



Pendle
Education Trust

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**FINANCE AND
PROCUREMENT
DIRECTOR**

**APPLICATION
PACK**

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www.pendleeducationtrust.co.uk



INTRODUCTION

WHY WORK FOR PENDLE EDUCATION TRUST

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to contribute to the local communities that our schools are at the heart of.

We have five schools within our family:

- **Castercliff Primary Academy**
- **Casterton Primary Academy**
- **Colne Primet Academy**
- **Pendle Primary Academy**
- **West Craven High School**

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts.

Our vision is that every child in our family should only be a short walk away from a great school. Our values of Belong, Be Brave and Be Our Best support our vision and are evident in everyday life in our schools

In practice this means that we care passionately about all the children in our schools and believe in the difference our work can make to their lives. We have a fantastic staff of over 350 people across our academies – all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff. We encourage participation in relevant networks and forums with other leaders working in education.

You will have an excellent benefits package including a final salary pension scheme, a generous holiday entitlement and sociable hours of work. We are a flexible and supportive employer and would consider job share or part-time working applications.

Please visit our website for more information about Pendle Education Trust.



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JOIN US

PENDLE EDUCATION TRUST

We have an exciting opportunity for a motivated, driven individual to join our team at Pendle Education Trust. Key areas of the role include:

- Responsibility for high quality financial operations & reporting
- Supporting CFO with development & implementation of Trust financial strategy
- Supporting CFO in ensuring financial sustainability of the Trust
- Leading on embedding robust financial procedures throughout the Trust to ensure regulatory & statutory compliance
- Leading on development and embedding of Trust wide procurement processes and contract management to maximise value for money.

By joining the Pendle Education Trust family, you will become part of a supportive and ambitious team. The Pendle Education Trust core team offers functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance to our primary and secondary schools.

We offer a warm and inclusive working environment with a focus on professional development and there will be scope to develop within this role.

This is a full time, all year round role and will be predominantly based at Northlight Mill in Brierfield as well as spending time at each of our schools as required, so the ability to travel to these sites will be necessary.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application.



Pendle
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Mrs Anita Ghidotti-Gibson
Chief Executive Officer

VACANCY

FINANCE AND PROCUREMENT DIRECTOR



Pendle
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Salary	Grade 11 SCP 40 - 44 (£51,357 - £55,613)
Role Details	Full time, all year round, predominantly office or school based.
Closing Date	9am on Tuesday 5 th May
Interview Date	TBC



JOB DESCRIPTION

Finance and Procurement Director



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Key Responsibilities:

- Responsibility for high quality financial operations & reporting
- Support CFO with development & implementation of Trust financial strategy
- Support CFO in ensuring financial sustainability of the Trust
- Lead on embedding robust financial procedures throughout the Trust to ensure regulatory & statutory compliance
- Lead on development and embedding of Trust wide procurement processes and contract management to maximise value for money

Finance:

- Manage core finance team, including overseeing their performance and supporting their development
- Oversee routine financial operations, including accounts payable/receivable and VAT, ensuring month end reviews and reconciliations are completed in a timely manner
- Oversee cash management processes in line with Trust policies, including cash flow forecasting
- Oversee the finance systems currently in use (Xero, ApprovalMax, XfE and IMP), including supporting new and existing users with training and updates where required

Budgeting & Financial Performance Monitoring:

- Support CFO with annual budget setting process, ensuring sustainable budgets for each school & the core team
- Support Principals and core team leaders with budget monitoring throughout the year including providing training where appropriate
- Lead on monthly management reporting ensuring all academy & core team leaders have access to high quality, timely financial information
- Support CFO with preparation of financial monitoring reports, including benchmarking and ICFP, for Trustees and other external stakeholders as required
- Support CFO with the Trust's statutory year-end process, ensuring timely preparation of the annual report and financial statements in accordance with the Academies Accounts Direction, Charities SORP, and relevant statutory and regulatory requirements

Procurement & Operations:

- Lead on development & embedding of procurement processes, including establishing a collaborative trust wide approach, to ensure the trust maximises value for money throughout all our procurement.
- Oversee trust contracts register ensuring accurate and complete information, providing support and additional training to contract owners as required
- Ensure compliant procurement processes are followed, including spend analysis, tendering, contract management and supplier performance management.

Trust Wide:

- Support CFO in the delivery of a professional finance service to all colleagues across our family of schools
- Work with the CFO to monitor our controls environment, ensuring procedures are routinely and consistently applied. Support with updates as required to ensure ongoing compliance with all regulatory requirements.
- Contribute to trust risk management processes, including internal scrutiny audits where focussed on financial procedures & compliance

PERSON SPECIFICATION

Qualifications and Professional Status

- Recognised accountancy qualification (e.g. ACCA, ACA, CIMA, CIPFA) or commitment to obtaining a qualification
- Evidence of sustained professional development at senior leadership level
- Minimum of 5 strong GCSEs (A* - C) including English and Maths

Experience

- Minimum of five years' experience working at a senior Finance level
- Proven experience of statutory accounts preparation and establishing financial systems - preferably in a geographically distributed organisation
- Experience of using accounts, payroll and budgetary software
- Strategic Finance and Operational leadership in a complex, multi-site organisation
- Experience leading and managing finance teams

Skills and Abilities

- To be able to be flexible and take both a proactive and responsive approach towards the role
- Excellent verbal and written communication skills with attention to detail
- Excellent planning and organisation skills
- Ability to manage a complex and diverse workload with conflicting deadlines

Essential

A/SP

Essential

A/SP

Essential

A

Essential

A/SP

Essential

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Essential

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Essential

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A - Application Form

SP - Selection Process



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RECRUITMENT INFORMATION

Please note: All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates. CVs are not accepted. If you're interested and would like to submit an application, please complete our online application form found on the Join Our Family page at www.pendleeducationtrust.co.uk

Equal Opportunities statement: We are an Equal Opportunities employer, welcoming applications from all sections of the community.

Rehabilitation: The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.





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Pendle Education Trust
Nelson and Colne College
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Email

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Company Registration Number

08263591

Place of Registration

England and Wales