



INFORMATION FOR CANDIDATES

The CE Academy

Finance Manager

Grade H, Points 14-21

£29,539 to £33,142 FTE

This position is offered on a 42 or 52 week basis.

"Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."

WELCOME FROM JAMES THOMAS

Headteacher, CE Academy



CE Academy is a multi-sited Alternative Provision Academy in Northamptonshire providing Alternative Education for young people who are either permanently excluded from school, at risk of permanent exclusion from school, or pupils with emotionally based school avoidance. We also respond to the educational needs of pupils with EHC Plans who would otherwise be attending specialist provision.

Our motto is **"Freedom to choose a different future"** This was chosen by our young people and recognises our belief that everyone should have the opportunity to access a high quality education.

The CE Academy provides alternative education for young people who are permanently excluded from school or dual registered. We respond to the educational needs of pupils who would otherwise be attending mainstream/special schools. We have positive expectations of behaviour and academic expectations are high and related to young people's abilities.

We promote both the right to fail and the importance of giving all young people the freedom to choose a different future. We take a holistic approach to education, promoting an ethos and culture built on fairness, equality and mutual respect. This provides an environment in which young people can be encouraged and supported to make the right choices which lead to positive outcomes.

The staff team at CE Academy are committed to ensuring that all of our young people are at the heart of everything we do. They work tirelessly to enable them to make progress with their social and communication skills as well as achieving academic and vocational success.

We provide all young people with a personalised timetable designed to meet their social, emotional and academic needs. The curriculum on offer provides opportunities to develop cultural capital and for both personal development and academic success. We take great pride in ensuring every young person has a destination when they leave us at the end of Year 11. As Headteacher I am proud to lead an experienced and dedicated group of staff. We pride ourselves on our relationships with our young people, families and communities. Strong relationships and working together are at the heart of our ethos.

I invite you to explore our website and visit us to gain a deeper insight into life at CE Academy.

Please do not hesitate to contact me if you have any questions or require further information about the role of our school.

James Thomas

Headteacher - CE Academy

An Introduction - Tove Learning Trust

Tove Learning Trust (TLT) was founded in 2016 at Sponne School in Towcester, Northamptonshire. Since its establishment, the trust has seen remarkable growth, positively transforming the education of thousands of students. Over the past nine years, TLT has expanded its reach to encompass 15 schools, including nine secondary schools, four primary schools, and alternative provisions. These are spread across two regional hubs in Northamptonshire and Milton Keynes, as well as the West Midlands.

As a family of academies, the trust is dedicated to inspiring education that leads to outstanding outcomes. We strive to ensure every student achieves their full potential by fostering stimulating environments where children can grow, develop, and flourish.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the trust, you will transform pupils' lives.

The trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

Employee Benefits:

- ✓ Medicash - Health Cash Plan:
 - 24/7 GP Appointments & prescription services
 - Dental treatment
 - Optical care
 - Physiotherapy
 - Skinvision - skin health tracker
 - A range of essential healthcare expenses
 - Exclusive discounts on shopping & travel
- ✓ Teacher & support staff pension schemes
- ✓ Employee Assistance Programme (EAP)
- ✓ Continuous Professional development (CPD)
- ✓ Training School Alliance
- ✓ Networking opportunities
- ✓ Specsavers eyecare voucher
- ✓ Flu vaccine
- ✓ Blue Light Card
- ✓ Discounted Gym Membership (where applicable)
- ✓ Stantonbury Theatre Discounted Tickets

TOVE LEARNING TRUST SCHOOLS

Northamptonshire

Primary School

- Whitefriars Primary School
- Wootton Primary School

Secondary School

- Elizabeth Woodville School (Roade & Deanshanger Campus)
- Huxlow Academy
- Rushden Academy
- Sponne School

Alternative Provision

- CE Academy
- New Horizons Academy

Milton Keynes

Primary School

- Knowles Primary School
- Water Hall Primary School

Secondary School

- Lord Grey Academy
- Stantonbury School

West Midlands

Secondary School

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull

CE Academy - Finance Manager Job Advert



We have an exciting opportunity for a dedicated and proficient Finance Manager to join CE Academy. The Finance Manager is the academy's main finance administrator and works in the CE Academy County office.

The successful candidate will:

- Have a recognisable qualification in financial management (or equivalent experience).
- Confidently provide advice and guidance to school based finance (but non-accountant) colleagues to ensure accurate reporting and statutory compliance.
- Demonstrate strong financial management and analysis skills with the ability to interrogate data and seek clarification where required.
- Have experience in a similar environment i.e. working with remote teams and ideally having a comprehensive understanding of the education sector.
- Be able to demonstrate strong IT skills including Google forms & docs as well as Word, Excel, PowerPoint etc. and a mastery of bespoke software relating to the job role.
- Have to meet the person specification and will be required to apply for a DBS disclosure.

Candidates must be eligible to live and work in the UK and will be required to undergo an enhanced DBS disclosure check.

The successful applicant may be expected to work from other Academy sites from time to time and there may be a requirement to travel throughout the county. As this requirement may be at short notice, you must have a current driving licence and a reliable car. We are very well supported by TLT, benefiting from excellent networks across the Trust for staff collaboration, and continued training and professional development.

The Trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Staff are offered an extensive induction programme and further training.

- **Closing date:** Monday 31st August 2026
- **Location:** County Office, The CE Academy, Poole Street, Northampton, NN1 3EX
- **Hours:** Full time 37 hours
- **Grade/ Paypoint:** Grade H Points 14-21

Applications will be reviewed and shortlisted on an ongoing basis. As a result, the vacancy may be closed early if a suitable candidate is found. We encourage you to submit your application promptly to ensure consideration.

Tove Learning Trust is an equal opportunities employer. The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires an enhanced DBS check.

CE Academy - Finance Manager Job Description

REPORTING TO: The School Business Manager

CORE PURPOSE OF THE ROLE

The role exists to assist the School Business Manager to fulfil their responsibility to the Headteacher, deputising for the SBM in matters relating to internal financial control, school budget and financial systems as required. Responsibilities will include compliance with all statutory and Tove Learning Trust (TLT) regulations and procedures.

MAIN RESPONSIBILITIES

- To support and deputise for the SBM in relation to financial controls and resource management at the Academy and the preparation of documents to ensure compliance with the Trust and the DFE financial regulations and procedures.
- To manage all the operational functions of internal financial control including the finance systems and provide technical support to the finance team and SLT to maximise the use of the facilities and educational resources

SPECIFIC RESPONSIBILITIES

Governance & Management

- To maintain a secure overview of all financial issues within the academy and implement effective systems of internal audit control.
- To uphold good governance and ethical behaviour including excellent accounting practises as per the TLT Financial policies, the ESFA's Academy Trust Handbook (ATH) and all other academy obligations.
- Advise the SBM, Headteacher and/or Chair of Governors if fraudulent activities are suspected or uncovered.
- Assist the SBM in the production of year-end financial reports, facilitate year-end procedures and liaise with external auditors, Internal scrutiny team and Trust central team as required.
- To prepare timely and accurate monthly finance reports to the SBM and Headteacher for scrutiny and provide supporting documentation as required for presentation to the Headteacher and for Governors.

- Assisting the SBM to prepare, plan, set and monitor the annual budget to support the Academy in delivering its financial objectives within budgetary allocation, giving specific advice to the non-pay budget
- To identify and inform the SBM of the causes of significant variances and suggest corrective action in appropriate timescales.
- Support the SBM in the production of timely and fully costed financial proposals, reports and recommendations in support of resource and funding provision or opportunities.

Financial Operations

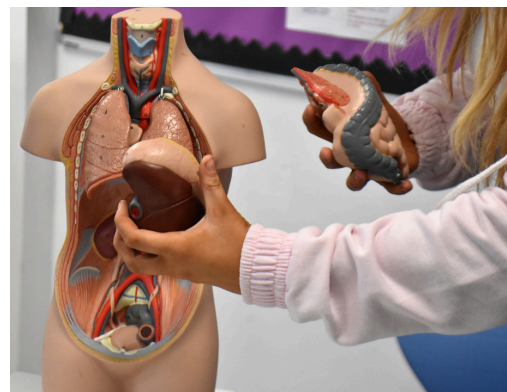
- To manage and administer the academy financial software and any other digital platforms designed to record monetary transactions including their integration with other software in the school. i.e. processing purchase and sales invoices, payroll journal transactions.
- Manage the operation of the school bank account and petty cash imprest system and liaise with the Trust re mandates and permissions as required.
- To provide to SLT and TLT, balanced reconciliations of the bank account and nominal ledger accounts on a monthly basis with relevant documentation appropriately signed.
- To manage and maintain the ledger administration, month end processing and journal processes in line with Trust procedures.
- To inform the SBM of suggested revisions to the current and future budgets if necessary, in response to significant or unforeseen developments and change of use.
- To provide ongoing budgetary information advise budget holding staff on appropriate resource selection, value for money protocol and documentary requirements as per the Trust procedures.
- Manage the communication with budget holders over the monitoring and balancing of budgets and ensure they receive regular expenditure reports.
- Fund income administration, reporting and cost allocation including but not limited to Pupil Premium, Top up funding. Maintain trackers in order to identify the funding position at any requested point in time.

CE Academy - Finance Manager Job Description

SPECIFIC RESPONSIBILITIES

Financial Operations

- Maintain control of and manage all contract financial administration and renewal negotiation. Support other colleagues with this aspect where applicable in other areas i.e. premises and IT Management.
- Implement core financial functions including payment of service agreements, invoices, direct debits procedures, and credit control as delegated by the SBM.
- Reconcile credit card on a monthly basis and review management procedures as required.
- Process all transactions with the appropriate VAT treatment and submit monthly VAT report to the Trust as required.
- Manage the procurement processes and ensure compliance with Trust procedures.
- Oversee or carry out the payment runs and perform appropriate management checks prior to signing off for payment.
- Oversee the processes and procedures for Dual Registered fees income and debtor control.
- Oversee the processes and procedures for any school trip expenditure i.e. booking and purchasing tickets
- Manage the Fixed asset administration, ledger maintenance and verification and update the Fixed Asset Register on monthly basis.
- Lead on the preparation of the annual audit pack for the trust, seeking support from colleagues who oversee other areas as required.
- To be aware of and comply with policy and procedures relating to child protection, health, safety, security and confidentiality.
- Manage the aged Debtor list and ensure all monies due to the school are recovered.
- Implement procedures for systematic retention, protection, retrieval, transfer and disposal of financial records.



It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.

KCSiE Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2024 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

CE Academy - Finance Manager Person Specification

EDUCATION AND QUALIFICATIONS	ESSENTIAL	DESIRABLE
Demonstrate good communication skills both written and oral	✓	
AAT full/part qualified or relevant experience	✓	
Evidence of external examination successes		✓
EXPERIENCE		
Experience in a Finance and Administrative role in a busy office environment	✓	
Accurate ICT skills (Microsoft Office and Google Docs)	✓	
Experience of budget monitoring and account reconciliation	✓	
Financial/Budgetary administration/management skills/use of spreadsheets/computerised accounting	✓	
Knowledge of the financial workings of a school		✓
KNOWLEDGE AND SKILLS		
Respond to difficult situations as a reasonable and mature adult	✓	
Pay attention to detail	✓	
Effective team and independent working	✓	
Good organisational and presentational skills	✓	
Use initiative and take decisions at appropriate levels when necessary	✓	
Ability to identify work priorities and meet deadlines whilst ensuring that lower priority work is kept up to date	✓	
Clear commitment to CE Academy ethos	✓	
Flexible, adaptable and responsive	✓	
Deal sensitively and professionally with confidential matters	✓	
Process complex information effectively	✓	

CE Academy - Finance Manager

Person Specification

PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
Eligible to live and work in the UK	✓	
Current driving licence, access to own car and agreement to use for work purposes	✓	
Willingness to travel to other Campus' Countywide. Able and willing to offer transport to pupils as appropriate	✓	
Work in accordance with the Trusts' values and behaviours	✓	
Ability to demonstrate awareness / understanding of equal opportunities and other peoples behaviour, physical, social and welfare needs	✓	
Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust	✓	
A commitment to continuing personal development and training	✓	
A commitment to safeguarding and promoting welfare of children and young people	✓	
Stay calm in a crisis. Trustworthy, dependable and discreet	✓	
This post requires a satisfactory clearance of a DBS check. Maintain a member of the update service.	✓	
Act as a key holder and maintain security at work	✓	
Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs	✓	
Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the Academy.	✓	
Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.	✓	

Statement of Ethos

Equal rights

The CE Academy regards all people as valuable individuals with equal rights. This implies that at all times positive action will be undertaken to ensure that all people within our area of influence feel supported and valued. This allows their strengths to be enhanced even when individual actions are rejected as inappropriate.

Self-respect

All people have the right to retain their self-respect at all times. There must be an empathy and delicacy of interaction. Relationships with the vulnerable must be carefully pursued to avoid putting them down, perhaps unintentionally. Positive attitudes will engender partnership in the enterprise of education. There will be consistent elements of consultation and negotiation for everyone.

The right to fail

Each member of the CE Academy community has the right to fail. The only way to avoid failure is to avoid doing anything.

Decisions that affect you

People have the right to be involved in decisions that affect them. Honest generous and kind communication is crucial to the integrity of all. Care will be taken to ensure that personal space is not invaded particularly at an emotional level but staff will also be open to the needs of pupils to communicate their thoughts, feelings and experiences in an atmosphere of acceptance.

What is the CE Academy?

The CE Academy is an educational provision. It believes that learning at a level that promotes intellectual growth is crucial to the enhancement of self-esteem. This is achieved through a rigorous approach to the provision of curriculum of a high quality that stimulates and engages its participants.

Equal rights to access education

The CE Academy believes that each pupil has an equal right to access education. This enables their best development so equipping them to grow purposefully into the responsibilities of adulthood.

Promoting a purposeful environment

The CE Academy promotes a purposeful environment. It provides opportunities for pupils to flourish within the safety of a structured framework that provides clear roles for all concerned. The framework empowers staff and pupils to take the risks necessary to change by sharing a negotiated learning experience. As part of this process consequential behaviour provides a focus for personal growth into an acceptance of the equal rights and responsibilities of all individuals.

Positively assertive and non-aggressive

The CE Academy approach is positively assertive and non-aggressive. While aggressive confrontations are regarded as unhelpful, it is acknowledged that many of our community will take time to come to terms with this. Mistakes will be made. Personal styles are taken into account and strategies are taught through mediation so that unnecessary confrontation can be better avoided in the future.

The CE Academy believes that it is within an atmosphere of rigour and positive acceptance that all are most likely to flourish and develop to their fullest potential. Staff are expected, pupils are encouraged, to fulfil and promote by example the ethos of the Service.

How To Apply/ Recruitment Process

TO APPLY

To apply, please forward a completed application form and a covering letter to Tiffany Drew - **recruitment@ce-academy.org** Your statement should outline how you satisfy the qualification and experience elements of the Person Specification.

Application forms are on our website <https://www.ce-academy.org> under the 'Vacancies' tab and scrolling down to 'Application Forms', please select the CE-TLT Application Form (Non Teaching).

Only applications using the CE application form will be considered.

For candidates invited to interview, these responses will be explored further, together with the other elements of the **Person Specification**. All applications will be acknowledged.

THE RECRUITMENT PROCESS

We will treat all enquiries, formal and informal, in confidence.

We encourage candidates to visit The CE Academy and meet a member of our Senior Leadership team, arrangements can be made by contacting The CE Academy HR Manager Tiffany Drew.

Please contact by email at

recruitment@ce-academy.org who will make the necessary arrangements.

THE CLOSING DATE FOR APPLICATIONS

31st August 2026 at 5pm

INTERVIEWS

TBC

FURTHER INFORMATION

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description, but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.

References will be taken up for all shortlisted candidates prior to interview. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.



CE Academy, Cromwell Campus, Poole Street, Northampton, NN1 3EX
01604 239 734 www.ce-academy.org

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