



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

Finance Business Partner Central Services

Permanent

37 hours per week, 52 weeks per year

Pay Scale POF: £43,173 - £46,475 FTE

Tapestry Learning Partnership is a new and ambitious education Trust with strong commitment to people, culture and wellbeing. We're building a connected, collaborative organisation where colleagues feel supported, valued and proud to belong. Joining us now means helping to shape that culture from the ground up.

Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes.

About the Role

A Finance Business Partner is a finance professional who works closely with different parts of an organisation to help improve financial performance and support decision making. The role goes beyond traditional accounting by combining financial expertise with strategic advice.

Who We're Looking For

We are seeking a proactive and analytical Finance Business Partner who can translate financial data into meaningful insights to support decision-making across our schools. You will be confident working with senior leaders, providing clear financial advice, and challenging where necessary to drive value and improve performance.

The ideal candidate will have strong financial planning and analysis skills, excellent communication and stakeholder management abilities, and experience working in a complex environment preferably within education or the public sector. You will be highly organised, detail-oriented, and committed to supporting the Trust in delivering high quality education through sound financial management.

What We Offer

- A welcoming, collaborative, People & Culture Team
- Professional development and HR training opportunities
- Clear pathways to progress within the Trust
- A strong commitment to wellbeing and work-life balance
- Inclusive leadership and supportive, values-led culture

Why Join Tapestry Learning Partnership?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing
- A welcoming, collaborative team
- Professional development and training
- Clear career pathways in People & Culture
- A commitment to wellbeing and work-life balance
- Inclusive, supportive leadership and trust-wide networks

This is your chance to be part of something special. Help us shape the future and make a lasting impact. Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role. Please call Rebecca Steeples on 01335 340830 ext. 10781.

Further details about our school can be found on our website:

<https://www.tapestrylearningpartnership.org/>

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

Closing date for applications: Sunday 12th July 2026

Provisional Interview date: w/c 13th July 2026

Potential Start date: ASAP

JOB DESCRIPTION

Post Title:	Finance Business Partner
Reporting to:	Head of Finance
Grade:	Scale POF
Disclosure Level:	Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

This is a challenging role requiring a high level of personal autonomy, high productivity and the ability to work flexibly to tight deadlines. The Finance Business Partner plays a critical role in supporting strategic financial planning and operational decision-making across Tapestry Learning Partnership. This role ensures financial compliance, robust budget management, and effective support to delegated budget holders, contributing to the financial health and sustainability of the multi-academy trust. The post holder will be responsible for the financial support to a portfolio of school and central budgets; this portfolio may change.

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Head of Finance.

Key Responsibilities

1, Financial Planning & Analysis

- Lead the preparation of the annual budget and future year forecasts, including the use of Integrated Curriculum Financial Planning.
- Monitor budgets and conduct variance analysis, providing insights and recommendations to Head Teachers, Heads of Service and the Head of Finance.
- Prepare and present monthly management accounts and financial reports to the Head of Finance and Head Teachers and support the Head of Finance with the preparation of financial information for other stakeholders (e.g. senior executive team, Trustees, local governing bodies).
- Ensure compliance with grant conditions and that all income due is received

2, Business Partnering

- Provide financial support and guidance to delegated budget holders. This will include support to Heads of Department across a secondary school as well as support with other financial activities within a secondary (which could include trips, bursaries, income generation, asset management).

- Deliver induction and ongoing training and development for Headteachers and Office Managers on financial procedures and systems.
- Maintain and engage with the Office Manager network to ensure consistent financial practices

3, Finance Operations

- Approve expenditure within delegated authority limits.
- Process and review journals including accruals and prepayments in line with month and year end procedures.
- Support schools with credit card use and returns.
- Perform monthly payroll reconciliations and resolve queries.

4, Compliance & Audit

- Ensure compliance with the Academy Trust Handbook and internal financial policies and procedures.
- Support the Head of Finance with internal and external audits, ensuring timely and accurate responses to queries.
- Uphold financial governance and risk management standards across all areas of responsibility.

5, Other Duties

- Undertake tasks as requested by the Head of Finance.

General Requirements

- Maintain strict confidentiality and always adhere to data protection legislation and associated Trust policies.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

Person Specification

Post requirements	Essential	Desirable	Evidence and Assessment
Qualifications			
GCSE (or equivalent) in English and Maths	✓		Application form, certificates
Qualified or part qualified Accountant (ACA, ACCA, CIMMA or equivalent)		✓	Application form, certificates
Knowledge and experience			
Proven experience in financial planning, analysis, and reporting.	✓		Application form, selection process, references
Strong understanding of public sector or education finance (multi-academy trust experience desirable).	✓		Application form, selection process, references
Proficiency in financial systems and Microsoft Excel.	✓		Application form, selection process, references
Able to manage multiple priorities and meet deadlines	✓		Application form, selection process, references
Experience with audits, compliance, and financial controls	✓		Application form, selection process, references
Experience in a multi academy Trust environment		✓	Application form, selection process, references
Skills			
Excellent communication and stakeholder management skills	✓		Application form, selection process, references
High attention to detail and accuracy	✓		Application form, selection process, references