



St Gabriel

the Archangel

Catholic Multi-Academy Trust

Regional Finance Manager

Job Description

Forming Christ-centred pilgrims of hope, with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice.

St Gabriel the Archangel Catholic Multi-Academy Trust

Role summary

Provides high-quality finance business partnering support to assigned academies and regional stakeholders, delivering insight, challenge and guidance to enable strong financial stewardship, value for money and improved outcomes for pupils.

Reporting to the Senior Finance Partner – Business Partnering, the postholder acts as the primary finance contact for their region, supporting the Catholic Senior Executive Leader, Principals and budget holders with planning, forecasting and decision-making. The role also line manages the Regional Finance Officer and plays a key part in embedding consistent processes and controls within the Finance Shared Services operating model.

Core accountabilities

- Provide finance business partnering support to assigned academies and regional stakeholders, delivering timely, accurate insight and constructive challenge.
- Lead and develop the Regional Finance Officer, setting clear expectations and supporting high standards of performance.
- Support academy and regional budget holders with financial planning, forecasting and performance management.
- Maintain high standards of financial stewardship, governance and compliance with Trust financial regulations, ESFA requirements and the Academies Trust Handbook.
- Work collaboratively with Principals, operational leaders and central teams to deliver value for money and sustainable financial performance.
- Contribute to shared services mobilisation, standardised processes and continuous improvement.

Key Responsibilities

Business partnering and strategic support

- Act as the primary finance partner for assigned academies and/or regional teams, building strong, trusted relationships with the CSEL, Principals and senior leaders.
- Support budget holders with resource planning and delivery of academy improvement priorities.
- Provide constructive challenge on staffing models, curriculum financial planning, procurement and operational efficiency.

- Lead academy input to the annual budgeting process, ensuring budgets are accurate, realistic and aligned to Trust-wide financial objectives.
- Support regular forecast updates, ensuring variances to budget are clearly explained and corrective actions identified.
- Contribute to longer-term financial planning, scenario modelling and sustainability reviews.
- Build financial capability across academies through coaching, training and practical tools.
- Attend regional and principal finance meetings.

Performance and value for money

- Analyse academy financial performance, identifying trends, risks and opportunities and recommending actions.
- Support Trust value-for-money activity, including benchmarking, spend analysis and procurement initiatives.
- Prepare business cases and options appraisals for investment, procurement and income generation opportunities, considering both financial and non-financial impacts.
- Review month-end management accounts (including accruals, prepayments and commitments) for accuracy and completeness.
- Ensure monthly results are understood by stakeholders and variances to plan are actively managed.
- Work collaboratively with key stakeholders to resolve variances and improve financial outcomes.
- Oversee the monthly payroll journal posting and payroll-to-budget software (IMP) reconciliations, ensuring discrepancies are investigated and actioned promptly, and that salary information is accurately maintained to support reliable budgeting and forecasting.

Procurement and contract management support

- Provide finance input into supplier tenders and contract discussions, ensuring pricing models and payment terms are clearly understood.
- Support contract performance management by reviewing financial aspects of SLAs and identifying variances or opportunities for supplier credits.

Shared services mobilisation and continuous improvement

- Support mobilisation of the Trust's finance operating model, embedding standard processes, controls and reporting across academies.
- Drive improvements in ways of working, automation and system usage to improve accuracy, timeliness and customer experience.
- Contribute to development and monitoring of service KPIs and participate in continuous improvement activity.

Governance and compliance

- Ensure compliance with Trust financial regulations, ESFA requirements and the Academies Trust Handbook.

- Maintain high standards of internal control, professionalism and financial stewardship.
- Support audit activity and ensure appropriate documentation and evidence are maintained.
- Proactively identify financial, operational or compliance risks and escalate issues promptly to the Senior Finance Partner – Business Partnering, ensuring appropriate action is taken and lessons learned are embedded.

Leadership behaviours

- Values-led leadership aligned to the Trust's mission and ethos.
- High integrity and professional judgement.
- Collaborative and solution-focused; builds productive relationships across academy and central teams.
- Delivers through others; supports and develops the Regional Finance Officers.
- Improvement mindset; uses insight and learning to drive better outcomes for pupils and communities.

Safeguarding Commitment

St Gabriel the Archangel Catholic Multi-Academy Trust is fully committed to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and volunteers to share this commitment and comply with safer recruitment procedures, including an enhanced DBS check and Children's Barring List check.

Benefits

- Opportunities for professional development and CPD tailored to digital leadership
- Participation in Trust-wide initiatives and senior leadership forums
- Supportive and collaborative working environment

Application Process

Please apply by clicking the following link on My New Term
<https://mynewterm.com/jobs/4127/EDV-2026-SGACMT-23410>

Person Specification

E = essential

D = desirable

Qualifications	
Professional accounting qualification (e.g., AAT, ACCA, CIMA, ICAEW, CIPFA) or equivalent experience.	E
Evidence of continuous professional development.	E
Experience	
Significant experience in a finance business partnering role, providing insight and constructive challenge to non-finance stakeholders.	E
Experience in lead financial planning, including annual budgeting and multi-year forecasting within a complex environment.	E
Proven track record of line managing and developing staff	E
Experience within the education sector or an academy trust, including familiarity with the Academies Trust Handbook and DfE requirements.	D
Experience in supporting "shared services" mobilisation or implementing standardised financial processes.	D
Experience reviewing management accounts and overseeing payroll-to-budget reconciliations.	E
Knowledge and Skills	
Strong technical knowledge of financial regulations, governance, and internal control frameworks.	E
Advanced analytical skills with the ability to identify trends, risks, and opportunities from complex financial data.	E
Ability to build "trusted partner" relationships with senior leaders, such as Principals and Executive Leaders.	E
Proficiency in financial software (e.g., IMP for budgeting) and advanced Excel skills for scenario modelling.	E
Ability to prepare clear business cases and options appraisals for procurement or investment.	E

Skilled in coaching and training non-finance staff to build financial capability.	E
Personal Attributes	
Values-led leader who is fully aligned with the Trust's Catholic mission and ethos.	E
High level of integrity, professional judgement, and personal accountability.	E
Collaborative and solution-focused approach to problem-solving.	E
An improvement mindset dedicated to driving better outcomes for pupils.	E
Commitment to safeguarding and promoting the welfare of children and young people.	E