

# Finance Manager Application Pack



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## Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



**Mark McCourt**  
*Chief Executive Officer*



## About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

## Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

## Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



## Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

### **Capable**

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

### **Competent**

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

### **Confident**

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

## Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



# Job Description

## Finance Manager

We are seeking a proactive and detail-oriented Finance Manager to join our central finance team. This pivotal role supports financial operations across 22 academies, ensuring robust financial management and insightful analysis. The Finance Manager will report directly to the Financial Controller and lead a team of Finance Assistants responsible for raising and managing operational (OPEX) and capital (CAPEX) orders.

### Key Responsibilities:

#### Team Leadership & Operational Oversight

- Line manages a team of Finance Assistants, providing guidance, performance management, and professional development.
- Oversee the end-to-end process of raising and tracking purchase orders across 22 academies, ensuring compliance with internal policies and financial controls.
- Oversees day-to-day financial operations including purchase orders, invoice processing, and reconciliations.
- Ensures compliance with financial policies and procedures across academies.
- Monitor and manage workflows related to OPEX and CAPEX transactions, ensuring accuracy and timeliness.
- Use spreadsheet / systems knowledge to enhance efficiencies in financial data management & month-end B/S reporting across all of ATT; including the automation of credit card returns, expense claims, payroll journal processing.
- Provide challenge, support and intervention via regular financial performance reviews.
- Support the Financial Controller with Balance sheet reconciliations
- Support the Financial Controller with systems queries and maintenance
- Assist with providing the auditors with financial information requests.
- Work alongside Finance Business Partners to ensure processes and procedures are fit for purpose and are being completed in a timely manner by Finance Assistants.

#### Financial Analysis & Reporting

- Conduct in-depth financial analysis to support strategic decision-making and budgetary control.

- Identify trends, variances, and opportunities for cost efficiencies across academies.
- Prepare monthly and quarterly financial reports for senior leadership, highlighting key insights and risks.
- Support the FC in forecasting, budgeting, and year-end processes.

### **Stakeholder Engagement**

- Act as a key point of contact for academy finance leads, providing support and resolving queries.
- Collaborate with procurement, operations, and leadership teams to ensure financial alignment and transparency.
- Promote best practices in financial governance and compliance across the trust.

We particularly welcome applicants from under-represented groups including those based on, ethnicity, gender, transgender, age, disability, sexual orientation or religion or belief.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

ATT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's safeguarding policies and procedures.



# Person Specification

## Finance Manager

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	<ul style="list-style-type: none"> <li>Part-qualified or fully qualified accountant (ACA, ACCA, CIMA) or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>Experience working with academy trusts or educational institutions.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form/Checking and Original Copy evidence</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Proven experience in a finance management role, ideally within education, public sector, or multi-site organisations.</li> <li>Strong leadership and team management skills.</li> <li>Excellent analytical skills with the ability to interpret complex financial data.</li> <li>Proficiency in financial systems and Microsoft Excel.</li> <li>Knowledge of OPEX and CAPEX processes and controls</li> </ul>	<ul style="list-style-type: none"> <li>Experience of financial accounting</li> <li>Experience of finance systems that are tailored for schools/academy trusts</li> <li>Experience of financial systems administration</li> <li>Experience of working for a multi academy trust</li> </ul>	<ul style="list-style-type: none"> <li>Application Form/ Interview</li> </ul>
Knowledge that supports the role	<ul style="list-style-type: none"> <li>Strong technical accountancy knowledge, including a sound understanding of relevant accounting standards and SORPs</li> </ul>	<ul style="list-style-type: none"> <li>Sound understanding of the Academy Trust Handbook</li> <li>Knowledge of the Academies Accounts Direction</li> <li>Knowledge of Charities SORP</li> <li>Knowledge of schools' finance</li> </ul>	<ul style="list-style-type: none"> <li>Application Form/ Interview</li> </ul>

Expectations of Role	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills and presentation skills.</li> <li>Good interpersonal skills.</li> <li>Excellent time management and organisational skills required in order to multi-task and meet tight deadlines.</li> <li>Ability to work at pace</li> <li>Strong Excel skills</li> </ul>	<ul style="list-style-type: none"> <li>Application Form/ Interview</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>Demonstrates integrity</li> <li>Promotes and defends equal opportunities</li> <li>Commitment to the safeguarding and welfare of all pupils</li> <li>This post is subject to an enhanced Disclosure and Barred Service check</li> </ul>	<ul style="list-style-type: none"> <li>Application Form/ Interview</li> </ul>



## Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

### Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of your application and or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

### Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at later date
- The opportunity to ask questions and have a full interview with discussion around the role

### Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

### Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



## What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

## Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

## Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise





# Finance Manager

Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy](#)



Status:

37 hours per week  
All Year Round



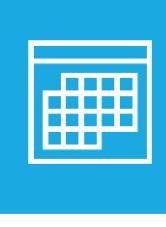
Salary:

NJC Point 36 – 40  
£47,181 – £51,356 FTE



Closing Date:

9am Monday 2<sup>nd</sup> February 2026



Start Date:

As soon as possible



Interviews:

Tuesday 10<sup>th</sup> February 2026

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.



# Academy Transformation Trust

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