



# ENABLE TRUST CANDIDATE PACK



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## FINANCE MANAGER



# Welcome

## Andrew Buckton

*Chief Executive Officer (CEO)*

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Thank you for your interest in this role and a very warm welcome to Enable Trust.

We are all committed to our vision of “Achieving More Together.”

Enable Trust has grown from its founding schools in 2018 into a strong, collaborative partnership, with a shared commitment to delivering the very best outcomes for children and young people. This is an exciting time to join the Trust as we continue to grow, building on our strong foundations and developing how we work together to support our schools and communities.

Our central team plays an important role in supporting our schools, working alongside colleagues across the Trust to provide guidance, consistency and a strong sense of connection. It is a team built on collaboration, professionalism and a shared commitment to making a positive difference.

I feel privileged to have served as CEO since the Trust’s inception, and I remain deeply committed to the vision, mission and values that shape our work. We are proud to be a relationship-driven organisation, where inclusion and diversity are not just principles but are lived through our everyday interactions with pupils, staff, families and partners.

We are committed to continually improving what we do, challenging ourselves where needed, supporting others through advocacy, and always acting in the best interests of the communities we serve.

Learning sits at the heart of our Trust, for our pupils and for our staff. We believe in creating an environment where people can grow, develop and contribute meaningfully, and where everyone feels valued and supported.

If our vision and values resonate with you, we would be delighted to hear from you.

I hope to meet you soon.

Best wishes,  
Andrew Buckton  
CEO



# About Enable Trust

Our mission is “*working together passionately to achieve the best outcomes in our specialised SEND and Alternative Provision settings*”.

Enable Trust is a specialist school and Alternative Provision (AP) Multi Academy Trust based in South Gloucestershire. We established in 2018, when our founding schools, Culverhill and New Siblands came together with a shared mission. Since then we’ve opened up Two Bridges Academy, and welcomed Pathways Learning Centre into the Trust, and we’re excited to be on track to be on a growth trajectory.

Our children and young people are at the heart of everything we do.

School	Location	Designation	Pupils
<b>Culverhill</b> (since inception)	Yate	Complex Learning Difficulties	163
<b>New Siblands</b> (since inception)	Thornbury	Profound & Multiple Learning Difficulties Severe Learning Difficulties	124
<b>Two Bridges Academy</b> (opened 2024)	Alveston	Profound & Multiple Learning Difficulties Severe Learning Difficulties	112
<b>Pathways Learning Centre</b> (joined 2025)	Downend	Alternative Provision	170
<b>Trym Valley</b> (opening 2029)	Southmead	Complex Learning Difficulties	164
<b>Sandfield Academy</b> (opening 2028)	Cheltenham	Complex Learning Difficulties	200

We are passionate about advocating for improvement within the education, healthcare and social services systems, and we work with strategic partners at national, regional and local levels to provide a strong voice for positive change.

We also offer a range of specialist outreach services which support our mainstream partners to achieve the best outcomes for their pupils.

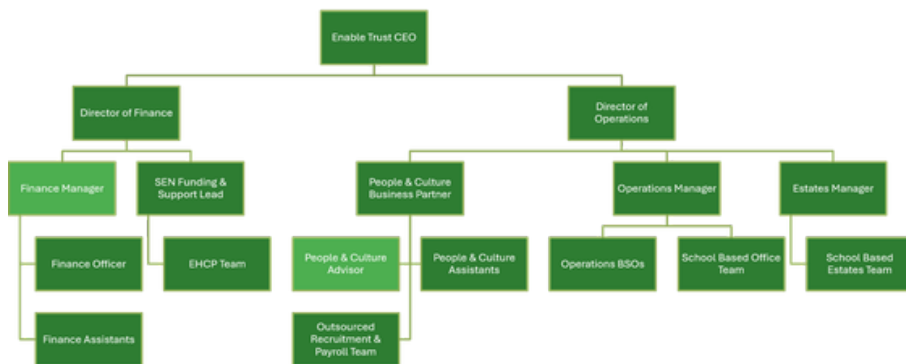


# About our Central Services

The Trust Central Services Team was established in 2020 to deliver centralised business services across the Trust. The team encompasses a range of functions, including Finance, HR, Payroll, Operations, Project Management, Estates, Health & Safety, EHCP and Administration support.

By centralising these services, our schools and other Trust services benefit from specialist expertise, streamlined systems and processes to enhance efficiency. This approach not only improves operational effectiveness, but also generates budget savings that can be reinvested into our core mission.

Our Central Services Team is continually evolving to adapt to the growing and changing needs of our Trust. Our aim is to deliver efficient, high-quality business services that align with the Trust's vision, enabling our schools and services to focus on what matters most: teaching and learning.



Our professional services strategy centres on four core objectives which support excellent outcomes for pupils and staff and the communities we serve:

- Quality; specialist business support across all functions with a strong focus on continuous improvement, professional standards and accountability.
- Sustainability; embedding long-term viability, measurable efficiencies and financial optimisation into every service area.
- Scalability; adapting our capacity and delivery models to meet the needs of Trust expansion, maintaining seamless support across a diverse group of schools.
- Accessibility; designing and delivering services that are clear, responsive and easy to use, so every school experiences consistently effective and personalised support.



# Job Profile

Job Title:	<b>Finance Manager</b>
Salary/Range:	ET Grade 5 SCP 33-36 £44,075 - £47,181 FTE (pay award pending)
Hours:	Up to 37 hours 5 days per week, all year round. It's a brand-new role, so there's plenty of opportunity to explore and shape how it works, we'd love to find a setup that feels right for everyone, we'd highly welcome applicants who are able to commit to at least 3 days per week
Base:	Two Bridges School in Alveston, with occasional travel to other Trust schools
Responsible to:	Director of Finance
Direct Supervisory Responsibility for:	Finance Officer and Finance Assistants
Important Functional Relationships: Internal/External	Director of Finance, Headteachers, Director of Operations, Enable Trust Central Team.

At Enable Trust, everything we do is grounded in working together to achieve the very best outcomes for children and young people. As our Trust Finance Manager, you'll play a key role in helping us achieve this by ensuring we have a highly effective, efficient, and supportive finance service at the heart of the Trust. Your work will help make sure that every pound is used wisely to maximise opportunities and outcomes for our pupils.

Working closely with the Director of Finance, you'll oversee the day-to-day management of the Trust's financial operations, ensuring compliance with financial regulations, Trust procedures, and the Academy Trust Handbook. You'll help provide clear financial information, robust processes, and practical support that enables schools and leaders to make informed decisions with confidence. As a developing team (and with this being a new role), there'll also be plenty of opportunity to get involved, share ideas, and help shape how we do things.

Finance Manager

achieving more together



# Job Description

## How you'll make an impact

### Leading Budget Planning and Financial Sustainability

- Work in partnership with the Director of Finance (DoF), Headteachers and budget holders to develop financially sustainable budgets that support school improvement priorities and strategic objectives.
- Champion the use of Integrated Curriculum and Financial Planning (ICFP) to strengthen financial decision-making and resource planning across the Trust.
- Partner with school leaders in delivering balanced budgets and implementing the Trust's Finance Strategy at a school level.
- Provide proactive advice and support where financial recovery planning is required to ensure long-term sustainability.
- Guide new Headteachers in developing financial confidence through training, guidance and coaching.
- Work closely with the EHCP team to ensure appropriate funding is secured for children and young people across the Trust.

### Financial Management and Reporting

- Maintain and develop robust financial procedures in line with Trust Financial Procedures, the Scheme of Delegation and Academy Trust Handbook requirements.
- Oversee purchasing processes and ensure expenditure is appropriately authorised, recorded and monitored.
- Lead the completion of month-end processes, reconciliations and financial reviews with support from the Finance Officer.
- Prepare accurate monthly management accounts, including KPI reporting, variance analysis and financial commentary.
- Alongside the Operations Team lead Headteachers with financially viable capital planning and premises projects, ensuring appropriate budget management and accounting treatment.
- Maintain and update ICFP models to support budget monitoring and workforce planning.
- Identify and implement opportunities to improve financial processes, systems and ways of working.

### Driving Value for Money

- Ensure staffing budgets, the Trust's largest area of expenditure, remain accurate and up to date.
  - Work collaboratively with the People and Culture Team to maintain accurate staffing budgets, undertaking monthly payroll reconciliations and resolving variances promptly.
  - Ensure starters, leavers and contractual changes are reflected accurately within financial plans and forecasts.
  - Maintain the Trust's contracts register, ensuring all contractual commitments are reviewed, renewed and procured in accordance with Trust policies and procurement regulations.
- Lead procurement activity and contract consolidation initiatives as the Trust grows, securing value for money and service improvements



# Job Description

## Ensuring Compliance and Supporting Audit

- Ensure accurate financial records are maintained and that the Trust complies with all statutory, regulatory, accounting and reporting requirements.
- Support the auditors in the preparation of annual statutory accounts and audit working papers.
- Act as a key contact for internal and external auditors, coordinating information requests and responding to audit findings.
- Promote strong financial governance and internal controls across the Trust.

## Leading and Developing the Finance Team

- Provide day-to-day leadership and line management for Finance Team members, supporting their professional development and performance.
- Foster a collaborative, customer-focused culture that delivers high-quality financial services to schools and Trust leaders.
- Lead regular team meetings and contribute to the continual development of the Finance function.
- Contribute to Central Team meetings, providing financial insight and supporting strategic decision-making across the Trust.
- Seeking CPD opportunities to further expand the knowledge and expertise of the Finance team
- The postholder will be expected to undertake any other duties that are commensurate with the grade and responsibilities of the role and which support the effective operation of the Trust.



# Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Accountant (ACA,ACCA,CIMA)</li> <li>• Evidence of continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate in Financial Reporting in Academies</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive experience working in a senior or similar finance role.</li> <li>• Experience of financial management including budget setting, monitoring, payroll reconciliations and forecasting.</li> <li>• Experience using computerised financial systems for accounting and budgeting.</li> <li>• Experience of developing and operating financial systems and procedures, including audit compliance controls.</li> <li>• Experience and involvement in internal and external audits</li> <li>• Supervisory and/or line management experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in an academy/school or trust setting in a finance role.</li> <li>• Use of Access Education Finance and IMP Budget Planner and ICFP tool.</li> <li>• Experience working in a growing business/school/MAT</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Proficient in the use of Microsoft Excel.</li> <li>• Adaptable and quick to learn new systems and processes.</li> <li>• Proactive approach to continually seek improvements and efficiencies to systems and processes.</li> <li>• Meticulous attention to accuracy and detail, maintaining accurate records and processes to ensure compliance with relevant legislation and guidance.</li> <li>• Strong analytical and problem-solving skills and the ability to manipulate, interpret and present complex data.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of regulatory frameworks and the financial management requirements as per the Academy Trust Handbook and company/charity legislation.</li> <li>• Knowledge and an understanding of SEND/high needs and special schools finances and funding.</li> </ul>



# Person Specification

Criteria	Essential	Desirable
<b>Knowledge and Skills (con.)</b>	<ul style="list-style-type: none"> <li>Ability to produce and present budget reports with appropriate commentary and variance and KPIs analysis and discuss with budget holders.</li> <li>Skilled in building effective working relationships with staff of all levels and other stakeholders.</li> <li>The ability to lead and develop a team of staff, managing their own and others workload efficiently and in a busy environment.</li> </ul>	<ul style="list-style-type: none"> <li>Wider knowledge and understanding of school/academy finance and grants.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills.</li> <li>Collaborative and Team orientated</li> <li>Flexible and adaptable with good time management, organisation and prioritisation skills.</li> <li>Resilient, positive and determined with a strong work ethic.</li> <li>Values led with a commitment to the strategic direction of the Trust</li> <li>High level of integrity and professional manner.</li> <li>Self-motivated.</li> </ul>	

As a growing Trust, our roles naturally evolve over time. This is especially true for this position as it is newly established, so there will be plenty of opportunity to shape how it develops. We're looking for someone who is flexible, open to change, and keen to grow with us, making the most of professional development opportunities along the way.

This job description gives an overview of the role as we see it today, but it isn't set in stone. We'll keep it under regular review and may make changes over time, always through open conversation with the post holder. From time to time, you may also be asked to take on other reasonable duties that support the wider work of the Trust.



# Recruitment Process

## What you can expect from us

**Inclusivity:** We warmly welcome applications from under-represented groups, including those relating to ethnicity, gender, age, disability, sexual orientation or religion.

**Clear information:** This pack includes a Job Profile and Person Specification, including safeguarding responsibilities, so you know what to expect.

**A straightforward process:** Applications are completed online via Eteach, we aim to keep things simple and transparent with a single stage interview process designed to help you share your experience, skills and potential.

**Open communication:** We'd love you to feel informed and comfortable throughout. If you're considering applying, our People & Culture Business Partner would be very happy to have an informal chat about the role and answer any questions.

**Respect and fairness:** We're committed to treating every candidate with honesty, professionalism and care.

**Constructive feedback:** We aim to provide timely, helpful feedback wherever possible.

**Reassurance:** We take your privacy seriously, full details can be found in our Privacy Notices on the Trust website.

## How to apply

The closing date for applications is 20 July 2026 at 09:00, with interviews planned for 29th and 30th July 2026.

Applications should be made online via Eteach and completed in full, clearly demonstrating how you meet the skills and experience outlined in the Person Specification.

You can find out more about the Trust at [www.enabletrust.org.uk](http://www.enabletrust.org.uk)

If you'd value an informal conversation about the role with our Director of Finance, please contact: [Madeleine.Roberts@enabletrust.org.uk](mailto:Madeleine.Roberts@enabletrust.org.uk)

*We look forward to hearing from you.*



# Keeping Children Safe

Enable Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Suitability to work with children and young people will form part of the selection process. Keeping children safe

You will be asked to account for any gaps or discrepancies in your employment history. Short-listed applicants will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children and young people. We will carry out online searches on all short-listed applicants, in accordance with Keeping Children Safe in Education, Part 3, Safer Recruitment.

Where given permission to do so, references will be requested for short listed candidates prior to interview. Referees will be asked about their relationship to you, your current post and salary, your performance history and conduct, any disciplinary action involving the safety and welfare of children, details of any substantiated allegations or concerns relating to the safety and welfare of children, and whether they have any concerns about your suitability to work with children.

Candidates attending an interview should expect the interview panel to explore issues relating to safeguarding, and at least one member of the panel will be trained in Safer Recruitment.

All successful applicants will be required to undergo security and vetting checks appropriate to the post, including checks with past employers and an enhanced DBS check. Applicants must be aware that it is an offence to apply for a role if barred from engaging in regulated activity relevant to children and young people