

**Empowering futures:  
for a better tomorrow**



Join our team at Ivy Education Trust as our:

## **Head of Finance**

up to £61,534 pa (leadership scale)

### **Hybrid role**

(37 hours per week, 52 weeks per year. Some flexibility over hours worked during term time is required to fulfil the responsibilities of the role)

Permanent contract

Behind every breakthrough, a confident step, a proud smile, a new achievement... is someone who believed investment in every child's potential matters. Join us to help us invest to transform lives.





## Welcome

Everything we do across our Trust is focused on our mission to deliver a high-quality and inclusive education for our pupils.

As part of our central Trust team, you will have the opportunity to play a part in enabling our schools to achieve their ambitions.

We work across our schools to develop, deliver, and operate services that are fit for purpose, deliver value and enable us to maximise our impact for our pupils and the communities we serve both now and in the future.

Working with us, you will have the opportunity to make a real difference.

Please take some time to learn a bit more about us, and what makes us, us, our values.

We feel it is an exciting time to join us as we grow our service and learn together across our community of schools.



# The role: Head of Finance

For us courage, compassion, collaboration and commitment are more than words, they are the principles that shape every decision and every opportunity we create for our pupils. As our Head of Finance, you will place these values at the heart of our financial strategy, ensuring that every pound spent strengthens life chances for all our pupils especially for pupils with SEND and those facing disadvantage.



**Courage** underpins the strategic insight you bring: the confidence to challenge assumptions, to drive innovation, and to make bold, evidence-based recommendations that secure our Trust's long-term financial health. You will help shape a future where resources are aligned to ambition.



**Compassion** drives how we prioritise resources, ensuring funding reaches the children and families who need it most. In this role, your stewardship will help remove barriers, widen opportunity and sustain the support that enables every pupil to thrive.



**Collaboration** is central to the way we work. You will build trusted partnerships with our Headteachers, budget holders, Trustee and colleagues across the Trust, translating financial information into meaningful insight and fostering a culture of shared responsibility for achieving the best possible outcomes.



**Commitment** defines the precision and professionalism you bring to financial planning, compliance and operational excellence. Your leadership will ensure our systems are strong, our reporting is clear, and our governance remains exemplary, enabling leaders to make informed, responsible decisions.

This is a rare opportunity to combine strategic influence with genuine purpose. If you are motivated by making a difference, and want your financial expertise to directly support inclusion, aspiration and opportunity for all, this role offers the chance to lead with both head and heart.

## Why join us?

- Work for a values-driven organisation that values innovation and collaboration.
- Make a tangible difference in education and the lives of our pupils.
- Access professional development opportunities to grow your career.

## What you'll do

As our Head of Finance, you will play a pivotal role in ensuring the financial health, stability and long-term sustainability of our Trust. You will lead our Finance Team with clarity and purpose, driving high performance, continuous improvement and a collaborative culture. The role combines operational oversight with strategic influence: from producing accurate and timely accounts, budgets and forecasts, to managing cash flow, ensuring robust internal controls, and overseeing statutory reporting. You will guide the development of financial systems, policies and processes, embedding efficiency and compliance across all of our schools. Working closely with senior leaders, Headteachers and auditors, you will provide expert advice that informs key decisions, underpins our financial strategy and maximises the impact of our resources for the benefit of our pupils, staff and the wider community. You will also support the onboarding of new schools and provide cover for the Director of Finance where required.

## About you

If you **are a Qualified CCAB registered accountant** (ACA, ACCA, CIMA or equivalent) or due to achieve qualified status within 3 months and have:

- ✓ Experience working in a **complex, hands-on accounting role** within a commercial or public sector organisation, or an accounting practice
- ✓ Proven experience of **leading, inspiring and developing a team**, setting clear expectations, building trust and fostering a positive, inclusive working environment
- ✓ Experience of leading an organisation through **external audit, regulatory review or compliance improvements** with successful outcomes
- ✓ Experience of **facilitating the sharing of best practice**, information and technical know-how
- ✓ Experience using a **range of accounting systems** and leading systems development or enhancement.

**...then we would love to hear from you.** Please do get in touch to learn more about this opportunity.

## We offer

- A role where your work really matters
- The opportunity to work in a team who are invested in creating the conditions to support the growth of others
- Competitive package with generous career average pension scheme with annual employer contributions linked to salary of up to £10,583 pa (c. 17%)\*
- 26 days holiday plus public holidays\*\*
- Ongoing professional development

*\*employer contribution rates set by the Local Government Pension Scheme.*

*\*\*including closure days to be taken over the Christmas period*

## How to apply

Please do take the opportunity to learn more about the role by viewing the detailed job description on the following pages. To learn more about our Trust please view: [Ivy Education Trust](#) To view our published accounts please click [here](#).

To apply please complete our application form, detailing how you meet the criteria detailed in the person specification on the job description that we will assess during shortlisting. **The closing date for applications is Thursday 9<sup>th</sup> April at 9.00am.** We plan to shortlist on receipt of applications and reserve the right to close the vacancy before this date. We plan to hold initial interviews via Teams. Final interviews will be on the 23<sup>rd</sup> April in Teignmouth, please do keep this date free.

If you have any questions about this opportunity or would like to arrange an informal chat about the role or a visit to the Trust, please contact us at [recruitment@ivyeducationtrust.co.uk](mailto:recruitment@ivyeducationtrust.co.uk)



## Job description

<b>Post title:</b>	Head of Finance
<b>Location:</b>	Hybrid – Teignmouth with travel to our other schools across our Trust
<b>Salary grade:</b>	L3-L8, £54,394 - £61,534 pa
<b>Contract type:</b>	Permanent
<b>Working hours:</b>	37 hours a week, Monday to Friday inclusive / All year-round
<b>Responsible to:</b>	Director of Finance
<b>Links with:</b>	Executive team, Trust central team, School leadership teams, Finance team, People team

### Key purpose of job:

The Head of Finance plays a pivotal strategic role in ensuring the financial health, stability, and long-term sustainability of our Trust. The postholder provides expert financial stewardship, oversees robust financial planning and reporting, and ensures the effective deployment of resources to support high-quality education across all academies. This role combines operational oversight with strategic insight, enabling us to make informed decisions, meet regulatory requirements, and maximise the impact of our funding for the benefit of pupils, staff, and the wider community.

## Specific duties and responsibilities:

### *Leadership and team development*

- Provide leadership, management and professional development to the Finance Team, ensuring high performance, accountability and a collaborative working culture.
- Recruit, lead and develop the Finance Team, including responsibility for coaching and development, appraisals, training, and regular team and 1:1 meetings.
- Champion a culture of continuous improvement, driving process efficiency, system enhancement and service quality.

### *Financial planning and budgeting:*

- Lead the preparation of accurate and timely accounts and reports, including month-end, year-end, reconciliations and the production of consolidated management accounts for reporting to the Trust Board.
- Develop insightful reports that highlight key variances to budget, in a format that is clear for non-finance stakeholders, contributing to effective and timely decision making.
- Support the Director of Finance in producing annual budgets and medium term (three year) financial forecasts for all academies.
- Produce, monitor and report on the Trust's cash flow forecast to support strategic financial decision making.
- Support the Director of Finance in the implementation of Integrated Curriculum Financial Planning (ICFP) and the effective use of benchmarks to aid decision making.

### *Financial operations and compliance:*

- Lead the day-to-day operational running of the Trust's finance function, ensuring an efficient and effective service across all schools.
- Maintain accurate financial accounting records to support both internal management requirements and the production of compliant annual financial statements.
- Ensure robust internal financial controls operate effectively across the Trust, embedding compliance with all Trust finance policies and procedures, DfE requirements, audit expectations and accounting standards.
- Ensuring all procurement activity follows competitive tendering and quotation requirements as set out in Trust policies.
- Ensure efficient, effective and payment, cash, banking and debt recovery processes.
- Ensure regular and timely reconciliation of all balance sheet control accounts.
- Complete and submit statutory and non-statutory returns in a timely and accurate manner, including VAT returns and submissions required by the DfE, HMRC and other regulatory bodies.
- Liaise with internal and external auditors and oversee the implementation of agreed audit recommendations.

### *Systems, processes and policy development*

- Maintain and continually improve financial policies, procedures and controls, ensuring they remain compliant, efficient and well understood across the Trust.
- Lead the development, implementation and enhancement of financial systems, ensuring they meet the operational and strategic needs of the Trust.
- Oversee the administration and ongoing development of the Trust's financial management systems.
- Devise and implement effective accounting procedures to monitor and control school expenditure, helping schools maximise use of their resources.

### *Stakeholder engagement and governance*

- Build strong, proactive working relationships with Headteachers, budget holders, managers, operational staff and finance colleagues across the Trust.
- Attend Trust FAR Committee meetings and other governance meetings when required, including Local Governing Body meetings, and the Trust Board.
- Ensure financial information and advice supports the Trust's vision and contributes positively to outcomes for pupils, staff and the wider community.
- Demonstrate an unwavering commitment to excellent service delivery and the highest standards of financial stewardship.
- Provide cover for the Director of Finance when required and offer wider support in line with the level and purpose of the role.
- To support the onboarding of new schools into the Trust, including updating accounting systems, and providing financial training.

**Supervision / Line management responsibilities of the post:** Line management and leadership of the Finance Team.

There may occasionally be a requirement to work beyond normal office hours to attend meetings, and you will be required to work flexibly with colleagues to ensure the operational needs of the Trust are met.

### **Other duties**

- To place the safeguarding of all children in the schools across our Trust as the highest priority.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.
- We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our schools.
- To maintain an understanding of and work within our Trust and School policies, procedures and statutory regulations, including in respect of health and safety, equity and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- To conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- To carry out any other reasonable duties and responsibilities within the overall function,

- commensurate with the grading and level of responsibilities of the post.

## Person specification

Assessment criteria - evaluated from application form (A) and / or interview (I)		Essential	Desirable
<b>Qualifications:</b>			
Qualified CCAB registered accountant (ACA/ ACCA/CIMA or equivalent) <b>or due to achieve qualified status within 3 months (A)</b>		✓	
Degree in related discipline (A)			✓
<b>Experience:</b>			
Experience in a complex 'hands on' accounting role within a commercial or public sector organisation or an accounting practice, leading and developing a small team (A,I)		✓	
Proven experience of leading, inspiring and developing a team, setting clear expectations, building trust and creating a positive, inclusive working environment (A,I)		✓	
Experience of leading an organisation through external audit, regulatory review, or compliance improvement with positive outcomes (A,I)		✓	
Experience of facilitating the sharing of best practice, information and know-how (A,I)		✓	
Experience in using a range of accounting systems (A,I)		✓	
Experience of developing and implementing accounting procedures (A,I)		✓	
Experience of analysing data to provide all stakeholders with a clear picture of performance and priorities in a business / education setting (A,I)		✓	
Proven experience of building and maintaining trusted professional relationships with key stakeholders (I)		✓	
Experience of Local Government and Teachers' Pension Schemes (A)			✓
Transactional accounting experiences in a fast-paced medium to large organisation (A,I)			✓
Experience in education, public sector or charity accounting function (A,I)			✓
<b>Knowledge:</b>			
Strong technical accounting knowledge (A,I)		✓	
Understanding of procedures and legislation around confidentiality and data protection (A,I)		✓	
Knowledge of the education or charity sectors and their accounting standards (A/I)			✓

Skills:			
Demonstrates exemplary professional integrity, consistently acting with honesty, fairness and transparency in all financial decision-making and leadership responsibilities (A,I)		✓	
Ability to set high expectations for financial conduct, risk management, and quality assurance across the finance function (I)		✓	
Highly developed financial analysis, reporting and problem-solving skills (A,I)		✓	
Excellent attention to detail, able to demonstrate consistently high levels of accuracy and to identify discrepancies, inconsistencies or potential risks (A,I)		✓	
Good standard of verbal and written communication skills, able to convey advice clearly and concisely, to coach others, to influence outcomes (A/I)		✓	
Effective listening skills, ability to listen to and interpret the needs of technical and non-technical stakeholders, and manage their expectations (A,I)		✓	
Ability to work calmly and professionally when faced with complex or time sensitive challenges (A,I)		✓	
Ability to organise and prioritise work of self and others effectively and to deadlines (A/I)		✓	
Ability to use initiative and take a proactive approach (I)		✓	
Ability to quality assure outputs (A/I)		✓	





461 staff



3298 pupils

## Our Trust

Our vision and mission define our purpose.

**Our vision:** 'Empowering futures; for a better tomorrow'

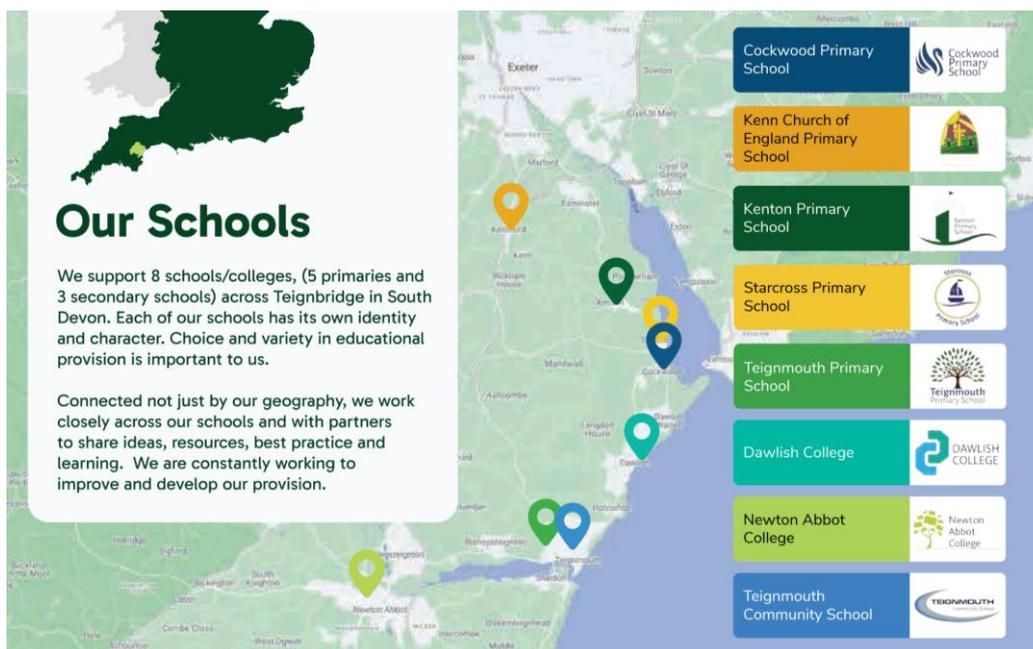
Our vision describes what we would like to accomplish. It is future focussed, setting our long-term goal for both pupils and ourselves. We believe that through our work we can change lives. This inspires and motivates us to be better every day.

**Our why:**

Our mission describes why Ivy exists: 'To deliver an ambitious, high-quality, inclusive education'.

**Our how:**

Our values are what makes us, us. Whilst our schools have their own unique identities, our values are what we have in common, they guide us in how we approach our work and empower us to be successful.



## Being Ivy. Our values:



Being Ivy. Through our behaviours we bring our values to life every day:

### Courage

- Be bold
- Take chances
- Seize opportunities
- Take ownership

### Compassion

- Listen to learn
- Be kind to self
- Be kind to others
- Take care of the world around you

### Collaboration

- Stronger together
- Support others
- Many schools; one Trust
- #TeamIvy

### Commitment

- Work hard
- Give it everything
- Be consistent
- Be accountable

If our values resonate with you, we would love to hear from you.

