

Recruitment Pack

Hub Finance Manager





Introduction

Thank you for your interest in the role of Hub Finance Manager at The Rivers C. of E. Academy Trust.

This is an exciting opportunity to join our Finance Team and play an important role in supporting the financial sustainability and success of our schools. As our Trust continues to grow, we are committed to providing high-quality financial support that enables school leaders to make informed decisions, manage resources effectively and focus on delivering the very best outcomes for pupils.

At The Rivers C. of E. Academy Trust, our mission is clear: we create extraordinary futures by empowering extraordinary people. Our schools are united by strong values, a commitment to inclusion and a shared belief that every child deserves the opportunity to flourish academically, socially and emotionally. Effective financial management is an essential part of achieving this vision, ensuring that resources are used wisely and sustainably to support teaching, learning and school improvement.

As Hub Finance Manager, you will work closely with Headteachers, Hub Directors, Hub Business Managers and school-based colleagues, providing professional financial advice, support and challenge across a group of schools. You will help schools understand their financial position, develop sustainable budgets, monitor performance and plan effectively for the future.

The role combines strong technical financial expertise with relationship-building and collaboration. Through budgeting, forecasting, financial reporting and analysis, you will support school leaders to make well-informed decisions and identify opportunities to improve efficiency, maximise value for money and ensure long-term affordability.

You will also contribute to maintaining high standards of financial control, governance and compliance across the Trust, helping to ensure consistency in financial processes and supporting schools to operate within Trust policies and statutory requirements.

We are seeking an organised and proactive finance professional who enjoys working with others, solving problems and supporting continuous improvement. You will be confident in analysing financial information, communicating clearly with a range of stakeholders and building positive working relationships across our schools and central teams.

If you share our commitment to delivering extraordinary education and are excited by the opportunity to help schools achieve their ambitions through effective financial planning, insight and support, we warmly encourage you to apply.



Our trust

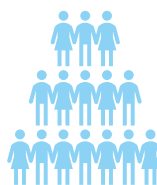
The Rivers C. of E. Academy Trust, founded in 2014, is a primary-specialist trust with a strong and proven track record of improving schools and a collaborative yet singular purpose of providing an **extraordinary education** for every pupil.



16 Schools



5,500 pupils



850 Staff



Our community of sixteen schools serves over 5,500 pupils and employs more than 850 staff. As one of the largest primary multi-academy trusts in the West Midlands, our scale brings both opportunity and complexity – requiring strong systems and clear alignment so that every school can thrive. As we grow, we remain committed to building the capacity, infrastructure and leadership needed to sustain excellence across all our schools.

We pride ourselves on being front-line focused and our team of **extraordinary people** work passionately on our shared mission. Our ambition for each school remains a priority, with 100% of our schools rated 'Good' or 'Outstanding' by Ofsted, several of which have improved from weaker predecessor judgements.

Education provision across our family of schools is closely matched to the specific needs of our learners, particularly the most vulnerable and their families. We have high hopes for every child, whatever their background, need or prior attainment, and we empower our pupils to see their limitless potential so they can contribute positively to society and to their **extraordinary futures**.

Mission

Our mission defines what we do and why it matters – guiding every decision we make and every improvement we pursue:

Extraordinary Education
Extraordinary People
Extraordinary Futures

Vision

Through an **extraordinary** education, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary** people. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary** futures in an ever-changing world.

Ethos and Values

We are a family of schools with a Christian ethos. We have Church of England and community schools, welcoming families from all faiths and no faith, but together we are guided by our mission, vision and values. Whilst each school's unique character and local community are celebrated, we are united through our shared mission, vision and our **STARS** values. These are the characteristics and behaviours that we ALL share.



2030 Strategy

Our 2030 Strategy sets out how we will deliver this ambition of scale, with digital playing a critical role in improving efficiency, insight and collaboration across the trust. While we are proud of our progress, we are not complacent and continue to strive for excellence in everything we do. The strategy sets out our three key themes, and the three 'anchors' within each theme, which outline our areas of focus as we move into our second decade.

Extraordinary Education

- Excellent teaching and provision
- High-quality support for vulnerable pupils
- Exceptional enrichment

Extraordinary People

- Empowered and valued employees
- Clear professional learning pathways
- High-quality collaboration and networks

Extraordinary Futures

- Purposeful environments
- Digital innovation and efficiency
- Thriving growth and partnerships

Extraordinary People

The Rivers C. of E. Academy Trust is a mission-driven, connected learning community committed to transforming lives by providing an **extraordinary education** for every pupil.

We believe that **extraordinary people** create **extraordinary futures**. Together, through shared values and a commitment to excellence, we empower each other to grow, achieve, and make a lasting impact for our pupils.

Our people are the heart of our success. We have built a strong, supportive community of professionals, investing in every team member through collaboration and a broad menu of CPD. You will have access to a range of professional opportunities, including a strong network of like-minded peers.

Staff Benefits: Our Commitment to You



In 2024, to mark our 10th anniversary, we launched Rivers' **“10 for 10”** initiative by introducing 10 brand-new staff benefits to thank our **extraordinary people**.

These benefits include enhanced wellbeing support, flexible working opportunities and access to professional development designed to support long-term career growth. They have been created to support staff wellbeing, growth, and work-life balance.

Click here to [Find out more about our staff benefits](#)

Hub Finance Manager

- Salary Range:** SO2 £38,510-£40,444
- Contract:** Full-time, permanent contract
- Start date:** September 2026, Immediate start available for the right candidate.
- Line of responsibility:** Responsible to Head of Finance

About the Role

We are seeking an experienced and proactive Hub Finance Manager to provide high-quality financial management and business partnering across a group of schools within our growing multi-academy trust.

Working closely with Headteachers and Hub Directors to support effective decision-making, financial sustainability and strong financial governance. You will play a key role in ensuring schools are well supported through robust budgeting, forecasting, financial reporting and compliance.

As part of the central finance team, you will help ensure resources are used effectively to deliver the best possible outcomes for pupils.

Key Responsibilities

- Finance business partnering for schools within the hub
- Prepare and manage budgets, forecasts and financial plans
- Produce monthly management accounts and provide insightful financial analysis
- Support schools to monitor performance, manage risks and deliver corrective actions where required
- Develop staffing and affordability models to support sustainable decision-making
- Monitor payroll, income, grants and debt management processes
- Support procurement activity, value for money reviews and contract oversight
- Ensure compliance with financial regulations, controls and audit requirements
- Build financial capability and consistency across schools within the hub

Opportunity

This is an exciting opportunity to influence financial decision-making across multiple schools and contribute to the continued success of a growing trust.

About You

You will be an experienced finance professional with strong management accounting, budgeting and business partnering skills. You will be confident working with stakeholders, able to communicate financial information clearly and provide constructive challenge when needed.

Experience within education, academy trusts, the public sector or a similar complex organisation would be advantageous, but we welcome applications from candidates with strong transferable finance experience.

Why Join Us?

- Make a meaningful contribution to improving outcomes for children and young people
- Work closely with senior leaders across a collaborative and ambitious trust
- Influence strategic financial planning and resource allocation
- Develop your career within a supportive and growing organisation
- Play a key role in ensuring long-term financial sustainability across our schools

Job Description

Hub Finance Manager

Key purpose:

The Hub Finance Manager is a senior operational finance role within the Trust's professional services structure. The postholder provides high-quality financial management and business partnering to a designated hub and its schools, ensuring robust budgeting, forecasting, reporting and financial control that support educational priorities and effective school leadership.

The role is accountable for the accuracy, quality and timeliness of financial information for the hub and its schools, providing professional financial advice and assurance to Headteachers, Hub Director, Hub Business Manager and the Head of Finance.

Working under the direction of the Head of Finance, the Hub Finance Manager delivers agreed Trust financial policies, processes and standards at hub level, while contributing to defined Trust-wide finance activity to ensure consistency, resilience and value for money across the organisation.

The Head of Finance may allocate defined Trust-wide technical or specialist responsibilities to individual Hub Finance Managers to ensure resilience, capacity and effective delivery across the Trust. Such responsibilities will be clearly defined and may vary over time in response to organisational need.

Key accountabilities:

Financial Management and Challenges

- Act as the lead finance business partner for the designated hub and its schools, supporting Headteachers and senior leaders to understand, manage and take accountability for their financial position.
- Produce accurate and timely monthly management accounts for hub schools, including variance analysis and clear narrative to support effective challenge and decision-making.
- Support schools to monitor in-year financial performance, identifying trends and variances and supporting corrective action where required.
- Provide appropriate professional challenge to in-year financial decisions or practices that present affordability, compliance or control risks, using evidence-based analysis to support discussion and resolution.
- Where concerns are significant or strategic at hub level, inform the Hub Director promptly to ensure visibility, coordination and appropriate leadership oversight.
- Escalate unresolved affordability, compliance or control risks to the Head of Finance and Hub Director in line with Trust procedures.
- Where affordability pressures are primarily driven by staffing costs or workforce decisions, signpost school and hub leaders to appropriate HR advice and processes, working collaboratively with HR colleagues while retaining a clear finance assurance role.
- Support agreed corrective actions and monitor their financial impact, maintaining clear audit trails and documentation.

Budgeting and affordability

- Be accountable for the preparation and coordination of robust multi-year budgets for hub schools, ensuring budgets are realistic, sustainable and aligned with Trust priorities and statutory requirements.
- Prepare and maintain multi-year pupil number forecasts, working with school leaders and central colleagues to reflect demographic information, admissions data and local intelligence.
- Develop and test staffing models and scenarios, including curriculum-led staffing structures, trust determined pay assumptions and on-costs, to support affordability assessments and informed decision-making.
- Undertake affordability and efficiency reviews using the Trust's Integrated School Improvement Curriculum Financial Planning (ISICFP) framework, DfE and other benchmarking tools, supporting leaders to understand cost drivers and value-for-money opportunities.
- Align school and hub budgets for premises, estates and facilities spend with information and plans provided by the Head of Estates and Facilities, ensuring consistency between financial plans, condition priorities and capital and revenue maintenance activity.
- Escalate affordability risks, structural budget pressures or misalignment between plans and available resources in a timely manner.

Income, grants and debt

- Support the financial oversight of income-generating and traded activities within hub schools, ensuring that income and associated costs are accurately identified, recorded and reviewed.
- Assess whether income-generating activities are financially viable and achieving appropriate cost recovery, identifying where activities are operating at a deficit and escalating concerns to the school leaders and the Head of Finance.
- Ensure that restricted, ring-fenced or grant funding is not used inappropriately to subsidise income generating activity, maintaining clear separation of funding streams in line with Trust policy and funding conditions.
- Provide clear analysis and advice to school and hub leaders on the financial sustainability and affordability of income-generating activity, supporting informed decision-making and compliance.
- Escalate material risks relating to cross subsidy, non-compliance or financial sustainability to the Head of Finance and, where significant at hub level, inform the Hub Director.
- Be accountable for the accurate recognition of income for hub schools, ensuring income is correctly identified, recorded and matched to the appropriate accounting period in line with Trust policies and accounting standards.
- Support schools to ensure that income streams, including grants, traded income and other receivables, are raised, recorded and monitored accurately.
- Monitor outstanding debt for hub schools, working with school leaders and central colleagues to ensure timely collection and appropriate escalation in line with Trust procedures.

- Identify and escalate risks relating to income recovery, misstatement or non collection, providing clear analysis and recommended actions. □ Support compliance with grant conditions and restricted funding requirements, ensuring eligible spend is monitored and reported accurately and restricted funds are not used to subsidise other activity. □ Maintain clear records and audit trails to support income assurance, statutory reporting and audit scrutiny.
- Support the effective use of Trust financial systems within hub schools, ensuring data is entered accurately, consistently and in line with agreed processes, and escalating system or data-quality issues to central finance as required.

Payroll and staffing finance

- Be accountable for the monthly reconciliation of payroll costs for hub schools, ensuring variances are identified, investigated and resolved promptly.
- Support leaders to understand staffing costs, workforce affordability and payroll-related financial issues, working closely with central HR and payroll colleagues.

Expenditure and procurement

- Support the effective processing of purchase orders and supplier invoices for hub schools, ensuring transactions are raised, approved and recorded accurately and in line with Trust financial procedures and delegated authorities.
- Provide oversight and support to school-based staff in purchasing and invoice processing, ensuring that
- Provide appropriate oversight of procurement activity and financial aspects of contract management, ensuring compliance with Trust policies and public sector requirements.
- Support the identification and delivery of efficiencies, cost reductions and improved use of resources cross the Trust.
- Work collaboratively with Central and Hub Leadership Teams and school leaders to ensure financial implications are understood and managed. Controls, audit and risk
- Apply and maintain Trust financial policies, procedures and delegated authorities consistently across hub schools in line with the Academies Trust Handbook and internal financial regulations.
- Support internal scrutiny, external audit and regulatory reporting processes by preparing accurate hub- and school level financial involved processes are understood, followed and applied consistently.
- Monitor the timely payment of suppliers, working with central finance colleagues to resolve queries, prevent delays and manage exceptions.
- Support the maintenance of accurate supplier records and the resolution of supplier queries at hub level, escalating issues or risks to the Head of Finance where required.
- Contribute to ensuring that expenditure processing supports value for money, compliance with Trust and regulatory requirements, and positive supplier relationships. information, reconciliations and working papers in line with agreed timetables.

- Be accountable for the accuracy and completeness of financial data provided for statutory returns, DFE submissions and Trust-wide financial reporting, escalating issues, risks or delays to the Head of Finance promptly.
- Respond to audit queries relating to hub schools, providing clear explanations, supporting evidence and timely follow-up action.
- Support the implementation of audit recommendations at hub and school level, ensuring agreed actions are embedded in local processes.
- Maintain clear audit trails and documentation to transparency, compliance effective financial assurance.

Capacity building

- Provide guidance and support to school-based staff involved in financial processes, helping to build confidence, capability and consistency in financial administration across the hub.
- Monitor the effectiveness and resilience of school-based finance capacity, identifying gaps in knowledge, training or capability that could impact financial control, compliance or service continuity.
- Report identified training needs, capacity pressures or performance concerns through agreed escalation routes, working with the Head of Professional Services to support appropriate operational or workforce responses and with the Head of Finance to address financial risk, assurance or control implications.
- Escalate concerns promptly where weaknesses in school-based finance capacity present a risk to financial accuracy, compliance, control or audit assurance.
- Support the implementation of agreed actions to capacity, strengthen while finance respecting line management arrangements and maintaining clear boundaries.

Trust-wide and onboarding professional

- Deliver defined Trust-wide finance responsibilities, as agreed with the Head of Finance, ensuring accuracy, consistency and adherence to agreed standards.
- Work collaboratively with other Hub Finance Managers and central finance colleagues to support resilience, consistency
- Support new schools to understand and adopt Trust financial policies, procedures and systems, providing guidance to school-based staff and leaders during the transition period.
- Identify and escalate financial risks, data quality issues or capacity concerns arising during onboarding, supporting timely resolution.
- Contribute to ensuring that newly onboarded schools are financially stable, compliant and operationally ready to operate within Trust financial frameworks. Financial controls, fraud awareness and risk management and continuous improvement across the Trust.
- As directed, support the preparation of Trust-wide management and statutory reports.
- Support the financial onboarding of new schools joining the Trust, working under the direction of the Head of Finance and the coordination of the Head of Information Governance.
- Provide operational financial input to onboarding activity, including supporting the transition of budgets, financial data, systems, processes and reporting into Trust arrangements.

Financial controls, fraud awareness and risk management

- Be accountable for the effective operation of Trust financial controls within hub schools, ensuring that agreed procedures, authorisation limits and segregation of duties are followed in practice.
- Maintain oversight of financial activity at hub and school level to identify indicators of fraud, error or irregularity, including unusual transactions, control breaches or emerging risk patterns.
- Ensure that control weaknesses, suspected irregularities or fraud risks are escalated promptly to the Head of Finance in line with Trust policies, audit arrangements and whistleblowing procedures.
- Support internal scrutiny, external audit and management review activity by providing clear evidence of control operation, compliance and remedial action at hub level.
- Contribute to a strong culture of financial probity, transparency and risk awareness, supporting school leaders and administrators to understand and apply Trust financial controls effectively.
- Work collaboratively with estates, HR and other relevant colleagues to support effective claims handling while maintaining appropriate financial controls and audit trails.

Working pattern

- The Hub Finance Manager will be required to work flexibly across the Trust, splitting their time between the central office and Trust schools within the hub to ensure effective financial support, strong relationships and an accurate understanding of local context.
- The role requires a visible and accessible presence in schools, working directly with Headteachers, Hub Directors, Hub Business Managers and school-based staff to support financial planning, monitoring and assurance.
- Working patterns will be agreed with the Head of Finance and may vary in response to operational priorities, budgeting cycles, audit activity and school needs.
- Maintain a flexible and team-working approach and undertake other duties consistent with the level of the role.
- Promote and uphold the Trust's safeguarding policies and procedures, ensuring a safe and secure environment for all.
- Comply with the Trust's equality, diversity, data protection, information security and health and safety policies at all times.
- Maintain confidentiality in relation to pupils, staff and Trust business.

Principal Contacts

- Head of Finance, Hub Director, Hub Business Manager, headteachers and senior leaders, office managers and HR/business support staff.

Generic Responsibilities

- Seek ongoing improvement within own area of responsibility and undertake further training as required.

Additional Responsibilities

- To carry out any such duties as may be reasonably required by the CFOO/CEO.
- To undertake any further training as required.
- To be aware of and observe all policies, procedures, working practices and regulations. In particular:
 - a) Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
 - b) To understand, comply with and promote the trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all.
 - c) It is the responsibility of all staff to comply with the trust's equal opportunities policy. The key responsibilities for staff under this policy are set out in the trust's code of conduct. The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users.
 - d) To maintain the confidentiality about pupils, clients, staff and other trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
 - e) To report to line manager, or other appropriate person, in the event of awareness of bad practice.
 - f) Employees must adhere to the code of conduct and comply with all reasonable management requests. This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post. The trust reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The Rivers C.of E. Academy trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check, online searches and a medical questionnaire.

Person Specification

Hub Finance Manager

Education and qualifications:

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none">• A recognised qualification in finance or accounting (e.g. AAT Level 4, NVQ Level 4, or equivalent experience).• Evidence of ongoing professional development relevant to financial management, budgeting or accounting.	<ul style="list-style-type: none">• Progress towards a professional accounting qualification (e.g. ACCA, CIMA, CIPFA) or a commitment to further study.• Qualification or training relevant to the education or public sector.

Experience, skills and knowledge:

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none">• Experience of preparing and managing budgets, including forecasting and in year monitoring.• Experience of producing monthly management accounts or equivalent financial reports, including variance analysis.• Experience of staffing cost modelling, payroll reconciliation or workforce affordability analysis.• Experience of operating and applying financial controls and procedures within a regulated environment.• Experience of supporting non-finance leaders to understand and manage financial information.• Experience of working with financial systems and spreadsheets to analyse and present financial data.• Experience of supporting audit, scrutiny or regulatory reporting processes.• Strong analytical skills, with the ability to interpret financial data, identify risks and draw clear conclusions.• Ability to provide constructive professional challenge and escalate concerns appropriately.	<ul style="list-style-type: none">• Experience of working in an education, multi academy trust or public sector environment.• Experience of multi-year financial planning, pupil number forecasting or ICFP-style affordability modelling.• Experience of supporting income generation, traded activity or cost-recovery analysis.• Experience of supporting financial onboarding or transition activity for new organisations or schools.• Knowledge of academies funding, DFE requirements or the Academies Trust Handbook.• Knowledge of VAT treatment.

Person Specification continued

Hub Finance Manager

Experience, skills and knowledge:

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none">• Good understanding of budgeting, forecasting, income and expenditure monitoring, and payroll costs.• Understanding of financial controls, audit requirements and the importance of segregation of duties.• Ability to manage competing priorities and meet deadlines in a complex operational environment.• High level of competence in Microsoft Excel and other relevant financial systems.• Clear and effective written and verbal communication skills.	<ul style="list-style-type: none">• Experience of working with restricted funding or grant conditions in an education or public sector context.• Familiarity with benchmarking tools and value-for-money frameworks such as ICFP.

Personal attributes

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none">• Professional, credible and confident when working with senior leaders and school staff.• High standards of integrity, accuracy and attention to detail.• Willingness to challenge constructively and escalate concerns where appropriate.• Collaborative and relationship-focused, able to work effectively across schools, hubs and central teams.• Resilient and adaptable, able to respond to changing priorities and operational pressures.• Commitment to the Trust's values, including safeguarding, equality and inclusion.	<ul style="list-style-type: none">• Willingness to work flexibly across the Trust, including regular attendance at schools and the central office.• Commitment to maintaining confidentiality and handling sensitive financial information appropriately.• Commitment to continuous professional learning and improvement.



How to Apply

Application forms can be accessed via the link below:

[The Rivers C. of E. Academy Trust - Vacancies](#)

Please download a copy and email your completed application form to HR@riverscofe.co.uk by 9.00am **on Tuesday 30th June 2026**.

(applications received after this date/time will not be accepted)

Please demonstrate in your personal statement how your career to date and the impact you have made has prepared you for this role. We would also like you to outline how you would develop and take this role forward if appointed.

Please do not submit a curriculum vitae as these will not be included in the shortlisting process.

Shortlisted applicants will be contacted by **Friday 3rd July**

To find out more, you can visit our [trust website](#) .

We are pleased to offer prospective candidates the opportunity to have an informal conversation about the Hub Finance Manager role with our Head of Finance. These discussions are designed to give you the opportunity to learn more about the role, the trust and our strategic priorities.

If you would like to book and confirm an informal discussion via teams, please contact HR on HR@riverscofe.co.uk.

Thank you for your interest in working with The Rivers C. of E. Academy Trust.

The Rivers C. of E. Academy Trust is committed to safeguarding and promoting the well-being of children and expects everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.

The Rivers C. of E. Academy Trust reserves the right to withdraw the vacancy should a suitable candidate be found at any time during the recruitment process.




The Rivers

C.of E. Academy Trust

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 The Rivers CofE Academy Trust

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