



# Finance Business Partner Recruitment Pack



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# Welcome to Anglian Learning



Thank you for your interest in the position of Finance Business Partner at Anglian Learning.

We are an ambitious, outward looking school trust consisting of seven secondary schools and eleven primary schools, the latest to join our community being Stour Valley Community School and Clare Community Primary School in March 2025. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Stacie Cox, Financial Controller, at [scox@anglianlearning.org](mailto:scox@anglianlearning.org).

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.



**Jonathan Culpin,**  
**CEO, Anglian Learning**

# Our Values:

## Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be



## Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together



## Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively



## Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds



# About Anglian Learning

Founded in September 2016 of four community-facing secondary schools seeking to share knowledge and provide mutual support, Anglian Learning has grown over the past seven years to be one of the leading school trusts in the region.

Educating more than 9000 pupils and employing over 1000 staff across three counties and eighteen academies, the Trust's mission is to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for all of our learners, people and communities.

Alongside this, the Trust remains committed to its heritage which is rooted in local communities and several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under the banner of Anglian Leisure. Local, high quality and representative governance of schools is a key aspect of our leadership structure and we are recent winners of the NGA National Outstanding Governance Award as a reflection of this commitment.



In addition to our commitment to celebrating our community ethos, we believe strongly in empowerment: of pupils, our people and, crucially, our leaders. As recent research has reiterated, headteachers are incredibly influential in the success of schools and of their learners. The role of the Trust is therefore to provide the environment in which our leaders can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, finance, ICT, estates and operations. Therefore, our school leaders have the space and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.

Educating more than

**9,000**

pupils

Employing over

**1,300**

members of staff

**3**

counties

**18**

academies



# Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

## Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a myriad of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact Stacie Cox, Financial Controller, at [scox@anglianlearning.org](mailto:scox@anglianlearning.org).

# Benefits

Other benefits and support available to all Trust employees include:



Career Average  
Revalued Earnings  
Pension Scheme  
(CARE)



Cycle to Work Salary  
Sacrifice Scheme



Free membership to all  
Anglian Learning Sports  
Centres



20% discount on  
Anglian Learning Adult  
Education Courses



Professional Development  
Scheme Policy



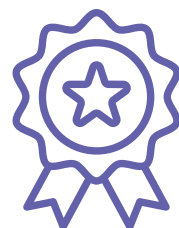
Employee Assistance  
Programme



Specsavers VDU Vouchers



Boots Flu Vouchers



Perkbox – a benefit, reward and  
recognition platform offering a  
wide range of discounts on high  
street and online shopping



## Role Summary

We are seeking a Finance Business Partner to join Anglian Learning, based at Sawston Village College. You may also be the Finance Business Partner for one or more primary schools which will involve travelling between sites.

You will:

- Oversee the day-to-day operations of the allocated schools' Finance Office, both within secondary and primary schools, including correspondence, orders, invoices, income and cash management.
- Timely and accurate preparation of the monthly management accounts and budget preparation.
- Line management of Finance Officers in allocated school, including training, performance management and monitoring of work as appropriate.
- Provide financial support to allocated schools' staff and Headteachers.



# Job Description

## Finance Business Partner

### Central Finance Team



|                          |  |
|--------------------------|--|
| <b>SALARY:</b>           | Scale SO2, point 26 £36,124 to point 28 £37,938 (pro rata for part time contract)  |
| <b>HOURS:</b>            | Full time 37 hours per week, 52 weeks per year. 8 am to 4 pm Monday to Thursday and 8 am to 3.30 pm Friday<br><i>(Full time - requests for flexibility in working arrangements/patterns would be considered)</i> |
| <b>PENSION:</b>          | LGPS Pension Scheme  |
| <b>ANNUAL LEAVE:</b>     | Starts at 25 days plus Bank Holidays, more for those with local government continuous service.   |
| <b>DISCLOSURE LEVEL:</b> | Enhanced DBS plus Barred List Checks   |
| <b>LOCATION:</b>         | The post holder will be based at Sawston Village College but will be expected to work across the Trust and to travel between sites.  |
| <b>RESPONSIBLE TO:</b>   | Deputy Finance Controller  |

### MAIN RESPONSIBILITIES

#### **Monthly financial reporting**

- Lead on month end processes for the allocated schools, including balance sheet reconciliations, accruals and prepayments and intercompany transactions.
- Prepare the monthly management accounts for allocated schools including outturn forecast, highlighting and investigating variances to budget and agreeing actions with the Principal/Headteacher and other budget holders.
- Ensure monthly departmental budget reports are prepared, reviewed and distributed.

#### **Budget preparation**

- Lead on preparation of the annual budget and 5 year financial forecast in conjunction with the Principal/Headteacher and other school staff for allocated schools, including ensuring that schools undertake Integrated Curriculum Financial Planning

#### **Bank and Income Management**

- Management of bank accounts and timely recording and reconciliation of all monies.
- Operation of school income and cashless catering systems
- Ensure invoices are raised on a timely basis and appropriate credit control procedures are in place.

#### **Purchase orders and expenditure**

- Ensure that goods and services are procured and authorised in line with the Trust's internal financial regulations.
- Ensure invoices are entered and paid on a timely basis, reviewing aged creditors reports on a regular basis.

### **Audit and compliance**

- Ensure that hub schools follow the Trust's internal financial regulations and the Academy Trust Handbook
- Ensure that hub schools comply with VAT legislation.
- Assist in the preparation of year end annual audit schedules and working papers and liaise with the external auditor as appropriate.
- Liaise with the internal auditors and assist the Financial Controller with preparation of information for internal audits as required.

### **Payroll**

- Liaise with HR where necessary and external payroll provider.
- Support the Payroll and Pensions Manager with payroll and pension queries as required.
- Ensure the additional hours upload for overtime and casual hours are completed for allocated schools.

### **Business activities**

- Ensure that income and expenditure from business activities are recorded accurately and on a timely basis
- Lead and support the preparation of business plans in these areas, supporting managers to ensure that pricing and development decisions are well documented and supported.

### **Principal support**

- Provide financial information to the Principal/Headteacher as required.

### **Other duties and accountabilities**

- Establish and maintain good relationships with staff, parents, pupils, suppliers, and other external stakeholders in order to promote Trust objectives.
- Undertake any other duties consistent with the post, as directed by the Senior Finance Business Partner or Financial Controller.

Qualifications and Training

Essential:

- AAT Advance Diploma in Accounting (Level 3) or equivalent experience
- GCSE C+ (or equivalent) in English and Maths

Desirable:

- Educated to degree level

Experience

Essential:

- Experience in a similar finance role.
- Management of a small finance team
- Responsibility for finance systems, processes and compliance
- Responsibility for cash management and reconciliation processes and completion of management accounts

Desirable:

- Worked in a finance role in a school
- Preparation of payroll for a medium sized organisation (50+ employees)
- Experience of Sage
- Handling school or college data

## Skills and Knowledge

### Essential:

- Highly IT literate, including advanced skills in Excel
- Sound knowledge of double-entry bookkeeping
- Able to establish productive working relationships and to lead and motivate others
- Willing to undertake further training as required
- A liking and respect for young people and a commitment to safeguarding and the promoting of their welfare

### Desirable:

- Academy Trust Handbook
- VAT legislation
- Ability to move between Anglian Learning sites in a timely manner

## Personal Qualities

### Essential:

- Well organised with the ability to prioritise work effectively, balancing the need for detail with strategic direction
- Confident, resilient and able to work under pressure and to deadlines
- Discreet and committed to maintaining confidentiality
- An excellent communicator, both orally and in writing

# How to apply

## Dates

|                         |  |
|-------------------------|--|
| <b>CLOSING DATE:</b>    | <b>12th May 2025</b>                             |
| <b>INTERVIEW DATES:</b> | <b>To be confirmed</b>                           |
| <b>START DATE:</b>      | <b>July 2025, subject to safeguarding checks</b> |

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about the Finance Business Partner position and meet the person specification we invite you to apply for this exciting opportunity via our [recruitment system](#).

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact Stacie Cox, Financial Controller, at [scox@anglianlearning.org](mailto:scox@anglianlearning.org).



We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: [www.anglianlearning.org](http://www.anglianlearning.org).

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.



# Get in touch

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**SOCIAL MEDIA:**

