Place Partnership

A MULTI-ACADEMY TRUST

# Recruitment Pack





# Welcome to Candidates

**Thank you for your interest in joining Place Partnership. This pack contains information about our Trust, alongside information regarding the role we are looking to recruit to.**

Place Partnership, established in 2026, comprises 12 academies, supporting children and young people from early years through to Post 16 across South and West Yorkshire. Our Trust was formed following the voluntary merger of Accord Multi Academy Trust and Maltby Learning Trust on 1 September 2026. At the heart of our organisation is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. We are dedicated to providing a high-quality education which ensures that every child is given the opportunity to achieve their full potential.

As an employer, we invest in our people through extensive professional learning and development opportunities, a comprehensive wellbeing offer, and a wide range of generous employee benefits.

It is a privilege to work alongside talented and dedicated professionals who strive every day to create the best possible opportunities for young people and our local communities. If you share our ambition, energy, and belief in the power of education to transform lives, we would be delighted to hear from you.



**Alan Warboys**
Chief Executive Officer



# Vision

**People** belong, **place** matters, **purpose** lasts.

## Mission

We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.

### Value Our People

We treat people with care and compassion, build belonging, and hold high expectations because everyone matters.

### Take Pride in Our Place

We care for our communities and work in partnership, so that people feel connected, supported and part of something to be proud of.

### Act with Enduring Purpose

We focus on what matters most, our young people, making decisions that stand the test of time.



# The Heart of our Communities

### People belong, place matters, purpose lasts.

We recognise that pride in our regions and local identities is a powerful force. South and West Yorkshire have long been shaped by industry, resilience, and strong civic identity, and education has always played a central role in supporting opportunity and social mobility.

Today, that legacy is at the heart of our commitment to inclusive education, strong vocational pathways, and schools that sit at the centre of their communities. As our region continues its shift from industrial to knowledge-based economies, we are determined to realise the high aspirations of our young people ensuring that they receive the very best education available.

Our academies are deeply rooted in their localities, and we build meaningful relationships with families, businesses, and community organisations. Events within academies – such as charity fundraisers, concerts, showcases, and annual Remembrance Services - bring people together, and pupils regularly visit care homes and community spaces. These experiences help our young people understand the importance of compassion, connection, and contributing to the world around them.

We also maintain strong partnerships with local industry and education providers, ensuring pupils can explore and pursue the pathways that inspire them. Mock interview days, careers fairs, and links with employers and training providers open doors to a wide range of careers, apprenticeships, and higher education opportunities. Through these connections, we help our pupils see what is possible and we support them to take confident steps toward their futures.

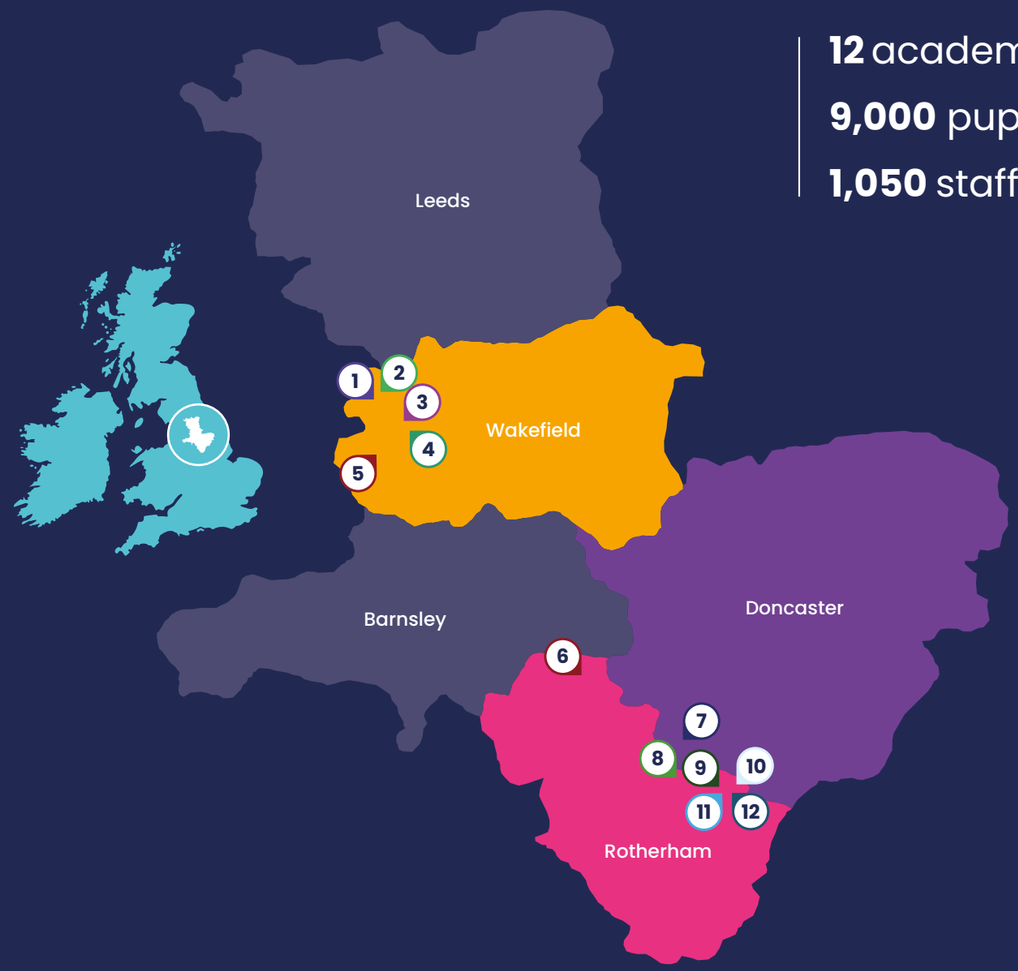
As a family of academies, we combine the strengths of local schools with the benefits of collective expertise. Specialist teaching knowledge is shared across the Trust, ensuring that every child has access to high-quality learning experiences regardless of which academy they attend. This collaborative approach is underpinned by a robust and responsive Shared Services model operating across our South and West Yorkshire hubs. With expert support available in areas including finance, human resources, IT, marketing, data and operations, our academies are empowered to focus on what matters most: delivering exceptional education and enriching the lives of young people.



# Overview

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**12** academies
**9,000** pupils
**1,050** staff




1. Ossett Academy and Sixth Form College
2. South Ossett Infants Academy
3. Horbury Academy
4. Horbury Primary Academy
5. Middlestown Primary Academy
6. Wath Academy Wath Academy Sixth Form
7. Sir Thomas Wharton Academy and The Sixth Form Partnership
8. Ravenfield Primary Academy
9. Maltby Redwood Academy
10. Maltby Manor Academy
11. Maltby Lilly Hall Academy
12. Maltby Academy and The Sixth Form Partnership

# Why Work for Us?

We recognise that our people are our greatest strength. Creating an environment where every colleague feels valued, supported, and able to thrive is one of our core values.

**As part of our commitment to staff wellbeing and professional growth, we offer a comprehensive suite of benefits designed to support you at every stage of your career:**

- Generous annual leave entitlement for full-time colleagues, rising with length of service.
- A Corporate Paid Healthcare Cash Plan through Westfield Health, with the ability to claim money back for essential healthcare and access a GP 24/7 through Doctorline.
- A competitive salary, incremental progression, and an enhanced pension scheme through either the Teachers' Pension Scheme or the Local Government Pension Scheme.
- An extensive professional learning and development offer, with regular training and development tailored to your role, ambitions, and career stage.
- Apprenticeship pathways, supporting progression into new roles and qualifications while you work.
- Family friendly policies, including enhanced maternity, paternity, adoption, and parental leave.
- A collaborative working culture, enabling you to learn from colleagues across the Trust and share best practice.
- Staff recognition programmes celebrating excellence, dedication, and positive impact.
- Supportive, inclusive environments where wellbeing and belonging are prioritised.

**Access to Reward Gateway which offers:**

- A SmartSpending App, allowing for instant savings on everyday high street brands, including supermarkets.
- Cashback schemes.
- Employee Assistance Programme with 24/7 confidential access to trained counsellors.
- Salary sacrifice schemes including Cycle2Work and SmartTech.
- A wellbeing centre, offering workout videos, healthy recipes, guided meditations, and articles focused on mental, emotional, financial, and physical health.





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# Assistant Financial Accountant

**Location:** Place Partnership
**Salary:** Band G, £33,119 - £35,570
**Contract:** Full Time, Permanent
**Start date:** As soon as possible

## About the Role

Place Partnership is seeking to appoint an organised, proactive and highly motivated Assistant Financial Accountant to join the Trust's Finance Shared Services Team.

This is an exciting opportunity for a finance professional to play a key role in supporting the Trust's financial operations, helping to maintain strong financial controls, and ensuring accurate and timely financial reporting across our academies. Working closely with the wider Finance Shared Services Team, the successful candidate will contribute to the effective management of the Trust's finances and support the delivery of high-quality financial services.

We are looking for an individual with excellent organisational skills, strong attention to detail and a proactive approach to problem-solving. The role requires someone who can manage competing priorities, work accurately under pressure, and build positive working relationships with colleagues and stakeholders across the Trust. The main areas of focus of the role include month end reporting, VAT grants and accounting, audit and statutory returns and providing specialist advice and support across the wider team as required.

At Place Partnership, our dedicated Shared Services Teams work together to achieve our vision of creating a Multi Academy Trust where every child, colleague and community feels a strong sense of belonging, pride, and purpose. We are committed to delivering excellent outcomes and making a lasting positive impact within the communities we serve.

Place Partnership operates from a South Hub based in Rotherham and a West Hub based in Wakefield. The successful candidate's permanent work base will be based in the respective hub relevant to their locality with the expectation to travel and work between hubs on an ad hoc basis for collaboration and / or line management.

If you are a motivated team player who shares our values and is committed to supporting educational excellence through effective financial accountancy and management, we would welcome your application.

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**About You**

The successful candidate will:

- Have experience working within a finance or accounting environment.
- Hold, or be working towards, a recognised accounting qualification such as AAT Level 4, ACCA, CIMA, or equivalent.
- Demonstrate a sound understanding of accounting principles, financial controls, and financial reporting processes.
- Have experience of processing financial transactions, maintaining accurate financial records and supporting month-end and year-end procedures.
- Possess excellent organisational and time management skills, with the ability to prioritise workloads and meet deadlines.
- Be highly numerate with strong analytical skills and exceptional attention to detail.
- Have experience using financial management systems and Microsoft Excel to a high standard.
- Demonstrate excellent communication and interpersonal skills, with the ability to work effectively with colleagues and stakeholders at all levels.
- Be able to maintain confidentiality and handle sensitive financial information with professionalism and integrity.
- Be proactive, flexible, and committed to continuous improvement.
- Share the Trust's values and commitment to delivering high-quality services that support the best outcomes for our pupils and communities.

## About Place Partnership

This is an exciting opportunity to join a forward-thinking and ambitious organisation, driven by a genuine passion for the wellbeing, care, and education of young people.

Place Partnership was formed in September 2026 following the voluntary merger of two strong and successful Trusts in South and West Yorkshire: Maltby Learning Trust, established in 2014, and Accord Multi Academy Trust, founded in 2016. At the heart of Place Partnership is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. At Place Partnership we are dedicated to providing high-quality education which ensures that every child is given the opportunity to achieve their full potential.

We invest in our people through extensive professional learning and development opportunities, and we recognise that our people are our greatest strength. As such, we offer a comprehensive suite of benefits as part of our commitment to wellbeing and professional growth. Here are a few examples of employee benefits that focus on our employees Financial, Physical and Mental Wellbeing:

- Membership to either the Teachers' Pension Scheme or the Local Government Pension Scheme
- 29 days annual leave per annum plus bank holidays, increasing to 31 days plus bank holidays after 5 years' service and 32 days after 10 years service
- Technology scheme via SmartTech*
- Access to an extensive discounts platform via 'Place Plus'
- Access to an industry leading Employee Assistance Programme (EAP)

- 24/7 access to an online GP or Advanced Nurse Practitioner through Corporate Paid Healthcare Cash Plans
- Access to health and wellbeing services, with the ability to claim money back for essential healthcare such as prescriptions, optical and dental care through Corporate Paid Healthcare Cash Plans.
- Cycle to Work Scheme*
- Free, on-site parking at every site
- Trained Mental Health First Aiders in all our settings.

*restrictions apply

For full details of our employee benefit package, please see our recruitment pack.

## Further Information

Visits are warmly welcomed and can be arranged. For further details regarding this opportunity, for an informal discussion regarding the role or to arrange a visit, please do not hesitate to contact hr@placepartnership.com.

**Closing Date:** Monday 30 November 2026 at 9:00am

**Interviews are expected to take place:** Wednesday 9 December 2026

Place Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure and Barring Service (DBS) check and checks of the relevant barred list / prohibition lists.

Place Partnership is committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains high quality colleagues from all backgrounds and across all job roles.

Candidates will always be shortlisted based on the content of application against the job description and essential criteria without access to the personal details information.

Based on the quality and quantity of applications received, Place Partnership reserves the right to interview sooner than the specified dates above. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

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# Role Description

# Assistant Financial Accountant

| | |
|---|---|
| NJC Pay Range: | Band G |
| Responsible For: | N/A |
| Responsible To: | Financial Controller (Deputy CFO) |

## Main Purpose of the Post

- Support the Financial Controller in delivering accurate and timely month-end accounting processes.
- Prepare key reconciliations, journals, and audit schedules to maintain the Trust's financial control environment.
- Maintain the Trust fixed asset register.
- Assist with statutory returns, VAT accounting, and year-end processes.

## Key Areas of Responsibility

### Month-End Accounting

- Complete monthly payroll control account reconciliations including third party payments, HMRC, Pensions, and loans against payments.
- Upload and reconcile monthly payroll reports and journals to core finance system.
- Prepare key month-end reconciliations including but not limited to balance sheet, bank accounts, VAT, accruals, and prepayments.
- Investigate and correct any anomalies/miscoding classifications.
- Maintain accurate, timely, fixed asset register recording including additions, disposals, and depreciation.
- Process month-end journals including accruals and prepayments as directed by the Financial Controller.
- Maintain integrity of finance data by effective quality assurance of ledger accuracy and coding compliance, resolving issues promptly.
- Maintain cashflow forecasts and escalate any concerns to the Financial Controller.
- Support the production of consolidated management accounts, by providing accurate underlying data, analysing, and investigating variances and communicating findings.
- Support the Financial Controller in the monitoring and reporting of capital spend against agreed budgets.
- Support the Financial Controller in the maintaining and updating the core assumptions in IMP, ensuring they remain accurate e.g. pupil premium rates, UIFSM rates, GAG uplifts and pay award assumptions.
- Prepare regular forecasts for utilities, taking into account actual information and the agreed contracts.
- Support the work of the Senior Finance Officer/Finance Assistants in resolving any complex aged creditor/debtor complications.

### VAT and Grants Accounting

- Support the preparation and submission of quarterly VAT returns.
- Maintain accurate records of restricted fund transactions and grant accounting.
- Track grant income and expenditure to ensure compliance with funder requirements.

### Aduit and Statutory Returns

- Produce audit schedules and year-end working papers to support external audit.
- Assist with the preparation of statutory accounts and DfE financial returns.

- Maintain documentation and audit trails to ensure compliance and internal/external audit readiness.

**Resilience and Support**

- Provide cover and resilience by supporting core accounting tasks across the team when needed.
- Contribute to process improvements and standardisation initiatives.
- Develop technical accounting knowledge to support the wider finance function.
- Provide advice and guidance to ensure effective financial control and good financial practice across the organisation.
- Follow Trust financial regulations and policies and procedures, maintaining strong internal controls.
- Ensure compliance with GDPR and the Trust's Data Protection Policies when handling financial and personal data.

# Other Considerations Relevant to the Role

- To work from an identified Place Partnership Office location.
- To work with flexibility, travelling to and from academies and other locations in the course of undertaking work duties.
- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.

**The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.**

**This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed.**

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# Role Description
# Supplementary Information

| | |
|---|---|
| NJC Pay Range: | Band G |

## Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Be a highly visible, proactive and approachable presence to pupils, staff, and other stakeholders across the Trust and at Academy/Trust events and activities while sustaining the specific demands of the role.
- Be proactive, strategically plan ahead and establish professional networks that will support and enhance the work of the Trust.
- Sustain wide, current knowledge and understanding of education and relevant business systems and processes locally and nationally and pursue continuous professional development.
- Maintain and operate in the 'bigger picture' view of the Trust, securing the connectivity/implications of change and challenge across the spectrum of Academy operation.
- Celebrate success at every opportunity and implement ambitious strategies for continuous improvement while proactively challenging underperformance at all levels.
- Have high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self-evaluation and improvement planning for all aspects of Academy life as well as specific areas of individual responsibility. Take responsibility for promoting and safeguarding the welfare of children, young people, and adults within the organisation.
- Take responsibility for promoting and safeguarding the welfare of children, young people, and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors, and members of the local community.
- Regularly review own practice, set personal targets, and take responsibility for own personal development.

## Securing Policies and Compliance

- To keep abreast of statutory and regulatory guidelines within the area of responsibility and ensure leaders are kept up to date so that systems and processes secure compliance.
- To contribute to policy formulation and strategic direction of the service area/area responsibility.
- To promote and safeguard the welfare of pupils and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through highly effective quality assurance and forensic evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

## Leading People and Managing Performance

- To develop staff within the team to deliver high quality performance as may be required. .
- To ensure that teams have clear structure, roles and responsibilities and work in an integrated way.
- To provide effective leadership and operational management of the teams and functions, ensuring that staff adopt the values and expected behaviours of the Trust to deliver a high performance culture.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.

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# Engagement and Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the academies/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with the area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the academies and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

This supplementary information forms part of the role description and should be used alongside the role specific information

**Place Partnership is committed to safeguarding the welfare of children and expect all staff to share this commitment.**

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# Person Specification

# Assistant Financial Accountant

| | Essential | Desirable |
|---|---|---|
| **Qualifications and Training** | • AAT Level 4 qualified or part-qualified accountant (ACCA, CIMA, CIPFA).<br>• GCSE English and Maths (Grade C/4 or above) or equivalent. | • Records of continuing professional development.<br>• Familiarity with finance systems (e.g., Sage, PS Financials, Access Education). |
| **Experience, Knowledge and Understanding** | • Experience in financial accounting, including reconciliations and month-end processes.<br>• Strong attention to detail and accuracy.<br>• Proficient in Microsoft Excel and accounting software.<br>• Ability to work to tight deadlines and manage competing priorities. | • Experience in education, charity, or public sector accounting.<br>• Knowledge of VAT accounting and restricted funds.<br>• Familiarity with audit processes and statutory reporting.<br>• Awareness of Academies Handbook.<br>• Awareness of Child Protection/Safeguarding. |
| **Skills and Attitude** | • Excellent organisational and time management skills.<br>• Strong analytical and problem-solving abilities.<br>• Ability to stay calm and controlled under pressure and meet deadlines.<br>• High level of accuracy and attention to detail.<br>• Proactive and solution-focused approach.<br>• Excellent organisational and time management skills.<br>• Strong analytical and problem-solving abilities.<br>• Ability to stay calm and controlled under pressure and meet deadlines.<br>• High level of accuracy and attention to detail.<br>• Proactive and solution-focused approach.<br>• Ability to work on own initiative. | |
| **Personal Qualities and Attributes** | • Effective communicator both in verbal and written form to a variety of audiences.<br>• Ability to work with a wide range of people and build effective working relationships.<br>• Conscientious and reliable with strong professional integrity.<br>• An advocate for the Trust. | • Ability to think strategically and contribute new ideas.<br>• Ability to motivate and develop others. |
| | • Commitment to diversity and equality of opportunity in all working practices. | |

| | | |
|---|---|---|
| **Commitment** | • Commitment to child protection and safeguarding policies and procedures.<br>• Commitment to personal professional learning and development. | |

**The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.*

**Postholder Acceptance**

I acknowledge receipt of this job description and understand the expectations associated with the role.

**Postholder Name** ……..

**Postholder Signature** ……..

**Date** ……

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Place Partnership is a Charitable Company limited by guarantee.
Registered in England number: 07033915. Registered office: Braithwell Road, Maltby, Rotherham, S66 8AA.

**t.** 01709 288090 **e.** info@placepartnership.com **w.** placepartnership.com