



**GREENSHAW**  
LEARNING TRUST

**Finance Business Partner  
Recruitment Pack**

**ALWAYS  
LEARNING**

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Dear Candidate

Thank you for your interest in the role of Finance Business Partner (Gloucester) for Greenshaw Learning Trust (GLT).

We are looking to recruit enthusiastic Finance Business Partner to join the finance shared services team, to be responsible for planning, developing and delivering Finance for the Trust and its schools. The Finance Business Partner will be based at one of the shared service offices, however, they will be required to regularly travel to the schools they support and when required, requested to travel to other GLT schools in their nominated regions.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty four schools: eleven in South London, five in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

GLT is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

For further information about our vision, achievements and the structure of our Trust including the Shared Services team, please visit our website at [www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

**Jill Gerrish**  
**Head of Finance**

## Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,400 people and educates over 22,000 students. Further information about our schools can be found [here](#).

## **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **Greenshaw Learning Trust Employee Benefits**

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

## Terms and Conditions

<b>Line Managed by:</b>	Senior Finance Business Partner
<b>Line Management:</b>	N/A
<b>Contract:</b>	Permanent
<b>Salary:</b>	The salary will be calculated in line with NJC pay scale, points 32-35 NJC Pay scales (£40,221 to £43,421) per annum (starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder)
<b>Hours of Work:</b>	36 Hours per week, full time all year round
<b>Place of Work:</b>	The successful postholder will be primarily based in the Gloucester office located at Gloucester Academy, Painswick Rd, Gloucester GL4 6RN but will be required to travel to schools located in the Gloucester area. However, travel to all GLT schools, offices and meetings will be required on occasion.
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report
<b>Superannuation:</b>	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <a href="https://www.lgpsmember.org">https://www.lgpsmember.org</a>
<b>Holiday Entitlement:</b>	The annual holiday entitlement is 26 days plus 2 extra-statutory days
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period
<b>Disclosure &amp; Barring Service Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
<b>Right to Work Check:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

## Job Description

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

### Main responsibilities and duties:

The Finance Business Partner will support the Head of Finance:

- to ensure the effective operation of the finance function within the finance shared service and our schools, ensuring compliance with legal and financial regulations and the Trust's financial policies and procedures.
- to be responsible for the production of annual budgets, forecasting outturns and monitoring reports within GLT to deliver a robust medium-term financial position across the Trust.

## Job Description

This is a key role within the shared service finance team. The Finance Business Partner, will provide expert financial support by:

- Working with head teachers and other budget holders to prepare a three-year financial budget within a set of consistent budget assumptions
- Ensure appropriate resources are included in the budget for headteachers whilst working within the set budget assumptions.
- Identifying savings within the financial budget to support the medium-term financial plan (MTFP)
- Preparing a report for the governing body meetings to show the financial performance of the school and monitoring the progress against the approved budget.
- Attending three governing body meetings throughout the year to deliver outturn reports, budgeting reports and monitoring reports.
- Working with finance managers to improve the accuracy of management accounts
- Maintaining a budget forecast throughout the year to reflect known anticipated changes in the final position.
- Preparing monthly monitoring reports to show year to date actual performance against budgeted performance highlighting areas of risk
- Support the consolidation of the monitoring reports for GLT Head of Finance
- Producing internal and external benchmarking reports
- Compiling Statutory Returns on behalf of GLT including the Budget Forecast Return 3 Year.
- Providing a knowledge hub on school statutory funding through maintaining up to date information on school income.
- Managing the administration of Trust finance systems.
- Providing support for the year-end process and annual accounts preparation for external audit

- Contributing to the financial efficiency and effectiveness of the Trust through continual review of the Finance Policy and operational procedures to ensure they remain up to date and reflect best practice
- Preparing ad-hoc documents to support decision making in financial areas at school and trust level
- Liaise with the link coordinator at the school to offer support as required in financial matters



## Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:</b>		
	<ul style="list-style-type: none"> <li>Record of Continuing Professional Development</li> <li>Comprehensive understanding of financial systems and double entry book-keeping</li> <li>Sound knowledge of Microsoft Office, particularly Excel</li> <li>A financial background with strong knowledge of annual budget creation and budget monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Financial qualification, CCAB, AAT level 4 or equivalent</li> <li>Experience of using Sage Intacct</li> <li>Experience of using IMP</li> <li>Experience of producing statutory reports</li> <li>Experience of coaching and mentoring</li> <li>Successful experience of working in a school or academy within a finance setting</li> <li>Knowledge of school funding and budget creation and monitoring</li> </ul>
<b>Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:</b>		
	<ul style="list-style-type: none"> <li>Ability to analyse information, and identify and resolve issues</li> <li>Ability to plan and prioritise competing tasks to meet deadlines</li> <li>Demonstrate a commitment to safeguarding and promoting the welfare and development of young people</li> <li>Work in an organised way with meticulous attention to detail</li> <li>High levels of professional integrity and enthusiasm.</li> <li>Resilient, with the ability to deliver a complex and demanding workload</li> <li>Effective communication and presentation skills – orally and in writing</li> <li>Ability to establish positive relationships and work as part of a team</li> <li>Ability to maintain a positive and professional demeanour</li> <li>Be self-starting and able to work on your own initiative and accept accountability.</li> <li>Ability to challenge and support in equal measure and as appropriate having courageous conversations where necessary</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to meet deadlines whilst managing a complex workload</li> <li>• Excellent communication skills, verbal and written</li> <li>• The ability to balance competing pressures, deadlines and demands</li> <li>• Accuracy and analytical skills</li> <li>• Strong organisational skills and the ability to work well under pressure</li> <li>• Ability to work well both as a team and independently</li> <li>• Diplomatic and confident</li> <li>• Self-motivated and ability to use initiative</li> <li>• Ability to listen and respond appropriately</li> <li>• Ability to work with integrity at all times</li> </ul>	
<p><b>Additional Requirements:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:</p>		
	<ul style="list-style-type: none"> <li>• Ability to demonstrate understanding of equal opportunities</li> <li>• Ability to travel to other schools within the Trust</li> <li>• A flexible approach to working hours</li> </ul>	<ul style="list-style-type: none"> <li>• Use of car and current driving license</li> </ul>

## The Recruitment Process

### 1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 11.59pm on **Friday 8<sup>th</sup> November 2024** Applications received after this date will not be considered.

### 2. Shortlisting

Shortlisting will be finalised on **Wednesday 13<sup>th</sup> November 2024**. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

### 3. Interview Process

Interviews will be held **Thursday 21<sup>st</sup> November 2024**. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### 5. Taking up post

The successful applicant will take up the post as soon as possible.

### 6. Additional information

For further information, please contact Simon Hunter – Senior Finance Business Partner – [sihunter@greenshawlearningtrust.co.uk](mailto:sihunter@greenshawlearningtrust.co.uk)

### 7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.