



L.E.A.D. Academy Trust
Lead • Empower • Achieve • Drive



Candidate Information Pack

Regional Finance Business Partner

L.E.A.D. Academy Trust





About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, coach and mentor.

The Trust is a multi-academy trust comprising 24 primary and 3 secondary academies across the East Midlands and South Yorkshire. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

As well as our core offer to L.E.A.D. academies, we also operate highly successful areas of support to external trusts, schools and organisations in two key areas: IT through L.E.A.D. IT Services in Derby and professional academic development through L.E.A.D. Teaching School Hub in Lincoln.

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.



24

Primary
Academies



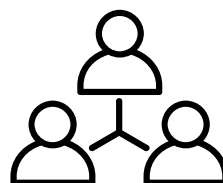
03

Secondary
Academies



05

Geographical
Regions



11,500

Pupils



1,650

Staff





Our mission

Our mission is to be a pioneering, confident, high-performing Trust with national and international influence. In working towards our vision, the Trust's mission through outstanding leadership is to provide the highest quality education to enable every pupil to realise their full potential.

Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



Lead

Develop leadership skills in all staff and pupils.



Empower

Nurture and challenge everyone to take responsibility and work together.



Achieve

Encourage and reward achievement.



Drive

Constantly moving forwards, using and instigating the best ideas and practice.

For more information visit our website



Benefits of being part of the Trust



Annual leave

Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



Pension scheme

Generous local authority pension scheme of minimum 17% employer contribution.



Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card.



Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.



Regional Finance Business Partner

Location:	Derby and Sheffield - Based in Schools
Salary:	SCP 37 - 42 (£48,226 - £53,459)
Closing date:	20th October 2025
Interview date:	W/C 3 rd November
Start date:	As soon as possible following Interview

This role will be responsible for supporting the financial and business management of a number of Academies, within L.E.A.D. Academy Trust hubs, on all financial planning, systems, management and reporting. The role leads the financial and budget planning operations across the Secondary Academies – currently Noel Baker and The Birley Academy but may increase with future growth.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive. These principles underpin the day to day culture for support to our academies.

Duties and Responsibilities:

- Acts as the go-to person for any queries or issues relating to finances in the hub/region of Academies, influencing the majority of decisions and only escalating decisions in the most contentious of cases.
- Oversees and quality assures the accurate and timely preparation of standard financial reports, statements, estimates and returns, including monthly and end of year accounts, cash flow statements, bank reconciliations, VAT returns and any other financial submissions for the Academies in the hub/region.
- Leads the 3-year budget planning process within the hub/region to ensure financial sustainability.
- Ensures that all relevant information is accurately captured to enable the monthly accounts consolidation.
- Acts as the main point of contact to external auditors in providing all required information and ensures the implementation of audit requirements and recommendations across the hub/region.
- Produces year end accounting adjustments for the hub/region.
- Ensures compliance with creditor and debtor policies and procedures and assists the Head of Finance with monitoring cashflow.
- Supports co-ordination of procurement projects with the hub/region.
- Works with headteachers, budget holders and academy office and business managers to ensure compliance with financial regulations and relevant legislation.
- Works with the Head teachers/senior staff in the Academies to help them prepare the annual budgets and undertake financial planning.
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Job Description



- Undertakes financial analysis on current and future variations in income, expenditure and trends, applying insights as relevant to inform decisions in academies in hub/region.
- Supports academies to undertake high level financial work if the academy is in difficulty.
- Provides financial context if required, to the leadership group for the hub/region.
- Develops and leads Trust-wide projects on an as needed basis.
- Leads the maintenance and any required support of financial and management accounting systems at the Academies within the hub, including the PS Financial (PSF) system.
- Ensures compliance with policies concerning the buying and ordering of all Academy supplies and services.
- Monitors the operation of policies concerning buying and ordering and prepare such reports as may be required.
- Monitors the operation of contracts entered into for the supply of services to academies in hub/region, in conjunction with the procurement manager, estates manager and health and safety business partner.
- Applies knowledge from a financial or management background, ideally coupled with previous experience of academy finances to support a group of Academies with all aspects of their financial management, thereby ensuring that all financial obligations are met.
- Uses understanding of financial systems to ensure that all information in the hub/region of academies is accurately recorded and complies with the Trust's data protection, anti-discriminatory law and health & safety policies.
- Applies knowledge of procurement and contract management to ensure that Academies within hub/region receive value for money from external services and systems.
- Applies knowledge of financial business management in academies to advise academies within hub/region and to ensure that systems are fit for purpose.
- Acts as a lead professional in coaching and mentoring colleagues across the hub/region.
- Leads the support for academies within hub/region on financial management, including any training as required.
- Supports relevant staff in academies to use financial systems.
- Facilitates skills transfers across the academies within the hub/region.
- Responsible for own personal development, including identifying relevant training courses.
- Supports the academies in promoting the values of the organisation.
- Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Trust's culture.
- Promote a culture of review and challenge in transforming financial performance across the secondary academies.
- Be the lead professional across the secondary academies for all finance and budget related operations.
- Provide financial insight for strategic decisions, ensuring all financial implications are clearly understood and considered as part of the decision-making process throughout the year.
- Stay updated on information provided by the DfE in order to identify funding streams and accurately estimate and profile income across the primary academies.
- Lead and be responsible for the planning, development and preparation of the 3-year strategic budget plans for the secondary academies ensuring they align with the academy development plans.
- Ensure that all income, staffing and other expenditure is accurately captured and profiled within the strategic budget plan.
- Monitor income and expenditure for the secondary academies on a monthly basis, identifying any variances to the approved budget and/or latest reforecast.
- Responsible for completing the quarterly reforecast, reviewing all income, staffing costs and other expenditure against budget and previous reforecasts for the secondary academies.

Job Description



- Convene and lead regular meetings with the Headteacher of each academy to present and discuss the latest budget forecast and provide advice on actions required to mitigate any variances which have been identified.
- Be responsible for the budget system in each academy, ensuring it reflects staffing and other financial changes throughout the year so that an accurate live picture is available for current and future year's budgets.
- Advise the secondary academies on processes and procedures for obtaining authorisation for amendments to agreed staffing structures or significant non staffing expenditure.
- Advise the secondary academies on maximising income and creating economies of scale across the group.
- Be responsible for performing monthly salary reconciliations between the budget system and payroll reports to ensure accuracy of budgets and forecasting.
- Supervise Finance Officers within school, ensuring all supplier liabilities are accurately recorded, reconciled and paid on a timely basis.
- Design, develop and implement consistent fit for purpose financial systems, procedures and processes across all the secondary academies, ensuring that they comply with the Trust's Financial Policy, Scheme of Delegation and Academies Financial Handbook.
- Work closely with Operations Managers to ensure financial consistency across all academies by implementing the financial systems, processes and procedures as designed.
- Be responsible for identifying, preparing and undertaking all information required as part of the year end process across the secondary academies.
- Be responsible for the month end accounting processes, including reconciling control accounts and reviewing payroll journals.
- Review and provide advice on grant bids prior to submission, including advice on meeting criteria to increase the likelihood of successful bids.

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Qualifications and Attainments	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> Part Qualified Accountant status or equivalent suitable experience 	

Skills and Knowledge	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> Ability to assume full responsibility for the efficient day to day functioning of the L.E.A.D. Regional Finance Business Partner role as well as developing the role further High level of oral and written communication skills Work as part of a team and contribute towards its success Competent in using all MS Office programs particularly Word, Excel, Outlook and PowerPoint Excellent numeracy skills Self-starter, with and ability to work independently & use own initiative to overcome obstacles. Ability to work to tight deadlines, managing and prioritising time effectively 	<ul style="list-style-type: none"> A knowledge of best value and financial regulations

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Experience	Essential criteria	Desirable criteria
	<ul style="list-style-type: none">• Working in an environment where experience included taking initiative and self-motivation• As a member of a team• Experience of company accounts• Experience of working in a finance related environment	<ul style="list-style-type: none">• Experience of group consolidation• Experience of academy finances• Experience of academy due diligence and supporting schools transitioning to academy status• Experience of procurement• Experience of office administration• Experience of using PSF or other finance software

Personal Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none">• Have an openness to learning and change• Have a positive attitude to personal development and training• Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility• Demonstrate good interpersonal skills	

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Essential criteria	Desirable criteria
<ul style="list-style-type: none">• Be able to work at times and locations convenient to the service provision• Will be required to travel between the Secondary Academies and may be required, from time to time, to travel to other Trust locations.• Must hold a driving and have access to own vehicle• This role is subject to an enhanced DBS	



How to apply

Closing date: 20th October 2025
Interview date: W/C 3rd November
Contact email: hr@leadacademytrust.co.uk

Please complete your application using the Trust recruitment system [here](#)

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



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