



Schools for Every Child

Trust Finance Manager

Job details

Payscale: Grade NJC7, Payscale NJC9 (within the range NJC19-NJC24)

Salary: FTE £32,061 (Actual Salary £14,458.51 - £14,657.94)

Contract type: Part time, 38 weeks (term-time only)

Working Pattern: 20 hrs per week (Monday - Friday 8.30am-12:30 or Tuesday - Friday 8:30-1:30)

Reporting to: Chief Finance Officer (CFO)

Main purpose

The Trust Finance-Operations Manager plays a key role in ensuring that the Trust's centralised finance function operates effectively for all stakeholders.

The postholder will act as the primary link between schools and the central finance team, ensuring that financial processes are clear, accessible, and delivered in a timely, audit-clean and solution-focused way. The role focuses on the quality of service, relationships, and flow of information between schools, HQ and front line staff.

Over time the post holder will become an expert in our finance systems and databases meaning they can train school staff, support with log in issues and day to day practicalities of using the system and following the finance regs.

The postholder will support the CFO by ensuring that the information on the finance system is always up to date and accurate, so that the CFO can produce timely and accurate management accounts.

This role is designed to enable the Chief Financial Officer to step back from day-to-day operational detail and take a more strategic and impartial view of the Trust's financial position. By focusing on the development, coordination and refinement of the practical and operational aspects of finance, the postholder ensures that systems, processes and relationships function effectively. This, in turn, allows the CFO to concentrate on analysis, strategic planning, statutory/statistical returns, and providing clear, forward-looking financial direction to HQ and School Leaders.

What the Role Looks Like in Practice

This is a practical, hands-on role. The postholder will:

- Act as the first point of contact for schools on finance-related matters
- Work closely with Heads and school teams to ensure they can navigate and engage with finance processes and the finance regs confidently.
- Liaise daily with the HQ central finance team to resolve queries and remove barriers for school leaders and Auditors.
- Ensure that purchasing and ordering processes are working effectively on the ground
- To ensure that the financial functions we offer are timely, solution-focused, considered, and Accessible.

The role is about making our relatively new centralised finance system work smoothly for our schools, the HQ finance team and auditors.

Key Responsibilities

1. Schools–Finance Interface

- Act as the main point of contact between schools and the central finance team
- Build strong, professional relationships with Heads and school staff
- Ensure queries are responded to promptly, clearly, and with a solution-focused approach
- Support schools to understand and engage with financial systems and processes
- Identify and resolve points of friction between schools and the finance function
- Support the delivery of a high-quality, responsive finance service across the Trust
- Ensure centralised processes are accessible, proportionate, and user-friendly
- Work with the CFO and finance team to refine systems and improve service delivery
- Promote consistency across schools where it adds value
- Identify where processes are not working effectively and propose practical improvements

2. Management / Trading Accounts Coordination

- Ensure all data is complete, accurate, and submitted within agreed timelines
- Resolve discrepancies or missing information prior to CFO review
- Support the Trust in achieving timely and reliable financial reporting
- To oversee the production of trading accounts by the TFO, as directed by the CFO

3. Process Flow & Operational Oversight

- Ensure the smooth flow of financial information between schools and HQ
- Identify & then remove- delays, duplication, or inefficiencies in processes
- Implement practical improvements to streamline workflows
- Support alignment between finance, ordering, and operational processes

4. Supporting Financial Discipline & Audit

- Reinforce clear expectations around timelines and financial processes
- Support schools in meeting deadlines and requirements
- Escalate concerns where processes are not being followed
- To ensure compliance and understanding of the finance regs
- To support the CFO to ensure that our HQ team and schools are Audit compliant

What Success Looks Like

- Schools experience the finance function as responsive, supportive, and easy to work with
 - Queries are resolved quickly and effectively
 - Audit queries and management advice is minor and decreasing year on year
 - Management accounts are delivered on time
 - Centralised processes are well understood and consistently applied
 - The relationship between schools and finance is constructive and solution-focused
- And any other task as directed by the CFO or CEO

Person specification

Experience

- Experience working in finance
- Experience supporting financial reporting (e.g. management accounts)
- Experience working across teams or departments
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Skills & Knowledge

- Strong understanding of financial processes and controls
- Ability to organise and interpret financial information clearly
- High level of accuracy and attention to detail
- Strong IT skills, particularly in financial systems and Excel

Personal Qualities

- Strong interpersonal and communication skills
- Pragmatic and solution-focused
- Confident working with both operational staff and finance professionals
- Able to challenge constructively where needed
- Well organised and able to prioritise effectively within a part-time role

Additional Information

This is a part-time role focused on high-impact activity. The postholder will prioritise work that supports the effective operation of the Trust's finance function, particularly in relation to service delivery, communication, and management accounts.

The role supports the Trust's ambition to deliver a finance function that combines strong financial control with a high-quality, responsive service to schools.

The job description is current at the date shown but in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

You will be required to acknowledge this job description via your online HR record, you will receive a notification when this is available for you to digitally sign.