that we have a responsibility to create a future-focused team that is ready for change and able to support our development. Part of this future planning involves succession planning and dynamic talent management.

Talent management is crucial at both a strategic and an individual level. It is about the value that every individual brings to Cornwall Education Learning Trust. By understanding people's strengths and unique contributions, we can ensure that they receive the development they need to have the maximum impact in their current and future roles.



## Personal Growth & Inspiration:

- Exceptional development opportunities through training, mentoring, and networking.
- Complimentary access to Inspiring the South West conferences to fuel your ambition.



## Health & Wellbeing:

- Free annual flu jabs, health screenings, and eye tests to keep you feeling your best.
- Discounted gym and leisure centre memberships to support your fitness goals.
- Wisdom app access for mental health support, mindfulness, and resilience.
- Confidential helpline and counselling through Health Assured, available 24/7.



## Family & Flexibility:

- Up to 5 days paid emergency leave for dependants when life throws a curveball.
- Family-friendly policies and flexible working arrangements to help you balance work and home.



## Perks & Extras:

- Cycle to Work scheme to promote greener commuting and save on bike purchases.
- Generous public sector pension scheme to invest in your future.



## CELT CENTRE OF EXCELLENCE

At CELT, we believe inspiration should flow through our staff as much as our students. Great teaching comes from colleagues who are curious, ambitious and continually developing their practice. Professional learning isn't an add-on – it's part of who we are.

The CELT Centre of Excellence at Penrice Academy brings this vision to life. It offers a place to reflect, learn and plan next steps, supporting colleagues at every stage of their career. Through programmes such as Future Leaders, New and Aspiring Leaders, and the upcoming Flourishing Programme, the Centre provides clarity, connection and opportunity for all roles across CELT.

Our aim is simple: to help every colleague grow, feel valued and thrive. By investing in ourselves, we strengthen our culture and keep inspiration at the heart of our classrooms.

**CLICK HERE** 

"CELT is where teaching talent takes flight, and connection becomes the fuel that propels us forward. With comprehensive support, collaborative communities, mentoring, research-informed practice, and an unwavering focus on equity, CELT creates an environment where both teachers and learners thrive."



*Hayley Bissenden*

**Hayley Bissenden**  
Director of the  
Centre of Excellence





## Living and Working in Cornwall

### A Life That Feels Different—in the Best Way



Cornwall offers a rare blend of meaningful work, breathtaking surroundings and an exceptional quality of life. Our schools sit at the heart of proud, supportive communities where relationships matter and staff quickly feel part of something bigger.

#### Community

Cornwall's towns and villages are close-knit, welcoming and full of character. Families are deeply invested in their local schools, and the strong partnership between home and school is a defining feature of life here. When you join us, you're joining a place where people genuinely look out for one another.

#### Lifestyle

From beaches and rugged coastline to moorland and open countryside, Cornwall's natural beauty is always within easy reach. Shorter commutes and access to the outdoors help create a healthy balance between work and life—and the space to truly recharge.



#### Infrastructure

Cornwall is ambitious about its future. From major road improvements such as the upgraded A30 to enhanced digital connectivity and the convenience of Cornwall Airport Newquay, the region continues to invest to keep people connected and moving.

#### Families

Safe communities, excellent schools, and a huge range of activities make Cornwall an exceptional place to raise children. Whether it's beach days, outdoor adventures or creative arts, there's always something to inspire young minds.