



Trust Finance Manager

Candidate Information Pack





Welcome to The Education Learning Trust

Education Learning Trust (ELT) is a Multi-Academy Trust, educating over 3500 pupils from age 2 to 16 in the Greater Manchester area. Our vision is to Collaborate, Empower and Achieve to realise educational excellence. We provide over 450 employees with an inspiring and innovative place to work, with exceptional training and development opportunities.

The following statement was defined by all the stakeholders in our Trust and represents our beliefs and ambition:

Education Learning Trust is a unique and ambitious learning community who **COLLABORATE** and support each other to achieve ambitious goals in our education and career. As a family of schools, we **EMPOWER** everyone and interact cohesively to demonstrate our exceptional commitment to both personal and academic development which is grounded in growth and succession. Together, we **ACHIEVE** exceptionally through our commitment to an inclusive and inspiring environment, awakening our ambition for all learners. Our clear learning framework provides guidance and is underpinned by creative opportunities that focus on how we can achieve in every facet of education whether that be as an adult or child.

Benefits of Working for ELT

As a Trust employee you will receive excellent benefits, including a highly competitive salary, well-regarded pension scheme, excellent career development opportunities and support for your health and wellbeing with our award-winning employee assistance programme.





The Role of Trust Finance Manager

Are you looking for a new opportunity to become a Finance Manager in a Multi Academy Trust made up of two secondary schools and three primary schools based in Greater Manchester? Would you like to work in partnership with our CFOO, Executive Team and Headteachers?

Education Learning Trust is looking for candidates with significant experience in finance to become our Trust Finance Manager.

In keeping with our vision, you will be empowered to share your innovative and research driven expertise to drive change. There is a strong collaborative approach across the Trust and you will be able to communicate your experiences and knowledge to lead financial success, securing the resource for each school to continually achieve educational excellence for our learners. The role offers an exciting opportunity to make a significant impact on their lives by working alongside the Chief Finance and Operating Officer (CFOO) to advance financial efficiency and supporting Trust growth plans. Working alongside members of the central team and our school leaders, you will provide strategic financial leadership with robust financial and risk management to ensure sustainability across the Trust.

Education Learning Trust regards both adults and children as learners and values Continuing Professional Development for everyone in the trust. We can offer all of this as well as an opportunity to further develop the role as the Trust prepares for growth and, with that, exciting future opportunities.

Reporting to the CFOO, the Trust Finance Manager will play a key role in ensuring the Trust's finances are well managed, compliant, and aligned to the Trust's strategic objectives. This is an exciting opportunity for someone who thrives in a busy, multi-school environment and enjoys delivering high-quality financial support.





You will need a deep knowledge of financial management, budgeting, and reporting together with a strong understanding of the Academy Trust Handbook (ATH) and DFE requirements. You will have confidence in preparing management accounts, year-end reports, and supporting audits. You will be able to explain financial matters clearly to non-financial stakeholders (principals, governors, trustees) and build trust with internal teams and external partners (auditors, ESFA, suppliers).

The role offers a flexible approach to working.

If you feel you have the skills and qualities required for this role, we would like to hear from you. This pack contains all the information you need in order to apply for the position.

Application

Candidates should apply by completing the ELT application form, CVs alone will not be accepted in accordance with Keeping Children Safe in Education (KCSIE). A copy of this ‘Application Pack’ and ‘Trust **Application Form**’ can be found here: <https://www.educationlearningtrust.com/vacancies>

For a confidential conversation about the role, please contact us on 0161 757 9333 option 1.

KEY INFORMATION	
Salary	NJC MB4 34-40 – Salary £45091 - £51356
Hours	37 hour per week, Full Year
Deadline for Application	Wednesday 5 th November 2025 @ 12noon
Shortlisting will take place on	Thursday 6 th November 2025
Interviews will be held on	Tuesday 11 th November 2025
Letter	Please submit a word-processed letter (maximum 1,000 words) with your application, detailing how you meet the post criteria and the knowledge, skills, and attributes you would bring
Start Date	As soon as possible
The Base for this Role	ELT Office at Gatley Primary School, Hawthorn Road, Gatley, SK8 4NB



Safeguarding

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures that promote safeguarding and safer working practices. This is in line with statutory guidance including Keeping Children Safe in Education and The Education Act 2002.

All offers of employment are subject to a safer recruitment process, including the disclosure of criminal records, online checks and vetting checks. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

Equality

We are committed to fulfilling our Equality Duty obligations, including valuing equality and diversity and expect all staff and volunteers to share this commitment.

We are committed to employment practices that promote diversity and inclusion in employment regardless of age, disability, gender reassignment, sex, marriage and civil partnership status, pregnancy and maternity status, race, religion or belief.

We expect the successful candidate to have the necessary standard of spoken English, as described under Part 7 of the Immigration Act 2016, the Public Sector fluency duty that requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English (or English or Welsh in Wales).





Duties and Responsibilities

As the Trust Finance Manager, you will be an integral part of the team responsible for ensuring high standards of financial integrity across the Trust. You will manage the monthly financial processes required of the academies, ensuring compliance with the requirements of the Academies Trust Handbook, play a significant part in the financial planning and partner with the Headteachers and other senior staff to ensure effective strategic decision making.

This role will work closely with schools within the Trust, helping to identify best practice and implement new standardised processes and procedures.

Core Responsibilities

- Ensure timely production and issue of financial reports, cash flow forecasts and returns as required.
- Prepare the monthly management accounts.
- Prepare the monthly financial reports, analysis and updates.
- Prepare the annual budget and forecasts for approval by the Trust Board.
- Take responsibility for the academy's accounting procedures, ensuring all policies and procedures are adhered to within the Trust.
- Maintain finance filing systems, ensuring that records are suitable for audit purposes.
- Work with the Chief Finance & Operating Officer to ensure goods and services are processed in compliance with current and relevant procurement legislation.
- Partner with the Headteachers and other senior staff to ensure effective financial management, adherence to budget and strategic decision making.
- Drive forward change and initiatives which promote regularity, propriety, value for money and best standards.

Ethics and Values

To work with full regard for the 7 Principles of Public Life as defined in The Nolan Principles:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership
- To uphold the values of Education Learning Trust; to act as a role model for others within the trust and to always act in the best interests of the Trust
- A commitment to equality and diversity.



Supervision will be provided by the Trust CFOO. defined objectives are met effectively. However, the Trust Finance Manager will be required to plan their own work to ensure that priorities are met.



Personal Specification – Trust Finance Manager

Finance Manager Qualifications & CPD

- Right to work in the UK
- Experienced part-qualified accountant or fully qualified accountant (ACCA or CIMA) is desirable

Experience Knowledge and Skills

- Experience of running effective administrative and financial systems, ideally within a school environment
- High level of proficiency with Microsoft Office and Access Finance & Budgeting software desirable
- Experience using financial databases and confidence and interest in learning new technologies •

Line management experience, desirable

- Experience in managing and negotiating contracts, tenders and agreements, desirable

Personal Characteristics

- Genuine passion for and a belief in the potential of every pupil
- Strong organisational and time-management skills and the ability to delegate appropriately
- Ability to skilfully manage and maintain effective working relationships with parents, trustees governors, community members and other stakeholders
- Works productively in a high-pressure environment
- Helpful, approachable and positive nature
- High standards and a keen eye for detail
- Keen to learn and further develop own skills
- Exercises sound judgment, especially relating to confidentiality and discretion

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training

This post is subject to an enhanced DBS check

Please visit our website to view Our Strategy and Business Plan 20225-2028

<https://www.educationlearningtrust.com/about-us/the-strategy-and-business-plan>