



Trinitas

Academy Trust



FINANCE MANAGER
RECRUITMENT PACK
March 2025

Faith ✝ Family ✝ Flourish



WELCOME FROM THE CEO

It gives me great pleasure to welcome you to Trinitas!

I am both proud and privileged to be serving as CEO of Trinitas Academy Trust, a family of schools with an unrelenting desire to achieve our vision:

"We believe that all children deserve the best education, and all staff deserve to be valued and developed. Our Trinitas family, Christian faith, and unrelenting desire to improve society, underpin everything we do. Creativity, compassion and high expectations drive the Trust to ensure that every person within its community flourishes."

When any of us choose to work in education, we do so because we want to improve the lives of the next generation, and to inspire and encourage children to be the best they can be. At Trinitas this is exactly what we aim to do, whilst enabling each school to thrive within its own distinctive ethos and character. Central to this is our strapline of 'Faith, Family, and Flourish':

Faith – in ourselves, in each other, in our Christian ethos

Family – supporting with compassion, fostering interdependence

Flourish – keeping people at the centre of what we do, enabling children and adults to thrive

Trinitas has a mix of faith and non-faith schools, across all sectors of education (Primary, Secondary & Special Schools), and this blend enables us to share a wealth of expertise across the trust as we continue to support one another to achieve our vision.

Whilst we celebrate individual school distinctiveness, we are a single organisation working collaboratively to achieve the very best outcomes for every member of our Trust family.

Leaders, teachers and support staff, both in the classroom and out, work as one team to provide the best experience for our children. They are talented, skilled, dedicated professionals working closely with the wider school community, making sure that we meet the needs of children and their families. We are there to support and encourage every Trinitas child and their family as they take their first steps into school, and as they take their last steps from the Sixth Form and into their future.

Having worked in education my whole career I absolutely believe it changes lives - education can equip learners with agency and a sense of purpose, and the competencies they need, to shape their own lives and contribute to the lives of others. I'd welcome the opportunity to work with you to change lives.

A handwritten signature in black ink that reads "Godden". The signature is written in a cursive, slightly stylized font.

Simon Godden
CEO

Trinitas Academy Trust

Faith + Family + Flourish

Trinitas is a Multi-Academy Trust in South East London. We are a family of seven schools working together towards outstanding outcomes for all pupils. We want to give our children the best education, develop and value our staff, and do all within our capabilities to improve society.

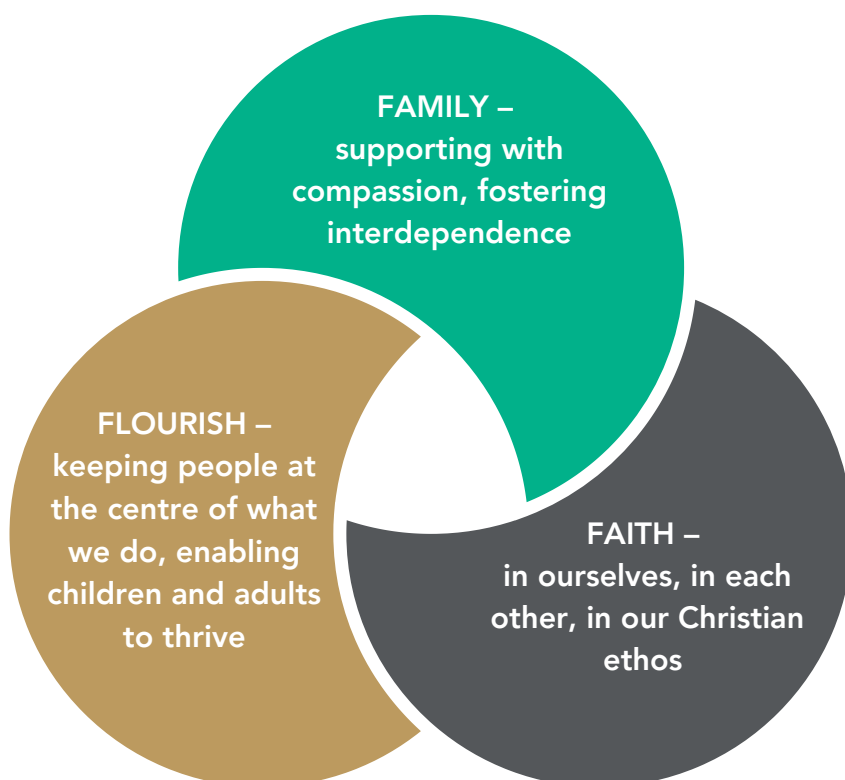
Our vision is central to the work we do, in all aspects, from the development of our curriculum, our approach to school improvement, how we conduct staff appraisal, to the way we prioritise the wellbeing of staff and pupils alike:

We believe that all children deserve the best education and all staff deserve to be valued and developed.

Our Trinitas family, Christian Faith, and an unrelenting desire to improve society underpin everything that we do.

Creativity, compassion and high expectations drive the Trust to ensure that every person within its community flourishes.

Central to achieving our vision are our three Trinitas pillars: Faith, Family & Flourish.



BEING A PART OF TRINITAS

TRINITAS PEOPLE STRATEGY

Our staff are our most important asset, and therefore it is vital that we do everything we can to attract, retain, engage and develop the very best people throughout Trinitas Academy Trust. Only then will we be able to deliver our Trust vision.

Our Trinitas People Strategy has three key strands:

- Attract & Recruit
- Engage & Retain
- Develop Talent

Our Trust people strategy is grounded in the unwavering commitment to foster a culture where equality, diversity and inclusion serve as the foundation, ensuring that every individual is valued, respected and empowered to contribute their unique strength to our collective success.

As part of our ongoing commitment to staff wellbeing, all Trinitas employees are entitled to one day leave each year for personal use - we call this 'Trinitas Time'!

Staff appreciate being able to use this day to support their family, or perhaps attend an important event during term time - it's for employees to use however they see fit.



PROFESSIONAL DEVELOPMENT

There are many reasons to work at Trinitas, not least our relentless focus on looking after and developing our staff - it's even in our Trust vision! We believe that every member of our community has immense potential, and deserves the opportunity to grow both personally and professionally, in a supportive and nurturing environment.

Our Trinitas CPD Programme ensures that all staff have this opportunity, both in terms of supporting wider school improvement and their own personal areas of interest. This approach also feeds into our appraisal system, which has a strong focus on staff aspirations and career progression. This ensures that colleagues have a strong sense of ownership and agency, and each and every member of our Trinitas family is valued.

PLEASE SEE THE TRINITAS PEOPLE STRATEGY AND CPD PROGRAMME THAT HAS BEEN SHARED WITH THIS APPLICATION PACK FOR FURTHER INFORMATION

ABOUT THE ROLE

An exciting opportunity has arisen for a strong candidate to join us in the position of Finance Manager. This is a key role within the Trust's Central Services team, and whilst the successful applicant will be accountable to the Chief Finance Officer, they are also afforded the excellent opportunity to lead a supportive finance team.

You will drive the provision of an effective and customer focused finance service, working in partnership with school leaders to ensure the effective management of the schools' finances, assuring compliance with relevant regulations and contributing to the long-term financial planning, that supports the Trust's vision.

The ideal candidate will be an organised, detail-orientated individual with experience of managing budgets, financial functions and financial analysis and reports. You might currently work within a financial management or supervisory role or be a School Business Manager with budgetary responsibility.

We value our staff and ensure that they are well supported and trained. We have a continual professional development offer with training and opportunities for all staff at all levels.

Our family of schools work closely together and the schools are well supported by the Trust Central team.

The role allows for hybrid working between home and the central team's office. However, the successful candidate will be required to travel to all trust schools as required.

This role provides you with an opportunity to join our family to improve outcomes for children. If you believe you have the required skills and attributes for this role, we'd love to hear from you!

The role offers excellent opportunities for professional and personal development. It also offers the potential for great flexibility, where the exact hours and working pattern can be tailored to the needs of the successful candidate.

We also offer:

- 26 days holiday, plus bank holidays (increasing after 5 years' service)
- 'Trinitas Time' – one additional day off each year to use as you please as part of our Trust wide wellbeing offer
- A range of benefits including employee assistance programme
- Access to the local government pension scheme
- Supportive working environment

HOW TO APPLY...

Informal conversations with the CFO are welcome - if you would like to arrange a chat, please contact Tina Solliss by email tsolliss@trinitasacademytrust.org

To apply, please follow this link: <https://mynewterm.com/jobs/5108/EDV-2025-TAT-46735>

The closing date for applications is: Midday Tuesday 22nd April 2025
Interviews: w/c Monday 28th April 2025



JOB DESCRIPTION

Job Title: Finance Manager

Hours of work: 36

Responsible to: Chief Finance Officer

Job Category: Support

Grade: BEX13

Links with: CEO, School Principals/SLT, COO, HR Director, External Agencies

MAIN PURPOSE OF THE JOB

- 1.To provide support and assistance to the Chief Financial Officer on a day-to-day basis.
- 2.Ensure all financial regulations are observed and implement procedures in line with the Academies Financial Handbook.
- 3.To lead and supervise the team of Finance Staff.
- 4.To administer systems and policies within the Trust ensuring that all financial governance requirements are satisfied.
- 5.To provide an effective payroll service, working in close partnership with the schools, HR team and the external payroll provider.
- 6.Understand and continually review financial processes and month-end procedures including key risks and opportunities.

MAJOR DUTIES & RESPONSIBILITIES

Financial Accounting and Resource Management

- 1.Oversee the month and year-end closure process and preparation of management accounts for schools and senior leaders.
- 2.Evaluate information and use this to contribute to the preparation and submission of a realistic and balanced annual budget.
- 3.Monitor cash flow and expenditure against budgets to achieve value for money.
4. Administer financial, budgetary & purchasing procedures in accordance with guidelines.
5. Administer and provide support/advice to the finance team and the schools, on the use of existing and new financial software systems (including PS Financials & IMP).
6. Provide general assistance to the central finance function, processing purchase orders, invoices etc, as required.

MAJOR DUTIES & RESPONSIBILITIES CONT.

Accounting and Reporting

1. Prepare information and reports for audit purposes and assist the CFO with RO inspections and audits.
2. Work in conjunction with the CFO and external auditors to complete end-of-year accounts for statutory bodies.
3. Ensure all statutory returns required are completed and submitted within agreed deadlines.
4. Provide clear information and guidance to budget holders to ensure they are kept informed of their financial commitments and actions required to deliver.
5. To deputise for the CFO, if required, in attending relevant Governor/Trustee meetings.
6. Build strong relationships with all key stakeholders, including visiting and meeting with school leaders as required and in response to requests for financial information.

Payroll Operations

1. Alongside the HR team, to be responsible for the management of the payroll and pensions information.
2. Check the salary report for accuracy, correcting data where necessary.
3. Ensure that the payroll is correctly and accurately accounted for.
4. Ensure appropriate payroll entries into both the accounting and budgeting systems.
5. Be responsible for ensuring that the apprenticeship levy account is managed efficiently.
6. Process all payroll journals in line with month-end procedures.
7. Respond to enquiries from regulatory bodies including HMRC and pensions bodies and support the preparations of reports to the pensions administration bodies.

Banking

1. Lead on managing relations with the Trust bank.
2. Administer all Trust bank accounts.

Other

1. Undertake any other reasonable, similar duties commensurate with the level of the post as required by the Chief Financial Officer.

PERSON SPECIFICATION

Qualifications	Essential or Desirable
Substantial experience working within a financial role	E
Highly developed skills in use of ICT to prepare, analyse and present management information to support effective decision making	E
Professional financial management qualification (e.g. AAT or ACCA), or a desire to work towards this.	D
Experience of team management/supervision	D
Experience of working within the education sector and using associated accounting systems.	D
Skills & Abilities	
Good interpersonal communication skills	E
Flexible approach to work	E
Excellent time management and organisational skills	E
Ability to work accurately and effectively under pressure	E
Proven ability to deal with a range of sensitive issues	E
Proven ability to develop, implement and update systems	E
Knowledge & Understanding	
Good knowledge of the principals of accounting and financial management	E
A practical understanding of school practice and procedures	D
Personal Attributes	
Able to maintain confidentiality in all circumstances	E
Proactive approach to work being responsive, empathetic and supportive to all within the work environment	E
Flexible to enable a responsive service at all times	E
Hard working and enthusiastic presenting a professional manner at all times	E

Trinitas Academy Trust

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