



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

Dear Candidate

Thank you for your interest in the role of Finance Manager for Greenshaw Learning Trust (GLT). This is a dual-level opening: we are equally interested in **Level 1** candidates (responsible for core operational delivery) and **Level 2** candidates (who have a high level of technical accounting, internal control and risk proficiencies and are typically Chartered Professionals).

The Greenshaw Learning Trust, is one of the highest performing academy trusts in the country with a history of successfully transforming the performance of schools across the South of England. We have a strongly collaborative and action oriented culture. Our 'family' of like-minded schools are given, and give each other, the highest quality support while still maintaining their own distinctive character. We are made up of thirty seven schools: eleven in South London, eight in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We continue to grow our footprint and have further schools joining us later this year.

The finance department provides the financial foundation for schools, and trust, to deliver services and expand its work. We do this through proactive, strategic financial planning; efficient processing; a strong financial control environment; and quality reporting. You will be joining a large finance team that is committed to improving the lives of children at our schools. We are on a continuous improvement path in all we do and expect all staff to grow significantly while at the Trust..

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 personal 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.

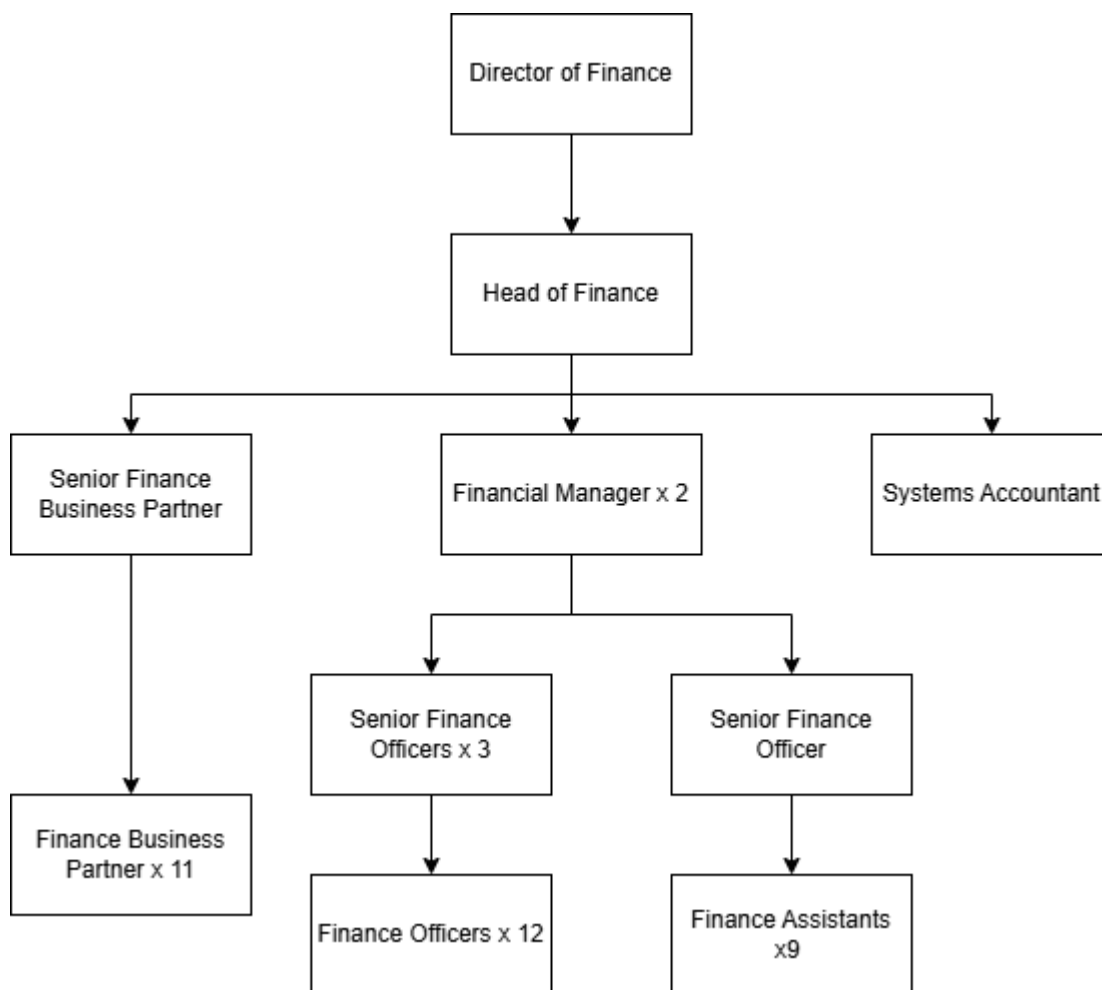
The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information hrsupport@greenshawlearningtrust.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Callen Hodgskiss, Head of Finance

ABOUT OUR TEAM

The finance department is a committed and varied team of finance professionals who are responsible for the finances of all schools and functions. We keep one set of accounts for each school that rolls up into a consolidated set of accounts for the academy, as well as two sets of smaller trading company accounts. The department has three main units - the Finance Assistants who deal with core transaction processing, the Finance Officers with the bookkeeping, and Finance Business Partners with financial planning, monitoring and financial support for school leadership. Our financial year end is 31 August 2025 and the trust's accounting software is SAGE Intacct. The finance team is spread across our three offices in Sutton, Gloucester and Plymouth. We have hybrid and flexible working arrangements in place across all three locations.



TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with NJC pay scale (Outer London), points 31- 40.

Unqualified candidates will be calculated at points 31 - 36 (£44,685 - £50,085 per annum) and once qualified, the salary will be calculated at 36 - 40 (£50,085 - £54,267 per annum)

The role also comes **with a top-tier LGPS pension**, which is a Defined Benefit plan. While many commercial firms contribute 3% to 6%, our employer contribution levels are typically multiples higher to guarantee a set income for life - a deferred pay rise that offers far more value than a standard private-sector pension scheme. More detail is provided below.

HOURS OF WORK

Full-time, 36 hours per week

PLACE OF WORK

GLT Shared Service Office, ORU Sutton, Throwley Way, Sutton, SM1 4AF.

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>
- The Local Government Pension Scheme is a defined benefit scheme - paying an guaranteed annual pension for life upon retirement.
- Employer annual contributions to the scheme typically range between 15%-25% (23% on aggregate currently) depending on market performance.
- The Local Government Pension Scheme also provides a death in service benefit of 3 times your annual salary.
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

The annual holiday entitlement is 26 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

Post:	Finance Manager
Responsible to:	Head of Finance
Responsible for:	Senior Finance Officers and their teams

ROLE OVERVIEW

The role involves the day to day oversight of core teams within the finance department. It will suit a people-centred finance professional. The successful candidate will be customer service orientated, enjoy developing teams, and have the necessary financial acumen and track record.

ROLE OVERVIEW

The Financial Managers at Greenshaw Learning Trust look after the day to day core operational delivery of the finance department. This includes the production of quality monthly management accounts for our schools across the south of England, 2 trading companies, as well as the management of the Accounts Payable and Accounts Receivable functions. They will hold relationships with key stakeholders and suppliers, as well as support the annual audit, as well as preparation of Annual Financial Statements. The role will suit a people-centred finance professional. The successful candidate will be customer service orientated, enjoy developing teams, and have the necessary financial acumen and track record.

This is a dual-level opening: we are equally interested in **Level 1** candidates (responsible for core operational delivery) and **Level 2** candidates (who have a high level of technical accounting, internal control and risk proficiencies and are typically Chartered Professionals).

CORE RESPONSIBILITIES

- Manage day to day activities of a large finance team including Senior Finance Officers, Finance Officers and Finance Assistants. Collectively these teams look after the Operational Finance & Accounting of GLT - including aspects of the organisation's statutory compliance.
- Ensure proper execution of financial controls across teams to limit risk within procurement, banking and the accounting functions. Controls cover the integrity of financial information, limit fraud, as well as protect financial information and access to Financial systems (Sage, SAP Concur, Lloyds, Planergy, Zendesk).
- Put measures in place to address financial risks. These include debt recovery; management of overdue supplier payments; suspense accounts, unreconciled balances, control accounts, questionable expenditure, funds allocations and ensuring (Revenue and Capital) funds are spent in accordance with terms and conditions. Ensure culture of integrity, accountability and transparency within the teams.

- Produce high quality monthly management accounts by the 7th of each month for all schools and shared service departments (including catering and capital projects) to support management decision making.
- Put processes in place to maintain impeccable supporting documentation for all financial transactions and that they are securely stored.
- Perform more complex accounting duties including year-end closing adjustments, GAG reconciliations, VAT reconciliations, intercompany reconciliations, trading company accounts, Trust Shared Service accounts and payroll journal posting and reconciliation.
- Act as a signatory and primary liaison on business bank accounts including authorising access changes, issuing credit cards, and signing direct debit instructions.
- Monitoring cash to ensure sufficient cash flow is available for BACS runs.
- Deal with complaints/high risk financial matters that the team is unable to resolve. These may be raised by the team, external suppliers or staff/Directors.
- Develop strong working relationships with key management staff across schools and shared services departments as well as critical suppliers.
- Coordinate and align the work of the Operational & Finance Team, with the Financial Planning team and other Shared Services calendars.
- Maintain confidentiality and professionalism with regard to payroll data, staff expense claims and other financial transactions of sensitive nature. Ensure the teams do the same where applicable.
- Prepare and submit statutory returns including quarterly VAT return, FRS 102 Pensions schedules, DFE returns.
- Act as system superuser on Sage Intacct, Lloyds and Planergy platforms and use your professional judgement to authorise on behalf of other budget holders when the circumstances require it.
- Serve on Systems Development & Special Project's team to planning larger system changes/ new system adoption to improve reporting and processing efficiencies
- Manage the resolution of daily queries from internal and external auditors, and preparation supporting documentation for various audit files.
- Develop and deliver training and online resources, on finance systems, for finance team members and external finance system users.
- Facilitate the smooth onboarding of new schools during the Academy conversion process.

TEAM RESPONSIBILITIES

As part of the management team, you will be committed to driving great people management practices in your teams including

- Define finance team members roles and responsibilities.
- Develop high performance standards and KPIs to support the effective service delivery of the department and design "live" dashboards for your teams to monitor performance and growth.

- Establish a proactive team culture aligned with GLT values of collaboration and inclusivity and clear on the teams' purpose.
- Recruit new team members in line with GLT Policy
- Team growth and succession planning including 1) Creating individual development pathways for each team member, 2) ensuring candid monthly feedback is part of the team culture, 3) Mentoring and coach Senior Finance Office, 4) semi-annual Performance Management and Development Reviews.

PERSONAL DEVELOPMENT

- Continue personal development in the relevant areas, including subject knowledge and methods.
- Engage actively in the Performance Management process.
- Participate in arrangements for further training and professional development.

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.

ADDITIONAL LEVEL 2 RESPONSIBILITIES

- Lead the design of internal financial controls used to manage financial risks and minimise potential fraud.
- Responsible for roll-out of strong internal controls and monitoring that controls remain effective on a daily basis.
- Upskill the team on technical accounting standards and system logic.
- Project Manage system evolution relating to integrations, data management, and automated controls for the core finance function.
- Serve as the primary business contact with financial systems providers (Sage, SAP Concur, Lloyds, Planergy, Zendesk) with responsibility for requesting changes and system development.
- Responsible for resolution of complex Tax/Audit matters, and FRS related compliance.

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.

	Level 1 Required	Level 1 Desirable	Level 2 Additional Required
Qualifications and training			
Accounting Qualification	AAT level 4	CIMA or ACA (or progression towards this)	CIMA or ACA
Skills and experience			
Leadership & Team Management experience	Demonstrable success in leadership and team management	Change management experience	As per level 1
Full function accounting and audit experience	Track record of running effective full accounting function	Audit management experience	As per level 1 plus Annual Financial Reporting expertise
Risk management and compliance experience	Statutory compliance submissions	Risk Monitoring and reporting experience	As per level 1 plus Risk Monitoring and reporting experience
Monthly financial reporting and analysis experience	History of delivering quality monthly accounts	Financial Reporting to Senior Leadership Understanding of charity accounts and fund management within public sector organisations	As per level 1
Technical proficiency	Finance system and spreadsheet savvy	ERP system savvy	As per level 1 plus Taxation, System development experience, Internal control design expertise

Personal attributes
Honesty and integrity
A leader who naturally adopts a collaborative mindset
Takes full responsibility for department service delivery
Displays strong analytical thinking
Empathic, self aware and self regulating
Driven to deliver great customer service

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 10th May 2026. 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 14th and 15th May 2026. 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.



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