

Pathfinder

Multi Academy Trust

Providing an excellent education from age 2 to 19

School Finance Business Manager

Archbishop Holgate's School and Tang Hall Primary School

Preferred start date: 1 September 2025

Closing date: Sunday 3 August at Midnight

Interview date: Monday 11 August

We have an exciting opportunity to join the Trust as a School Finance Business Manager, initially working across two of our schools, to provide high-quality financial management and oversight.

Working as part of Pathfinder's central team you will provide financial and administrative oversight of school finances, HR and Health and Safety across multiple schools within the Trust. The School Finance Business Manager will work collaboratively with school leaders and the central team to enable the schools to operate effectively and efficiently.

Initially, the postholder will be deployed in Archbishop Holgate's School and Tang Hall Primary School however a flexible approach to working locations will be required.

Formed in August 2016, Pathfinder is a well-established Multi Academy Trust comprising two secondary schools and 16 primary schools across York and North Yorkshire. Collectively, our schools serve more than 6,600 children and young people and we have over 900 members of staff.

We are looking forward to Applefields School joining Pathfinder in September and we are also speaking to several primary schools who are exploring academisation.

Pathfinder Multi Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required. As part of our due diligence process, an online search will be conducted on all shortlisted candidates. These checks are carried out in accordance with Keeping Children Safe in Education (KCSIE) guidance to determine suitability to work with children and young people and keep them safe.

GRADE/SALARY

Grade 9 Levels 1-4 (£38,212 - £42,849 Pro Rata)

CONTRACT

22.2 hours per week. Permanent (Flexibility around hours and days for the right candidate). Full Year.

REPORTS TO

Primary School: Headteacher / Trust Finance Director
Secondary School: Director of Business and Operations

LOCATION

This role involves travel between schools; a valid driver's license and access to a vehicle are preferred.

The majority of Pathfinder schools are in or close to York. Travel between schools for work purposes is covered by the Trust's vehicle insurance policy.

HOW TO APPLY

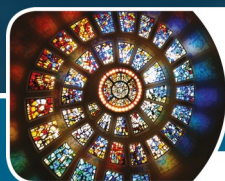
To apply for this role, please submit a completed application form via post or email to:

Mr A Daly, Chief Executive Officer
Pathfinder Multi Academy Trust
Archbishop Holgate's School
Hull Road, York, YO10 5ZA

Email: recruitment@pmat.academy

ADDITIONAL INFORMATION

For an informal discussion about this role, please call 01904 806000 or email recruitment@pmat.academy



Pathfinder

Multi Academy Trust

About our Trust

Providing an excellent education from age 2 to 19



Setting the course



Leading the way



Serving and inspiring

Formed in August 2016, Pathfinder is a successful, well-established Multi Academy Trust serving more than 6,200 children and their families across York and North Yorkshire.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high quality teaching

and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our students. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.

Pathfinder schools



ACOMB PRIMARY SCHOOL



Archbishop Holgate's School

A Church of England Academy Founded 1546



Badger Hill
PRIMARY SCHOOL



Barlow CE Primary School

Part of the White Rose Federation - One family, branching out together



Burton Salmon CP School

Part of the White Rose Federation - One family, branching out together



Chapel Haddlesey CE School

Part of the White Rose Federation - One family, branching out together



**Clifton with
Rawcliffe**



Hempland
Primary School



Heworth
Church of England Primary School



Huntington
PRIMARY ACADEMY



Malton School
A Specialist Science School



New Earswick
Primary School



Poppleton Road
Primary School



Rufforth
Primary School
Inspire • Care • Grow



St Barnabas
CHURCH OF ENGLAND PRIMARY SCHOOL



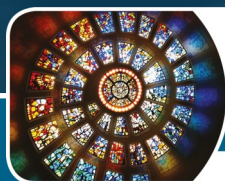
St Lawrence's
CHURCH OF ENGLAND PRIMARY SCHOOL



Tang Hall
Primary School



Welburn
COMMUNITY PRIMARY SCHOOL



Pathfinder

Multi Academy Trust

Job Description

Primary School responsibilities - 1 Day

Reporting to Headteacher and the Trust's Finance Director

Leadership and strategy

- Under the direction of the Headteacher and Finance Director, lead on all financial matters in school, to ensure the school's successful financial performance and that financial-related decisions are clearly linked to the school's strategic goals.
- Attend regular operational and finance meetings at both school and Trust level, as requested by the Headteacher or Finance Director and report to governors where appropriate.
- Contribute to the implementation of school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff.
- Take all decisions in line with the vision and values of the school and encourage others to do the same.

Financial management and fundraising

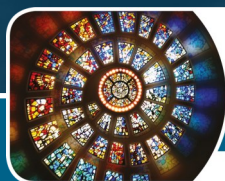
- In partnership with the Headteacher / Finance Director / Finance Team, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- Submit the budget to the Trust's Finance Team and Local Governing Committee.
- Monitor the budget all year round, advising the Headteacher where revisions or changes are needed.
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Headteacher to make effective strategic, long-term decisions.
- Contribute to the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan.
- Lead on school level procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.

Human resources

- Provide the information required by Payroll and HR for the smooth running of those functions.
- Involvement in HR issues and recruitment within the school as requested by the Headteacher or Trust. Consult the NYC HR advisors as required.
- Support the Headteacher and other senior staff with HR admin. Ensure recruitment paperwork complies with safer recruitment and Trust policies.
- Monitor the school's compliance to the Trust's absence management policy, ensuring communications with staff take place at appropriate times.

Premises and Health and Safety

- Support the Headteacher with the day to day management of the site, following guidance from the Trust's Estates and Facilities team as appropriate.



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Job Description

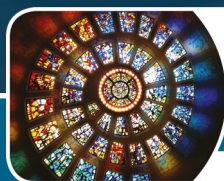
Secondary School responsibilities (2 days)

Reporting to the school's Director of Finance and Operations

Responsibility for the management of the school's lettings including raising invoices and assessment of VAT status and applications of VAT exemptions for one of our secondary schools.

Specific responsibilities relating to the secondary school include

- Conducting monthly reviews of forecasting reports, investigating variances and liaise with the Director of Finance and Operations and the Trust's Central Team where required.
- Preparation and distribution of monthly department/budget holder reports, responding to any department budget queries.
- Preparation of the monthly catering summary, including staffing costs and FSM meals.
- To code and post catering recharges internally to the school.
- Recording school funds transactions spreadsheet and providing a summary by transactional analysis codes.
- Reconciliation and posting school petty cash on the finance software, alongside posting correction and journal entries.
- Coding of supplier invoices ensuring codes used are consistent with budgeting software.
- Monitoring key non-staff related commitments/contracts.
- Allocation of new codes relating to the payment items on the cashless payment system.



Pathfinder

Multi Academy Trust

Professional Development

The professional development of our staff is a key commitment of the Trust and we have a career pathways programme to ensure we recruit, develop and retain the very best colleagues.

Teaching Staff

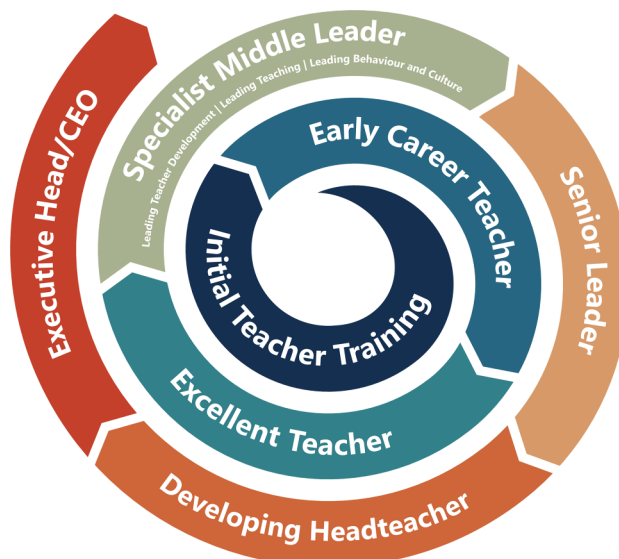
For our teaching staff, we have a career pathways programme which starts with Initial Teacher Training and progresses through to Executive Headteacher/CEO. At Pathfinder we:

- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide staff with the highest quality research-proven CPD training.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.

Support Staff

The support staff in our schools benefit from our Learning, Training and Development programme which aims to ensure that all staff are equipped with the necessary skills, qualifications and resources to fulfil their roles to the highest standard. At Pathfinder, our support staff will:

- be confident in fulfilling all aspects of their role to the highest level.
- act as a source of support, advice and guidance to their colleagues.
- identify any training and development needs for themselves and staff they manage.
- be given support and advice to develop their skills to progress to posts at the next level.



Teacher Training and Professional Development



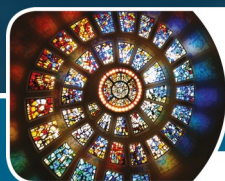
Pathfinder
Teaching School Hub

Proudly delivering Initial Teacher Training and Education, Appropriate Body services, the Early Career Framework and National Professional Qualifications across our urban, rural and coastal school communities.



Pathfinder
Education Partnership

Working in partnership with our urban, rural and coastal school communities to champion, sign-post, design and deliver high-quality professional development across Yorkshire and the Humber.



Pathfinder

Multi Academy Trust

Benefits of Working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

Pension Scheme

You are offered membership of either Teachers' Pension Scheme, or for support staff, the Local Government Pension Scheme. As well as employees paying into the scheme (banded, based on earnings) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings).

Local Government Pension Scheme

We contribute an additional 19.9% of your salary.

Teachers' Pension Scheme

We contribute an additional 28.68% of your salary.

Staff Benefits Platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place.

Vivup also provides exclusive benefits through their platform and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.



CSSC Sports and Leisure

Our staff benefits scheme with CSSC gives Pathfinder staff access to over 4,500 benefits, offers and activities including savings at restaurants, cinemas, gyms, theme parks and attractions; up to 70% off shopping with thousands of online and high street retailers and free health and wellbeing portal for courses, classes and content.



TES Magazine Subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.



Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their



worries, the Employee Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Six sessions of in person or telephone counselling
- Access to online Cognitive Behavioural Therapy
- Specialist information on work-life balance
- Financial and legal advice

Able Futures

As a Trust, we are subscribed to Able Futures which provides up to nine months of confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress.



Discounted Bus Travel

As part of the First Bus Commuter Travel Club, Pathfinder employees benefit from discounts on work and leisure travel using First Bus services. The benefits include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel in your chosen zone
- Tickets delivered straight the First Bus app
- Spread the cost of annual travel

Free Will Writing Service

Estate planning and will writing specialists



Durham McCarthy are able to offer Pathfinder employees a free will writing service to help you plan for your future, protecting your family and loved ones.