



St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Senior Finance Business Partner

St Ralph Sherwin CMAT is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Reporting to:	Chief Financial Officer
Responsible for:	Finance Business Partners
Grade/Salary:	S3 (points 40-44)
Contract Type:	Full Time
Hours:	37 hours per week (additional hours may be required to meet the requirements of the role)
Location:	Hybrid with travel to Head Office and schools

Main purpose

To provide high-level financial business partnering across multiple academies within the Trust. Reporting to the Chief Financial Officer (CFO), the Senior Finance Business Partner will manage the business partnering service and ensure quality strategic financial guidance to support effective decision making and long-term financial stability.

Duties and responsibilities

Financial Planning & Reporting

- Lead consolidated financial planning, forecasting, and reporting across the Trust, ensuring accuracy, consistency, and clear commentary.
- Produce timely consolidated variance analysis and highlight key trends for Trust-wide decision-making.
- Develop and produce key financial and performance indicators to measure efficiency and educational impact.
- Prepare clear, narrative-driven reports for senior leaders, headteachers, and committees.



- Provide analysis, insights, and recommendations that enable the CFO to report effectively to the Board and Finance Committee.

Business Partnering

- Actively influence and support strategic decision-making processes with Academy senior leadership teams.
- Translate complex financial data into actionable insights that inform strategic and operational decisions.
- Ensure financial resources are aligned with educational priorities and Trust objectives.

Financial Recovery & Sustainability

- Work with schools on their financial recovery plans, embedding a culture of accountability and sustainability.
- Identify and mitigate financial risks, escalating key issues to the CFO.
- Support scenario modelling and long-term strategic planning.
- Lead cost-efficiency initiatives by securing competitive pricing for goods and services, in line with current legislation, Trust policy and procurement best practice.

Leadership & Team Development

- Line-manage and mentor Finance Business Partners.
- Build capability and resilience within the finance function.
- Promote collaborative working across schools and central teams.

Stakeholder Engagement

- Build strong relationships with senior leaders, governors, and external partners.
- Communicate complex financial information in clear, accessible formats.
- Influence strategic priorities by linking financial data to Trust objectives.



Wider Responsibilities

- Be aware of and comply with the academy's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to the Chief Financial Officer
- Comply and assist with the development of policies and procedures relating to Business Partnering, as required.
- Develop effective professional relationships with colleagues.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's Confidentiality Policy at all times.
- Contribute to and support the overall Catholic vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people.

The Senior Finance Business Partner will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



Person Specification

Senior Finance Business Partner

Key: I = Interview A = Application Form

		Essential	Desirable	How evidenced?
Qualifications and Training	Fully qualified accountant (ACA, ACCA, CIMA) with significant post-qualification experience <u>or</u> qualified by experience.	✓		A
Experience	Strong understanding of education funding arrangements and sector-specific financial challenges.		✓	A / I
	Skilled in influencing senior stakeholders and presenting complex data in clear, narrative-driven formats.	✓		A / I
	Experience of leading change, transformation, and cultural renewal in financial management.		✓	A / I
	Experience of line-managing and mentoring finance staff, building team capability and resilience.	✓		A / I
Skills and Knowledge	Advanced proficiency in financial systems, reporting tools, and data modelling.	✓		A / I
	Collaborative communicator with the ability to build effective relationships across schools and central teams.	✓		A / I
	Strong leadership and mentoring skills, with the ability to inspire collaborative working.	✓		A / I
Personal Qualities	Flexible in terms of working hours and duties	✓		I
	Able to communicate effectively	✓		I
	Uphold and promote the Catholic ethos and values of the school	✓		I
	Commitment to maintaining confidentiality at all times	✓		I
	Commitment to safeguarding, equality, diversity and inclusion	✓		I



**St Ralph
Sherwin**
Catholic Multi Academy Trust

Notes:

This job description may be amended at any time in consultation with the postholder.
Add any other notes of relevance to the role/this document.

Last review date: 29 January 2026

Next review date:

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____