

CANDIDATE
**RECRUITMENT
PACK**

Trust Finance Manager

August 2026



AMBITION INCLUSION ASPIRATION COMMUNITY BELIEF

MESSAGE FROM THE CEO

Welcome to Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”

The Achieve and Learn Trust has recently rebranded with new leadership at all levels. We are excited about this new strategic direction and the changes made to improve educational provision even more, for all our young people.

Our Vision

At the heart of the Trust's vision is the belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment. We believe we are opening minds and opening doors to learning opportunities and opening up pathways to successful futures.



Kim Earle, CEO
Achieve and Learn Trust

The Trust acknowledges that each school has its own unique culture, identity and traditions which must continue to be embraced and celebrated. However, our team of Trust schools are also fully committed to working together as they know that collaboration is key to driving school improvement and securing the best possible outcomes for all our students.

Our Values

We believe that the Trust's values should be clearly evident across all schools, demonstrated by students and staff alike:

Ambition: we instil a lifelong love of learning and nurture skills and talents.

Inclusion: we welcome and respect people from all backgrounds, valuing and celebrating diversity.

Aspiration: we want people to be the best that they can be, and for everyone to achieve their potential.

Community: we develop local and global citizens of the future, always committed to working in partnership.

Belief: we encourage everyone to believe in themselves and their future, providing opportunities to excel.

Our Aims

Our aim is to ensure that all schools within the Trust aspire to be strong providers who demonstrate exemplary practice through creative approaches.

Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.

Our Governance

We have five members who hold the [board of trustees](#) to account for the performance of the trust. In addition to the trust board, each member school has its own local governing body.

A handwritten signature in dark ink, appearing to read 'K Earle', written in a cursive style.

Kim Earle
Chief Executive Officer

ROLE OVERVIEW – Trust Finance Manager

CONTRACT TERM:

Permanent, term-time plus 4 weeks (42 weeks in total) Flexible, hybrid working available.

HOURS:

36.25 hours per week (08:00 – 16:00)
Part-time hours of 30 hours or more considered.

PAY SCALE:

NJC Band 8 Points 30-32
(Actual Salary £37,771 - £39,681)

LOCATION:

Trust Hub at Altrincham College, Trafford LA, South Manchester (with travel to member schools); hybrid considered.

START DATE:

ASAP

If you would like to apply to be part of our Trust at this exciting time, please visit the 'Careers in our Trust' page on our Trust website ([Achieve and Learn Trust - Careers in our Trust](#))

where you will find an application form and more information on the schools within our Trust.

Please send your completed application form to:
recruitment@achieveandlearntrust.com

CLOSING DATE:

Thursday 10 September 2026 (midday)

SHORTLISTING:

Friday 11 September 2026

Achieve and Learn Trust are seeking to appoint an experienced and highly motivated Trust Finance Manager responsible for delivering an effective, compliant and consistently high-quality financial management and reporting service for the Trust. This will be achieved through the implementation of robust, measurable systems and processes which maximise the use of resources and deliver best value.

Reporting to the Chief Finance Officer, the successful candidate will be an integral part of the team, working in collaboration with staff members at each school, whilst managing a team of experienced Finance Officers based at the Trust Hub Offices at Altrincham College.

The role demands strong organisational and people management skills and an ability to prioritise workloads. The successful candidate must have excellent interpersonal and leadership skills, as well as the ability to maintain a sense of calm in a busy school environment.

We are looking for someone with:

- Management and leadership experience, preferably within an education or local authority setting.
- Experience of financial management – preparation of monthly accounts, budget analysis with the ability to provide financial guidance to senior leaders within the schools.
- Experience of financial accounting – monthly reconciliations, payroll checks, managing financial policies, systems and procedures.
- Hold a finance qualification relevant to the role.
- The ability to inspire confidence and think creatively.
- A commitment to always place our students at the centre of all decision making.

This is a newly created role and an exciting opportunity to join an aspirational trust with fantastic values, who are truly committed to providing the best education to their students. It will be a chance for the right candidate to join a great place of work and take ownership of the role and make it their own, under the leadership of the CFO.

How to Apply

To find out more about this opportunity, please contact **Judith Davenport, PA to the CEO** at judith.davenport@achieveandlearntrust.com to arrange a confidential discussion or a visit to the Trust Hub.

JOB DESCRIPTION

JOB TITLE: FINANCE MANAGER

JOB PURPOSE: To assist the Chief Finance Officer to provide financial leadership and professional financial management for the schools in the Trust, in accordance with the Academy Trust Handbook.

ACCOUNTABLE TO: Chief Finance Officer

SCALE: Band 8 points 30 to 32

Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Main purpose of the job:

- Provide financial leadership and professional financial management for the schools in the Trust, including that of its extended facilities in accordance with the Academy Trust Handbook
- Administer payroll and pension-related functions
- Deliver comprehensive financial planning, ensure robust financial systems and controls to safeguard finances and ensure efficiency and value for money
- Assisting the headteacher and senior leadership team (SLT) in formulating aims and objectives of the school and in establishing the policies, systems and procedures through which they shall be achieved, including development of resource plans as required
- The line management of the central finance team including their induction, training and appraisal
- Ensure the impact of financial strategy and management directly impacts on educational outcomes for students.

Areas of responsibility and key tasks:

Finance and accounting:

- In consultation with the Chief Finance Officer, prepare the school's annual budget and review and update as necessary.
- Establish a high level of credibility and manage strong working relationships with internal and external parties.
- Advise senior management and other stakeholders on the financial implications of government and local authority policies and provide appropriate guidance on financial governance.
- Monitor income and expenditure in relation to the schools' budgets and produce monthly management reports for headteacher and trustees.
- Provide budget holders with advice on matters relating to their budgets.
- Keep all school accounts and prepare income and expenditure reports in accordance with the DfE financial regulations and liaise with the school's auditors and support them with the preparation of the accounts.

- Co-ordinate all the annual external audit (interim and final) and internal audit liaising with all parties involved, and preparing papers and workings
- Maintain and oversee all bank accounts including the school's charge card(s), completing monthly reconciliations and reporting banking errors to the Chief Finance Officer.
- Ensure that the Trust's financial procedures manual is reviewed and updated as necessary and that the school resource management self-assessment tool is maintained as per DFE requirements.
- Ensure accurate VAT accounting and payment, and that VAT reclaim returns are submitted as required.
- Be responsible for cash flow projections and all elements of cash handling including collections and disbursements, banking and security, fundraising and school trips.
- Maintain an effective payroll system and ensure compliance with all relevant legislation ensuring all forms including timesheets, new starter/leaver/variation forms and annual returns are submitted within required deadlines.
- Monitor the payment of salaries by the school's payroll provider, liaising with the provider as required.
- Be responsible for overseeing the placement of orders ensuring colleagues follow the required processes and are processed through the school's computerised finance accounting package.
- In conjunction with the nominated staff members, scrutinise and attend to the payment of all invoices and statements of account.
- Be responsible for the issue of school invoices following up their prompt payment.
- Carry out and keep analyses of costs and other statistical information.
- Contribute to the review of financial systems and processes; playing a key role in the planning and implementation of any new or revised systems/processes
- Be conversant with the general principle of taxation applicable to the school and the financial implications of charitable status.
- Co-ordinate and maintain a list of approved contractors and suppliers to ensure best value.
- Support the Business Manager with the review and monitoring of all contracts, leases and relationships with external contractors.
- In conjunction with the Business Manager, monitor expenditure on capital projects such as any Condition Improvement Funds.
- Maximise investment returns and income generation; supporting bids, sales, sponsorship and fundraising as appropriate.
- Be responsible for the schools' asset registers ensuring that they are maintained and regularly updated.
- Ensure that all necessary returns, reports and documentation are completed accurately within time constraints including claims, bids, reports to trustees and statistical returns (internal and external).
- Advise the trust board and its committees as required.

Personnel:

- Oversee arrangements for the induction and training of all new staff within the finance team.
- Be responsible for identifying training needs and the ongoing professional development for all staff.
- Complete performance management for all staff within area of responsibility.

- Oversee the effective deployment and management of all staff within the finance team
- Play an active role in the recruitment of staff in accordance with the school's procedures.

Administration:

- Ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- Collate information, statistics and prepare reports as required by the Chief Finance Officer, headteacher and trustees.
- Undertake responsibility for all necessary administration relating to finance processes and procedures.
- Ensure that all manual and computerised records and filing systems are maintained as required.
- Process, input, extract and analyse information from the school's system(s).
- Deal with correspondence promptly and as required.

Other Duties and Responsibilities

All Trust staff are expected to:

- Take appropriate responsibility and action for safeguarding.
- Be prepared to provide additional support to the central Trust team and schools of the Trust as required.
- Support the vision and values of the Trust and demonstrate a collaborative team working approach to school and trust improvement.
- Promote and act in accordance with the Trust's Staff Code of Conduct and all key policies.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers, colleagues and visitors.
- Work within the Trust's Equality Objectives to promote equity amongst students and staff, both current and prospective.
- Work within the Trust's Health and Safety policy to ensure a safe working environment for staff, students and visitors to our schools.
- Attend Trust and school events as required and make a positive contribution during such events.
- Participate in training and learning activities and performance development as required.
- Be proactive in seeking appropriate advice and guidance where required.
- To undertake any other duties commensurate with the grading of the post as directed by the Chief Executive Officer.

Review:

- This job description is not necessarily a comprehensive definition. It will be reviewed as and when deemed appropriate in line with the needs of Achieve and Learn Trust. It may be subject to change or modification at any time following consultation.



PERSON SPECIFICATION

Trust Finance Manager

	METHOD OF ASSESSMENT	ESSENTIAL / DESIRABLE
1. Qualifications/Training		
NVQ level 5 in Finance/Business/Administration or relevant Degree	A/C/I	Desirable
Relevant Finance qualification and /or finance experience in an organisation of a similar size and setting.	A/C/I	Desirable
2. Experience		
High level experience of implementing and using a range of software packages for financial administration e.g. Word and Excel	A/I	Essential
Experience of using complex database programmes	A/I	Essential
Experience of maximising the use of and implementing computerised financial systems	A/I	Essential
3. Knowledge		
Knowledge of a range of complex office and/or financial procedures	A/I	Essential
Knowledge of developing, implementing and maintaining administrative and/or financial processes	A/I	Desirable
Understanding of a range of financial processes within a school or similar environment	A/I	Essential
4. Skills & Abilities		
High level of interpersonal and communication skills	A/I	Essential
Ability to use initiative to respond to and resolve long term problems	A/I	Essential
Ability to work under pressure and to set deadlines	A/I	Essential
Ability to develop and implement procedures and policies	A/I	Essential
Ability to manage own workload and direct and manage the workload of others	A/I	Essential
Ability to motivate and develop staff	A/I	Essential
Ability to constantly improve own practice/knowledge through self-evaluation and learning from others	A/I	Essential

Ability to work under supervision and as a team member	A/I	Essential
Full understanding of the need to maintain confidentiality in both written and verbal communications	A/I	Essential
Flexibility to adapt to changing workload demands and new school challenges		
5. Attitude and Approach		
Smart, professional appearance.	I	Essential
Boundless energy and vision; resilience and 'can do' approach.	A/I	Essential
Positive and proactive approach to continuous improvement.	A/I	Essential
A willingness to undertake additional training, keep up to date with developments and changes in good practice.	A/I	Essential

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation



ADDITIONAL INFORMATION

BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Holiday entitlement of 26 days, plus Bank Holidays, increasing to 31 days after five years of service.
- ❖ Membership of Greater Manchester Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ The support of a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Trustees and Members.
- ❖ CPD opportunities for all staff.
- ❖ A great place to work!

CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the appointment as soon as possible and to abide by all Trust policies and procedures.
- ❖ The Trust operates an Induction process followed by a probationary review process (Support Staff) with which the successful candidate will be expected to comply.
- ❖ The post is based on 36.25 hours per week. The post is a salaried position and overtime is not paid unless due to exceptional circumstances.
- ❖ The holiday year runs from 1 September to 31 August each year.
- ❖ The position will be based at the Trust Hub at Altrincham College with travel to other schools within the Trust.
- ❖ Our Trust operate a no smoking/no vaping policy on all school or other sites.

APPOINTMENT TERMS

Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. This post is subject to an enhanced disclosure from the DBS.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by **12 noon on Thursday 10 September 2026**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post. For shortlisted candidates, we will carry out an online and social media search.

Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community, particularly underrepresented groups. We want to ensure our staff body reflects the wonderful diversity of our student body.

Thank you for your interest in this position with Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process: you have to be right for us, but the trust also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please contact us.

Achieve + Learn Trust.

Better, together.

Staff Development & Well-Being Offer



Kim Earle, CEO

Our Trust thrives on its people. At the Achieve & Learn Trust, we aim to offer the best opportunities for career and personal development, coupled with a considerate and friendly working environment. Staff well-being is important to enable each member of our team to feel secure and happy in their role, whilst also knowing there is a trusted colleague available to support them. Find out more about our offer below.



A buddy for all new staff in their first year in post.



SLT and CEO open door policy for all staff



"You Said We Did" staff voice & workload reduction



Free staff car parking on site in all our schools



Access to staff counselling if required



No student data collected for data's sake



Free breakfast for all in our Staff Rooms



Teachers & Local Government Pension Schemes



Fun staff awards & weekly staff recognition



Opportunity to take a flu jab every autumn



Plenty of work spaces and IT access for staff



Opportunity to collaborate across schools



Free Christmas dinner for all staff each year



Trust Well-being training & support for all staff



Commitment to CPD including National Quals.



Greater PPA time than national average



Menopause Support for all staff



Commitment to the DfE's Well-being Charter

Can't see a vacancy you can apply for? Why not join our Talent Pool?

Send a brief introduction and/or your CV to info@achieveandlearntrust.com