

Pathfinder

Multi Academy Trust

Providing an excellent education from age 2 to 19

Trust Finance Manager

**Pathfinder Multi Academy Trust
(based at Archbishop Holgate's School, York)**

Preferred start date: ASAP

Closing date & Shortlisting: 9am on Thursday 20th November 2025

Interview date: w/c Monday 24th November 2025

We're looking for an enthusiastic and skilled Finance Manager to join our friendly central team at Pathfinder Multi Academy Trust. Our Trust brings together a family of schools that share a commitment to helping every child thrive — and we know that strong financial management is key to making that happen. This is an exciting opportunity to use your finance expertise to make a real difference in education, supporting schools and senior leaders with clear and insightful financial guidance.

The successful applicant will work in close partnership with the Finance Director (CFO), and the Deputy Finance Director to form a strong management partnership to develop and embed robust systems and processes to support effective financial management across the Trust.

We're looking for someone who's confident with technical concepts within accountancy but can also manage a finance function through innovation and dynamism. The ideal candidate will work positively and collaboratively — someone who can explain financial information clearly and support others to make well-informed decisions. Ideally, you'll be a qualified or part-qualified accountant (ACA, ACCA, CIMA, or equivalent) with experience in financial management, but most importantly, you'll bring a positive attitude, great communication skills, and a genuine desire to make a difference.

In return, we offer a supportive, values-driven working environment, flexible working arrangements, and the chance to be part of a growing organisation where your ideas and contributions are truly valued.

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 10 (Points 10.1—10.4)
£43,606—£49,228 per annum

CONTRACT

Permanent
Full Time—37 hours per week

REPORTS TO

Finance Director / Deputy Finance Director

LOCATION

This role involves travel between schools within the Trust; 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

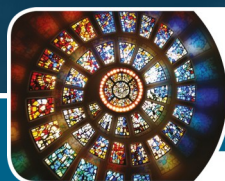
To apply for this role, please submit a completed application form via post or email to:

Mr S Bradley, Finance Director
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 contact 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

Formed in August 2016, Pathfinder is a successful, well-established Multi Academy Trust serving more than 6,800 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



Leading the way

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.



Serving and inspiring

Pathfinder schools



**ACOMB
PRIMARY
SCHOOL**



Archbishop Holgate's School
A Church of England Academy Founded 1546



Applefields School
York



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



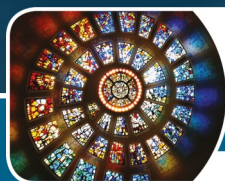
St Lawrence's
CHURCH OF ENGLAND PRIMARY SCHOOL



Tang Hall
Primary School



Welburn
COMMUNITY PRIMARY SCHOOL



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Job Description

Main Purpose of the Role

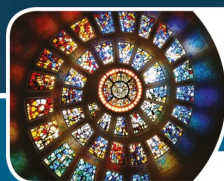
To work in close partnership with the Finance Director (CFO), and the Deputy Finance Director to deliver excellent financial governance enabling the Trust to achieve its annual targets, safeguard its assets, deliver value for money and ensure the timely submission of all statutory reports to regulatory bodies and agencies.

The Trust Finance Manager will be responsible for managing the organisations financial systems and ensure effective provision of financial management across the Trust.

Duties and Responsibilities

Financial Accounting

- To lead in managing the Trust's financial systems and procedures focusing on maximising system reporting functionality, maintaining accounting structures and ensuring compliance with statutory and other regulations i.e Trusts Financial Regulations.
- To set an annual month end timetable for the closure of monthly accounts. Manage the closure of the month end accounts by ensuring all necessary postings are included; payroll and purchase card journals, bank receipts / payments, accruals, prepayments, recharges etc. Check the accounts for accuracy and review / reconcile all control accounts.
- To develop and manage an approved supplier list for the Trust and its school.
- To develop and maintain a working contracts register to support procurement activity across the Trust.
- To manage the payment of suppliers in line with the agreed terms and conditions. Ensure that the Aged Creditors reports are reviewed and actioned in a timely manner.
- To manage the invoicing process and ensure that the Aged Debtors reports are reviewed and actioned in a timely manner.
- To manage the completion and timely submission of the monthly group VAT return including the partial exemption calculation.
- To manage the Trust's bank accounts, including management of access and appropriate signatory panels, and reconcile monthly. Liaise with our account manager to ensure that we take full advantage of the services on offer.
- Act as the system administrator for key financial systems, including the Paperless system, Credit Card Programme, and core financial software, as well as any additional finance systems introduced within the Trust. Responsibilities include user access management, system maintenance, troubleshooting, and supporting system development and implementation.
- In conjunction with the Deputy Finance Director manage the Trusts cashflow to ensure that the Trust has adequate funds to fulfil its obligations whilst also considering investment opportunities.



Duties and Responsibilities Continued

Financial Accounting Continued

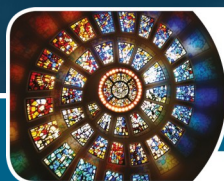
- To manage the Fixed asset registers ensuring that they are appropriate and up to date at the year end. In conjunction with the Finance Director and their Deputy, produce the year end accounts in readiness for the external auditors in early October. Support on the Completion of the audit workbook prior to the audit start date. Manage the on-site visit of the external auditors ensuring all requests are fully actioned and queries fully resolved.
- To support the Deputy Finance Director, as required, to manage and monitor the funding and expenditure of any significant capital projects. Ensure such projects are accurately reported within the Trusts accounts.
- To review each year the Trust's financial procedures in line with the Academies Trust Handbook and all other financial guidance issued by the ESFA and best practice.
- To manage the storage and disposal of all financial records as per the current requirements and regulations.
- To monitor developments in accounting systems, software and equipment and make fully costed recommendations for any proposed changes.
- To lead on and manage the reporting functionality of the finance system to ensure timely management accounts can be produced. Where required, work closely with the Finance Director and their Deputy on monitoring performance against budget and identifying areas of concern.
- Where required, to provide training, advice and support to School Business Managers and Budget Holders to assist them in managing their budgets and forecasting future income / expenditure.

Payroll Management (in collaboration with the Trust's Payroll Manager)

- Work towards providing overall oversight of the payroll team, which includes the Payroll Manager and Payroll Officer, to ensure effective team coordination, compliance, and continuous improvement in payroll operations.
- Oversee the Teachers' Pension Audit is scheduled, with the Payroll Manager leading the audit process to ensure accuracy and compliance.
- Approve payroll-related payments, including BACs, HMRC PAYE, Teachers' Pension Scheme (TPS), and Local Government Pension Scheme (LGPS) and AVC payments, within required deadlines. Ensure that all approvals are aligned with reporting submissions and completed in a timely manner.
- Manage the monthly processing of payroll journals, ensuring payroll control accounts reconcile to a zero balance by month-end. Work collaboratively with the Payroll Manager to investigate and resolve any discrepancies in the control accounts.

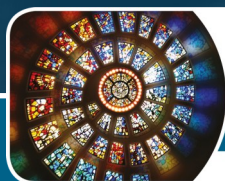
Other Responsibilities

- To liaise with Internal auditors in the review of any financial procedures and processes.
- To perform other reasonable duties within scope of skills as directed by the Finance Director or the Deputy Finance Director.



Person Specification

Skills and Qualities		
The Successful candidate will be able to evidence their ability to:		
	Essential	Desirable
High level of proficiency with Accounting Based Software (such as SAGE, XERO, IRIS etc)	√	
Strong technical accounting skills with a robust understanding of accounting concepts	√	
Strong analytical skills and ability to interpret complex financial data	√	
Strong organisational and time-management skills and the ability to delegate appropriately	√	
Ability to implement improvements and efficiencies in financial procedures	√	
High personal standards of professionalism, accuracy and confidentiality	√	
Flexible, proactive and solution-focused approach	√	
High Level IT skills in Microsoft and Google products	√	
Experience and Knowledge		
The successful candidate will be able to evidence:		
Experience of managing financial services within an organisation	√	
Experience of financial management within an educational setting		√
A Degree or equivalent in Finance or substantial relevant experience		√
Qualified or part-qualified accountant (ACCA , CIMA, etc), or other relevant financial qualifications (<i>exceptional candidates without formal qualifications will be considered who have significant work experience</i>)	√	
Experience of financial processing and systems	√	
Experience of payroll processing and systems		√
A knowledge of financial reporting, including reporting to the DFE		√
An awareness of the education sector		√



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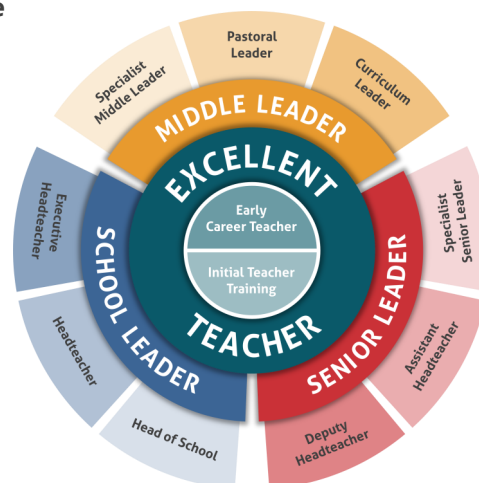
Professional Development

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. 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.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.



Support Staff

Our career pathways programme for support staff aims to ensure that all colleagues 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 their role to the highest level.
- have an understanding of how their role fits into the wider organisation.
- act as a source of support, advice and guidance to 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.



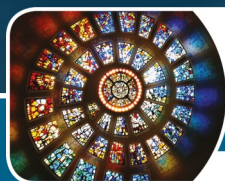
Partnering with the National Society for Education, the Pathfinder Leadership Academy has been designed to identify, develop and support colleagues to progress into positions of middle leadership and beyond.



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.



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.



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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.