



*St Francis Catholic
Multi Academy Trust*

Recruitment Pack

Finance Business Partner



Contact us:

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The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN



Section 1: Post Advertisement

Post: Finance Business Partner
Location: St Francis CMAT Central Office with travel between schools
Pay scale: Band L Points 40 - 43 £51,357 - £54,495
Contract: Permanent, full-time – 37 hours per week, 52 working weeks
Start date: As soon as possible

We are seeking an experienced educational finance practitioner to work under the leadership of the Trust's Finance Director. This is a rare and exciting opportunity for a motivated professional to bring their financial acumen to a collaborative and ambitious Academy Trust. At St Francis CMAT, we believe that robust financial management is the cornerstone of our success; by ensuring every penny is used effectively and transparently, you will play a vital role in providing the very best resources and opportunities for the benefit of all our children.

The successful candidate will:

- be self-motivated and have the ambition to develop as a leader with the support from the Trust.
- have good interpersonal skills that ensure organisational communication is effective and ensuring our schools feel fully supported.
- work in liaison with the Finance Director to ensure the accuracy and sound control of financial transactions in line with the Trust Finance Policy and statutory frameworks.
- have experience of educational financial management including funding streams, performing month end procedures and preparation of accounts to trial balance, reconciliations, administration of income and expenditure and support for budget management and monitoring processes
- Line manages the Trust Finance Officer(s)
- have a good understanding of current financial rules and regulations.
- be able to work with Trust Central Team and School Finance colleagues to contribute to the management of workloads and help develop them grow as individuals.
- be able to work with Headteachers to assist them in the administration of budget planning and preparation along with monthly budget monitoring meetings.
- Have a sound working knowledge of Education Finance

In return the successful candidate will:

- Be a member of the Trust Central Team and join a strong and dynamic team of professionals across our organisation.
- Be supported in the continued development of a career in Finance.
- Have access to the Trust comprehensive professional development programme.
- Have access to the local government pension scheme and terms and conditions aligned to the National Joint Council for Local Government Services.
- Have access to a fantastic variety of staff benefits - including the opportunity to engage in our salary sacrifice scheme through Tusker!

The closing date is 9am on Friday 30th January 2026 and interviews will take place on Tuesday 3rd of February 2026. Please ensure you are available for that day.

How to Apply: to download an application pack, please visit our vacancies page at: <https://stfcmat.com/vacancies/> alternatively you can request a pack by emailing: finance@stfrancismat.com

Please send completed application forms to: recruitment@stfrancismat.com

Please note: Only CES Application Forms will be considered, we are unable to accept CV's alone.



POST TITLE	Finance Business Partner
GRADE/SALARY	Band L Points 40 - 43 £51,357 - £54,495
HOURS/WEEKS	37 Hours x 52 Weeks
LOCATION	Trust Central Office
RESPONSIBLE TO	Finance Director
RESPONSIBLE FOR	Central Finance Team
PURPOSE OF THE JOB	To work as part of the central team in the Trust, providing technical financial advice, support and guidance to internal stakeholders and external agencies on all aspects of the finance function.
RELEVANT QUALIFICATIONS	Accounting qualification or qualified by experience and proven technical financial accounting experience to achieve the level of skills, knowledge and understanding required to fulfil the requirements of the role.

SPECIFIC DUTIES AND RESPONSIBILITIES

MAIN DUTIES

Key Responsibilities

- To manage the Central Finance Officers
- To work closely with the Finance Director and Finance Officers to ensure internal controls meet the requirements of Trust policy and statutory requirements through the QA framework.
- To assist in the production the consolidated monthly management accounts
- To undertake reconciliations as required to ensure the Trust is compliant with the Academy Trust Handbook.
- To undertake financial reporting for the Trust in line with Trust policy and procedure to assist the Finance team's workload if required.
- To support and contribute to the reporting of income and expenditure to the trust.
- Oversight of budget monitoring and re-forecasting for all schools.
- Ensure compliance to HMRC requirements.

Leadership and management

- To manage the central finance officer team including performance management.
- Oversee and identify opportunities for development to support the ongoing needs of the central and school level finance teams in liaison with the Finance Director.
- Undertake performance development reviews of the team in liaison with the Finance Director.
- Manage the continuous professional development of the team to ensure all team members have up-to-date knowledge and understanding of current financial regulations and guidance.
- Contribute to the Trusts work in achieving sound financial health and efficiency.
- Implement systems, training for school finance officers/Trust Finance Officer(s).
- Financial management and reporting





- Manage internal financial processes ensuring the production of monthly accounts in a timely manner.
- Complete month end processes using advanced specialist technical accounting knowledge to ensure transactions are recorded accurately and in line with the Academy Trust Handbook.
- Respond to all financial queries and provide guidance on Trust Policy to Schools as well as Academy Trust Handbook and accounting regulations.
- Assist leaders in schools with costing projections.
- Ensure that orders are accurately and promptly processed, and any associated goods received notes are filed and assigned to the relevant record in the accounting system by the Finance and Operations Officer (s).
- Ensure payments are processed in line with policy by the Finance and Operations Officer(s).
- Maintain financial records in line with the Trust financial policy and procedures.
- Assist the Finance Director in completing the VAT return and other Statutory returns.
- Ensure that receipts and payments on the central bank account are recorded accurately by the finance team.
- Delegate financial tasks to the team as appropriate.
- Budget monitoring and forecasting
- To assist the Finance Director in the preparation of the Trust annual budget and three/five-year forecast, and to consolidate the Trust budget position.
- Have overall oversight of School's budget and help Finance Officers monitor budgets to be able to complete re-forecasting.
- Meet with Headteachers monthly to discuss budget monitoring outcomes when directed by the Finance Director.
- Be a point of escalation for schools with budget changes if required
- Identify areas where expenditure efficiencies can be achieved across all schools
- To assist the Finance Director in reporting the budget and forecast position of the Trust and its schools.
- Partner with Headteachers and School Finance Leads to undertake ICFP exercises, ensuring curriculum ambitions are supported by robust financial modelling.
- Delegate tasks to the Finance team and assist with complex accounting queries.
- Support new schools joining the trust with system implementation, training and understanding of Trust policy.
- Contribute to the development of financial systems.

GENERAL

- Assist in such duties and activities relating to any of the above areas appropriate to grade as the CEO/CFOO or FD shall from time to time reasonably require.
- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Availability to work flexibly, including evenings, weekends, and peak holiday periods when required.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Chief Executive, Trust HR and Governance Director or Chief Finance and Operations Officer.
- This job description will be kept under review and may be amended via consultation with the individual, Trust HR and Governance Director and Executive Team as required. Trade Union representatives will be welcome in any such discussions.



Section 7: Person specification

Minimum Essential Requirements for Finance Business Partner	Criteria
QUALIFICATIONS AND TRAINING	
Accounting Qualification relevant to the role or proven financial reporting and accounting work experience to support the level of skills, knowledge and understanding required to fulfil the requirements of the role	Essential
Five years minimum experience in an accounting and financial role within a Educational setting	Essential
KNOWLEDGE AND EXPERIENCE	
Experience in financial reporting and complex accounting principals	Essential
Experience of Secondary Education finance	Essential
Experience of Sixth Form finance	Desirable
Experience of financial management and processes	Essential
Have a good understanding of current financial rules and regulations	Essential
Ability to develop, interpret and implement Finance policies and procedures	Essential
Experience of supporting and assisting work to others	Essential
Knowledge of the Academies Handbook and Accounts Directive	Essential
PROFESSIONAL DEVELOPMENT	
Evidence of a commitment to Continuous Professional Development	Essential
Willingness to actively participate in professional learning	Essential
SKILLS	
Excellent interpersonal skills	Essential
Ability to work under pressure and meet deadlines	Essential
Perform duties with accuracy and attention to detail	Essential
The ability to motivate others	Essential
QUALITIES AND ATTRIBUTES	
High expectations of self	Essential
Demonstrate a positive team approach to work	Essential
Energy and commitment to professional responsibilities	Essential
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	Essential
A commitment to safeguarding students.	Essential
Suitability to work with children.	Essential
A commitment to equal opportunities.	Essential
Ability to recognise discrimination and willingness to put Equality Policies into practice.	Essential

