



**GREENSHAW**  
LEARNING TRUST



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**RECRUITMENT PACK**



Greenshaw Learning Trust,  
ORU Sutton,  
Throwley Way,  
Sutton,  
SM1 4AF

Telephone: 020 3988 0218

Email: [info@greenshawlearningtrust.co.uk](mailto:info@greenshawlearningtrust.co.uk)

Dear Candidate

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

We are looking to recruit an 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.

Greenshaw Learning Trust has at its heart effective collaboration and the sharing of the very best practice not only throughout the organisation, but across and with other like-minded educational organisations, further improving the life chances of as many young people as possible.

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 pupils. 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 have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and 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.

Greenshaw Learning Trust 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.

The Trust and our school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information at [recruitment@greenshawlearningtrust.co.uk](mailto:recruitment@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

**Anita Martin**

**Director of Finance**



## **ABOUT OUR TEAM**

The Finance Department is organised into two primary teams: Transactional Finance and Financial Planning. The Financial Planning Team is composed entirely of Finance Business Partners who are responsible for developing and monitoring school budgets in collaboration with Headteachers.

Finance Business Partners work directly with Headteachers across all trust schools, providing monthly management account reports for each school to facilitate effective budget management. Headteachers hold ultimate responsibility for their school budgets, and these monthly reports serve as a key tool for maintaining financial oversight. In addition to reporting, Finance Business Partners offer advice and support on a variety of financial matters that schools may encounter.

Finance Business Partners are also responsible for building school budgets in partnership with Headteachers, Regional Department Managers and other stakeholders as necessary. This is done using a variety of tools including ICFP metrics and benchmarking across trust & national schools.

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

Salary calculated in line with NJC pay scale, points 32-35, £44,331 to £47,532 per annum. Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

## HOURS OF WORK

36 Hours per week, full time all year round

## PLACE OF WORK

The successful postholder will be primarily based in the Sutton office located at Oru, 7 Throwley Way, Sutton, SM1 4AF but will be required to travel to schools located in the Sutton area. However, travel to all GLT schools, offices and meetings will be required on occasion.

## PENSION SCHEME

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: <https://www.lgpsmember.org>

## HOLIDAY ENTITLEMENT

The annual holiday entitlement is 25 days plus 2 extra-statutory days

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

# JOB DESCRIPTION

<b>Post:</b>	Finance Business Partner
<b>Responsible to:</b>	Simon Hunter - Senior Finance Business Partner
<b>Responsible for:</b>	n/a

## ROLE OVERVIEW

We are looking for an enthusiastic finance specialist to join our highly effective Finance Business Partner team to work alongside Headteachers to set and monitor school budgets.

## MAIN DUTIES AND RESPONSIBILITIES

- 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.
- To work with head teachers and other budget holders to prepare a three-year financial budget within a set of consistent budget assumptions
- To ensure appropriate resources are included in the budget for headteachers whilst working within the set budget assumptions.
- To identify savings within the financial budget to support the medium-term financial plan (MFTP)
- To prepare a report for the governing body meetings to show the financial performance of the school and monitor the progress against the approved budget.
- To work with the whole finance team to improve the accuracy of management accounts
- To maintaining a budget forecast throughout the year to reflect known anticipated changes in the final position.
- To prepare monthly monitoring reports to show year to date actual performance against budgeted performance highlighting areas of risk
- To support the consolidation of the monitoring reports for GLT Head of Finance
- To produce internal and external benchmarking reports
- Provide a knowledge hub on school statutory funding through maintaining up to date information on school income.
- To provide support for the year-end process and annual accounts preparation for external audit
- To contribute 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

- Prepare 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

## **SAFEGUARDING**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust 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.

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 duties and responsibilities in this job description are not restrictive and you 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.

# 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.

	Essential	Desirable
<b>Qualifications and training</b>		
Comprehensive understanding of financial systems and double entry book-keeping	x	
Sound knowledge of Microsoft Office, particularly Excel	x	
A working knowledge of IMP budgeting software and Sage Intacct		x
A financial background with strong knowledge of annual budget creation and budget monitoring	x	
Financial qualification, CCAB, AAT level 4 or equivalent		x
Evidence of wider professional development		x
<b>Skills and experience</b>		
Knowledge of school funding and budget creation and monitoring		x
Excellent communicator – sensitive, compassionate and effective	x	
Successful experience of working in a school or academy within a finance setting		x
<b>Personal attributes</b>		
Able to establish good working relationships with a wide range of people including - Headteachers, Wider shared services colleagues and Finance team colleagues	x	
Ability to analyse information, and identify and resolve issues	x	
Ability to establish positive relationships and work as part of a team	x	
Be self-starting and able to work on your own initiative and accept accountability	x	
Ability to challenge and support in equal measure and as appropriate having courageous conversations where necessary	x	
Ability to meet deadlines whilst managing a complex workload	x	
Work in an organised way with meticulous attention to detail	x	
Committed to the safeguarding of children	x	

# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on **Tuesday 29th April 2025**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be held on **Wednesday 7th May 2025**. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

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





## FURTHER INFORMATION

Thank you for your interest in working at Yate Academy as part of Greenshaw Learning Trust.

Should you need any further information, please contact  
NAME AND EMAIL ADDRESS



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