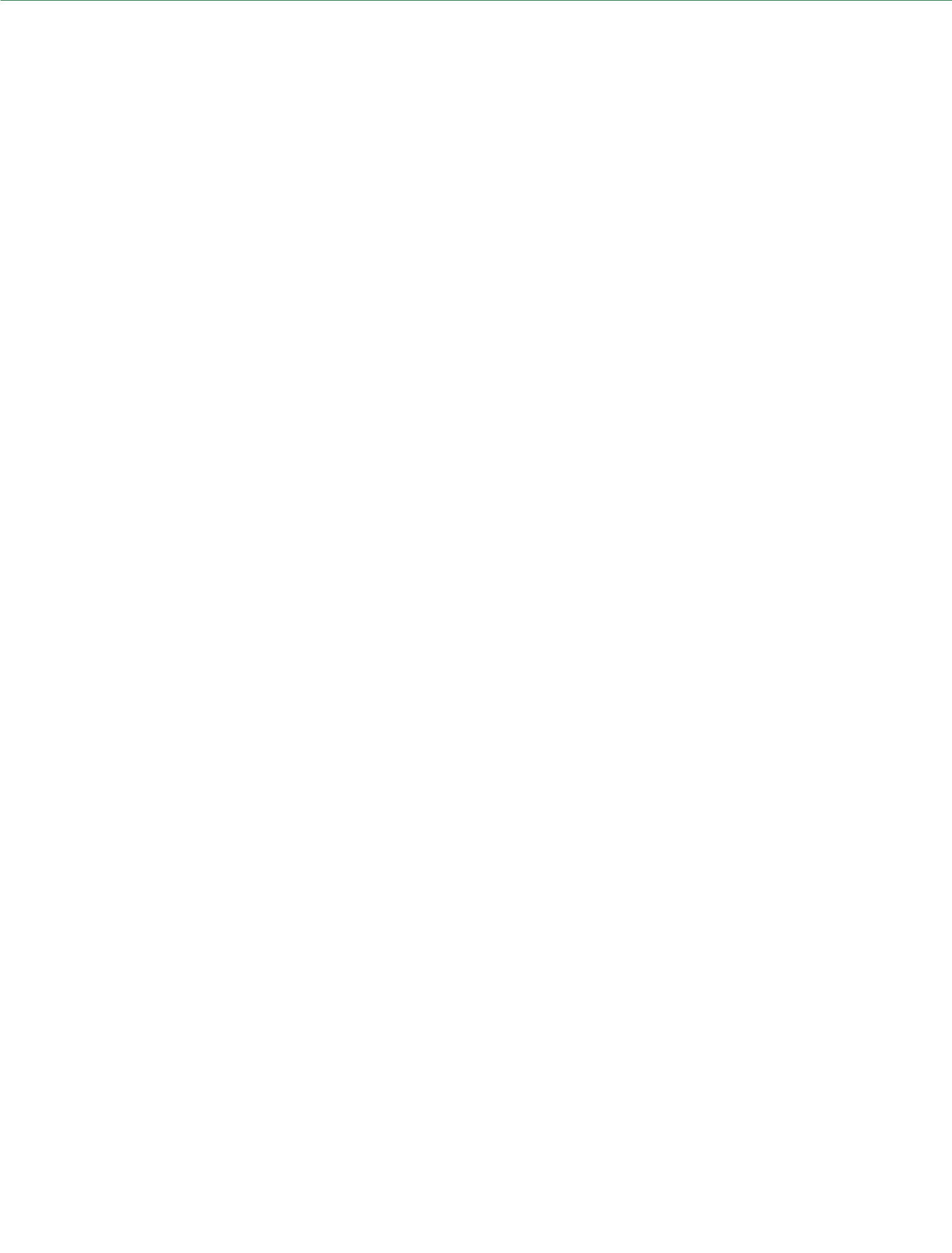




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RECRUITMENT PACK



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 Financial Systems Accountant role at Greenshaw Learning Trust. We are seeking a highly motivated and collaborative individual with a strong background in finance to fill the newly developed role of Financial Systems Accountant. This role will be responsible for managing and optimising our financial systems, ensuring efficiency and organisational alignment. Ideally, you will have experience in both education and commercial sectors, demonstrating a versatile understanding of financial operations. This role offers an exciting opportunity to shape the future of our financial systems and contribute to the overall success of the Trust. The successful candidate will work at speed to develop and enhance our services, collaborating effectively with colleagues across the Trust to implement improvements and streamline processes. You will be a key player in ensuring that our financial systems effectively support our educational mission and strategic objectives. If you are a highly competent and ambitious finance professional with a passion for innovation and a commitment to excellence, we encourage you to apply.

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. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Will Smith, CEO



ABOUT OUR FINANCE & PROCUREMENT TEAM

At Greenshaw Learning Trust, our Finance & Procurement Service plays a critical role in ensuring financial sustainability, value for money, and compliance across our schools. Operating from our regional offices in Sutton, Gloucester, and Plymouth, we provide expert financial support and strategic oversight to drive efficiency and empower schools to focus on delivering high-quality education.

The Finance team operates a fully integrated structure. A dedicated transactional team handles all core financial processing, including accounts payable/receivable, banking and statutory reporting. Complementing this, a team of Finance Business Partners provides financial planning, analysis, and support directly to schools, working closely with Headteachers to develop budgets, monitor performance, and provide strategic financial guidance.

To enhance and streamline our services, we are investing in cutting-edge technologies. Our commitment to innovation includes:

- **Cloud-based Financial Management Systems:** These systems offer real-time access to financial data, enabling efficient budget management and financial planning.
- **Automated Procurement Processes:** By leveraging automation, we reduce manual tasks, accelerate procurement cycles, and ensure compliance with regulatory requirements.
- **Data Analytics Tools:** Advanced analytics help us identify trends, optimise spending, and make informed decisions that benefit our schools and students.
- **Digital Collaboration Platforms:** These platforms facilitate seamless communication and collaboration between our schools and our Trust shared service teams, improving overall efficiency and coordination.

Our goal is to provide robust financial oversight and procurement support, empowering our schools to focus on delivering outstanding education. With our strategic investments in technology, we continue to enhance our services, ensuring they are efficient, transparent, and responsive to the needs of our schools.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with NJC pay scale, points 42-46, (Outer London £54,627 - £58,692. National £51,802 – £55,908) Salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

Full-time, 36 hours per week.

PLACE OF WORK

Postholder can choose to be located at one of our Trust offices in Sutton, Plymouth or Gloucester. Travel to all locations will be required. This role offers flexibility, including the option of working remotely/from home. However, frequent travel to Trust locations is essential for team meetings, school visits, and other key engagements.

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>
- 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:	Financial Systems Accountant
Responsible to:	Head of Programmes & Procurement
Responsible for:	n/a

ROLE OVERVIEW

The Financial Systems Accountant will play a key role in managing, optimising, and maintaining the organisation's financial systems. They will ensure these systems are efficient, user-friendly, and aligned with organisational objectives. This position will also support financial reporting, data integrity, and system integration while providing expert advice and training to finance and non-finance users.

FINANCIAL SYSTEMS MANAGEMENT

- Lead the management and development of financial systems, including SAGE Intacct, IMP, Planergy, SAP, and TravelPerk, ensuring they are streamlined, impactful, and cost-effective.
- Lead the management of the Finance & Procurement department helpdesk software (zendesk) ensuring SLAs are met.
- Oversee the integration of financial systems with other GLT systems to ensure compatibility and data consistency.
- Manage relationships with system suppliers and service users to address issues and implement improvements effectively.
- Monitor system performance, troubleshoot issues, and coordinate upgrades or patches as needed.
- Maintain the Chart of Accounts and set up new locations/ entities within the financial systems.

REPORTING AND DATA INTEGRITY

- Ensure financial systems support accurate and timely reporting, including statutory and management accounts.
- Maintain system controls to safeguard data integrity and compliance with internal and external audit requirements.
- Generate and distribute reports to track system performance, identify trends, and highlight areas for improvement.
- Develop and maintain standardised reporting templates and dashboards to improve financial insight and decision-making.

PROCESS & CUSTOMER EXPERIENCE IMPROVEMENT

- Identify opportunities to streamline and automate finance processes through better use of financial systems.
- Lead system optimisation projects to enhance efficiency and effectiveness across the finance team.
- Collaborate with key stakeholders to understand user needs and implement solutions that improve system functionality.
- Identify, develop and implement strategies that improve the internal and external customer journey in interacting with the Finance & Procurement department.

TRAINING AND SUPPORT

- Provide training and ongoing support to finance and non finance staff to maximise system usage and efficiency.
- Develop user guides, training materials, and FAQs to empower users and promote self-sufficiency.
- Ensure that standard operating procedures (SOPs) associated with financial systems are documented, consistently updated and effectively communicated to relevant teams.
- Act as the first point of contact for system-related queries and escalate issues to suppliers as needed.
- Ensure the finance content on the Finance & Procurement intranet site is engaging and up to date.

COMPLIANCE AND SECURITY

- Ensure financial systems comply with organisational policies, regulations, and data security standards.
- Conduct regular system audits to verify functionality, accuracy, and compliance with organisational standards.
- Regularly review access controls and permissions to safeguard sensitive financial data.
- Maintain comprehensive documentation of system configurations, customisations, workflows, and processes for future reference.

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
Qualifications and training		
Qualified or part-qualified accountant (ACA, ACCA, CIMA, or equivalent) or extensive relevant experience.	x	
Skills and experience		
Proven experience in managing financial systems and implementing system improvements.	x	
Strong technical knowledge of financial software such as SAGE Intacct, SAP, or similar platforms.	x	
Demonstrated ability to analyse and manipulate large datasets for reporting and decision-making purposes.	x	
Experience in the education or nonprofit sector.		x
Familiarity with systems integration and APIs.		x
Demonstrated success in developing and executing strategies to improve customer experience, with a focus on delivering measurable outcomes and enhancing stakeholder satisfaction.		x
Personal attributes		
Strong analytical and problem-solving skills with attention to detail.	x	
Excellent interpersonal and communication skills to collaborate effectively with diverse stakeholders	x	
Proficiency in Microsoft Office Suite, with advanced expertise in Excel, and strong familiarity with Google Workspace tools, including Sheets, Docs, and Drive.	x	
Ability to manage multiple priorities and meet tight deadlines.	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 **11th May 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 week commencing **19th 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.



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