

A great place to work

Candidate Pack

Management Accountant / Finance Business Partner

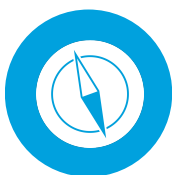


Bright Futures



Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best for everyone, the best from everyone. We are an organisation that is underpinned by values of: community, integrity, and passion. In everything we do, we remember that we are accountable to the children, families, and communities that we serve.

Leadership



Integrity



Passion



Community



Equality



Resilience



Acre Hall Primary School
BRIGHT FUTURES EDUCATIONAL TRUST



Altrincham Grammar School for Girls
BRIGHT FUTURES EDUCATIONAL TRUST



Barton Clough Primary School
BRIGHT FUTURES EDUCATIONAL TRUST



Cedar Mount Academy
BRIGHT FUTURES EDUCATIONAL TRUST



Elmridge Primary School
BRIGHT FUTURES EDUCATIONAL TRUST



Lime Tree Primary Academy
BRIGHT FUTURES EDUCATIONAL TRUST



Melland High School
BRIGHT FUTURES EDUCATIONAL TRUST



Marton Primary Academy and Nursery
BRIGHT FUTURES EDUCATIONAL TRUST



Rushbrook Primary Academy
BRIGHT FUTURES EDUCATIONAL TRUST



The Orchards
BRIGHT FUTURES EDUCATIONAL TRUST



Stanley Grove Primary Academy
BRIGHT FUTURES EDUCATIONAL TRUST

Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: [About Us - Bright Futures Educational Trust \(bright-futures.co.uk\)](http://Bright Futures Educational Trust (bright-futures.co.uk))

The Central Team includes the Executive Team: Lisa Fathers, CEO; Anna Sharpley, Chief Finance & Operations Officer; Sarah Schollar, Director of Education and Jayne Carmichael, Director of Professional Learning & Partnerships.

The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge, and support. In addition to the Executive Team, we have central operations for finance, communications and marketing, HR, educational psychology, and digital technologies. Please see our website brochure which explains our central operations: [Why-Join-Bright-Futures](#)

Professional Development Institute

Bright Futures Professional Development Institute is another important outward facing component of our organisation.

Underneath this umbrella we have several hubs. [Bright Futures Training](#) which provides school improvement services and CPD to over 700 schools, a North West Maths' Hub [NW1 Maths Hub](#), providing mathematics training and coaching to 500 schools, and a SCITT (School Centred Initial Teacher Training) [Bright Futures SCITT](#), which is the largest in the North West. Within the Development Institute, Bright Futures also has two [Teaching School Hubs](#), serving Manchester, Stockport, Salford, and Trafford. [Bright Futures SEND Outreach](#) is another service which we provide across the North West. We have also been designated as an Early Years Stronger Practice Hub to work across the North West as the [Bright Futures Early Years Hub](#).



Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](#).

Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, and treated fairly and with dignity and respect. Please see the Equality, Diversity, and Inclusion statement on our website.

Terms and Conditions

Salary	Bright Futures Grade 8 - (£41,771 to £46,142)
Holidays	26 days plus bank holidays, rising to 31 days plus bank holidays after 5 years service.
Contract	Permanent, 36.25 hours per week and working all year round. Term time working will be considered.
Pension	Local Government Pension Scheme
Location	Based at our Central Office 'The Hub'. Bright Futures Educational Trust, 144 Irlam Road, Flixton M41 6NA Flexible Working Opportunities
Other	We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions. We also offer opportunities for professional development.



A Great Place to Lead

At Bright Futures we offer endless opportunities to lead:

- Leadership coaching
- National Professional Qualifications (NPQ) and Early Career Framework (ECF) facilitation
- System leaders e.g., National Leaders of Education (NLEs)/Specialist Leaders of Education (SLEs)
- Involvement with school-to-school reviews
- Mentoring Early Career Teachers and trainee teachers
- Networks



How to apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equality and diversity.

NO AGENCIES PLEASE.

Our application form is available online, along with the disclosure of criminal background form. The portal link is: <https://mynewterm.com/trust/Bright-Futures-Educational-Trust/2437>

Alternatively, you can click Apply Now on this role via the current vacancies page of our website.

Closing Date: Friday 31 July 2026 9.00 am

Interview Date: Wednesday 5 August 2026

You will be notified after the closing date whether you have been shortlisted.

Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Data Privacy

You can read the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: [Applicant Privacy Notice](#).

Job Description

Management Accountant / Finance Business Partner

The Management Accountant / Finance Business Partner (MABP) will provide high-quality financial management, business partnering and strategic financial support to a portfolio of schools and Trust functions.

The postholder will work closely with Principals, school leaders and budget holders to support effective decision-making, promote financial sustainability and ensure compliance with Trust policies and regulatory requirements.

As a key member of the Trust Finance Team, the MABP will play a significant role in budgeting, forecasting, management reporting, financial analysis and continuous improvement, helping schools maximise the impact of resources on educational outcomes.

Leadership and management

- To line manage members of the finance team, motivating people to optimise performance, effectiveness and high standards of professional and personal behaviour
- To be proactive and strategic in anticipating organisational needs while recognising its context within the wider educational environment
- Create and foster an environment of reflective practice and CPD, leading by example in all aspects of personal and professional development
- Keep abreast of opportunities to obtain additional funding and act upon them
- Be responsible for any statutory or directed requests in respect of e.g. audits, reviews, information requests etc, as directed by the Head of Finance

Financial Business Partnering

- Act as a lead finance contact for allocated schools and Trust Functions, providing expert financial advice, guidance and day-to-day support.
- Build strong relationships with Principals and leaders, working collaboratively to understand their priorities and support effective decision making.
- Provide proactive financial advice, challenge and support, identifying financial risks and opportunities while promoting best value and financial sustainability.
- Attend leadership and governance meetings as required, presenting financial information and providing professional advice to support strategic decisions.
- Provide financial training and guidance to budget holders, helping them to understand budgets, financial processes and their financial responsibilities.
- Support sustainable staffing and curriculum models, providing financial analysis and advice to ensure staffing and curriculum plans remain affordable and sustainable.

Job Description

Accounts and reporting

- Prepare, review and deliver accurate and timely financial reports, including monthly management accounts, variance analysis and forecasts to support informed decision making
- Investigate and explain significant variances, providing clear analysis and recommendations to support effective budget management.
- Support consolidated Trust reporting, ensuring financial information is complete, accurate and submitted with agreed deadlines.
- Support year-end processed, audit working papers and balance sheet reconciliations, ensuring accuracy, completeness and compliance with reporting requirements.
- Identify risks and opportunities and improve reporting packs and dashboards
- Implement and maintain robust financial controls, ensuring compliance with financial regulations and internal control procedures in line with the Academy Trust Financial Handbook
- Ensure reporting is consistent with other schools across the Trust

Budgeting and forecasting

- Lead annual budget setting and forecasting processes for the required schools and/or business areas
- Support staffing and curriculum financial planning providing financial analysis and modelling to support sustainable resource allocation.
- To work with the Principals and other leaders to formulate annual budgets and medium term forecasts, in line with the Trust's finance strategy
- Monitor, review and report on the budget performance to all stakeholders ensuring alignment with the Trust's strategic objectives

Financial Controls and Compliance

- Support implementation of the Financial Handbook and Scheme of Delegation
- Ensure compliance with Academy Trust Handbook requirements
- Support internal and external audit activity, preparing documentation, responding to audit queries and implementing agreed recommendations where required.
- Monitor compliance across schools and provide assurance to the Head of Finance
- Assist with statutory returns and financial submissions

Transaction Processing, Banking, VAT and Controls

- Ensure all transaction processing takes place in accordance with the Trust's Financial Handbook and agreed processes and procedures
- Ensure correct accounting for VAT, maintaining compliance with HMRC requirements and Trust policies.
- Maintain accurate accounting and forecasting systems, ensuring financial records are up to date and reliable for reporting purposes.
- Monitor school compliance with finance procedures, identifying areas for improvement and supporting schools to maintain strong financial controls.

Job Description

Contract Management and Procurement

- Support compliance with procurement policy, ensuring purchasing activities are carried out in accordance with agreed procedures.
- Liaise with Procurement and Contracts Manager, providing financial input and supporting effective contract management and procurement activities.
- Review financial implications and value for money opportunities, supporting cost-effective use of Trust resources.

Payroll and Pensions

- Review and reconcile payroll and pensions reports, ensuring accuracy between payroll records and financial systems.
- Investigate payroll variance against budget using payroll system reports.
- Support staffing forecasts and workforce costs analysis
- Escalate complex issues where required, ensuring appropriate support is provided and matters are resolved in a timely manner.
- Liaise with payroll and pension providers, resolving queries, ensuring accurate information is maintained, supporting the effective management of payroll and pension processes.

Projects, Growth and Continuous Improvement

- Support financial due diligence and Trust growth projects.
- Contribute to finance improvement projects and systems developments.
- Identify efficiencies and process improvements, recommending practical solutions to improve value for money and operational effectiveness.
- Support organisational projects as required

This list of duties is not exhaustive and may be subject to change in line with the needs of the Trust. It does not form part of the employee's contract of employment.

Person Specification

Education, experience & Qualifications	Essential	Desirable
Part ACCA/CIMA qualified or qualified by experience with at least 3 years' experience in a similar role	✓	
Qualified ACCA/CIMA accountant		✓
Experience of working in a management accounting function in a similar sized organization	✓	
Experience of using reports within an integrated accounting system to produce management accounts	✓	
Experience of using financial analysis to enhance reporting and drive performance improvements	✓	
Experience in school finance and ideally in an academy		✓
Experience in a variety of financial roles		✓
Knowledge & Skills		
Knowledge of funding within education	✓	
Extensive accounting knowledge and understanding	✓	
Excellent oral and written communication skills	✓	
Operates with very high levels of integrity	✓	
Knowledge of the Nolan Principles		✓
Proficient user of the range of Microsoft office packages	✓	
Expert use of Excel		✓
Personal Attributes		
Ability to work as part of a team and also to operate independently when required	✓	
A commitment to maintaining confidentiality and discretion inside and outside school	✓	
Ability to work well under pressure	✓	
Flexibility and a willingness to be involved in change	✓	
Commitment		
Committed to Bright Futures Educational Trust values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities	✓	
Committed to own continual professional development and the development of others in their team	✓	
Other		
Ability to travel to other Trust sites	✓	

Safeguarding	• Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people	• Knowledge of 'Keeping Children Safe In Education' (KCSIE) and 'Meeting Digital and Technology Standards in Schools and Colleges' government guidelines	Application Form Interview Task
Our Values	• Leadership • Integrity • Passion • Equality • Community • Resilience		Interview Tasks
Pre-Employment Screening	• Enhanced DBS check • Two satisfactory employment references, from the last two employers • Evidence of the right to work in the UK • ID Check • Online Screening • Section 128 checks		