



**St Lawrence
Academies Trust**
Stronger Together

Finance Business Partner



Community

Integrity

Aspiration

Hope

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St Lawrence Academies Trust is a new mixed multi academy Trust with church and community schools from both the primary to the secondary phase. We are looking for an ambitious and highly motivated individual to take on the role of:-

Finance Business Partner
37 hours per week full time * flexible working can be considered
Trust Grade 9 £41,770 to £46,141 per annum (includes pending pay award)

This is an exciting opportunity to join the trust at the beginning of a journey of transition to develop and grow the multi academy trust working with our family of schools and close partners. This post will be based at schools across Lincolnshire.

The successful candidate will:

- Have an accountancy qualification (or relevant experience)
- Be a confident communicator (written and oral)
- Possess strong analytical and problem-solving skills
- Have well developed ICT skills
- Work well under pressure, working accurately with attention to detail, and meeting deadlines
- Be flexible

We can offer:

- An attractive salary and leave entitlements
- Sponsorship to complete a professional qualification
- Membership of the East Riding Pension Fund
- A bespoke induction and professional development plan
- Flexible working hours including part time and/or term time working

For further details about the post and an application pack please [CLICK HERE](#)

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to enhanced DBS checks and satisfactory references, including your suitability to work with students. Applications will only be considered from individual applicants via our recruitment portal, and not via CV alone or agencies.

For an informal discussion about the role please contact the Chief Finance Officer, Tony Wood on 01724 747310 or email twood@slatrust.co.uk.

St Lawrence Academies Trust reserves the right to contact applicants and invite them to interview prior to the closing date.

Closing Date : Monday, 19th May 2025 at 9:00am. Interviews: Thursday, 22nd May 2025

Welcome Letter from the SLA Trust Board of Directors

Dear Applicant,

Thank you for your interest in the position of Finance Business Partner.

We are, as you will read, we are a new church based Multi-Academy Trust wanting to serve the young people and communities that our schools are set in. We seek to provide an education and environment which will enable each of our students to grow, thrive and reach their full potential, so they then go on to make a significant contribution of their own, throughout their lives, wherever they may be.

We believe in excellence and we are looking for a Finance Business Partner who will, along with the excellent staff we believe we have within the Trust, help us to achieve this goal. We also believe in education as something which develops the whole person to play their part in today's world.

For the right person we believe this is an exciting opportunity to make a difference, not only to the individual lives of both staff and students of the schools, but also to the wider Trust.

As a 'young' Trust we are looking for somebody who will work with us to help shape the Trust and to be willing to build, share and receive learning and experience across the family of schools that we are seeking to build.

So, thank you for reading this far. For the right person we believe we have a very special school to offer in a much underrated part of the world in which to live. Please read on, and if you feel you can meet our hopes and aspirations, we look forward to receiving your application.

Best wishes

David Court

David Court
Bishop of Grimsby
Chair of the Board of Directors



Welcome from the Chief Executive Officer

This is an exciting time for a motivated and enthusiastic person to join the Trust. You have the opportunity to work with and support an amazing team of staff and fantastic children at our partner schools.

St Lawrence Academies Trust is a new and growing Church of England Multi Academy Trust, based in the Diocese of Lincoln. We are currently a Trust of three schools, having been recently formed as part of the Lincoln Diocese MAT strategy.


As a new growing Trust, in recent months we have increased our central team with excellent practitioners and leaders of school improvement. They will work with Headteachers to ensure a high quality of education and an environment in which students can flourish.

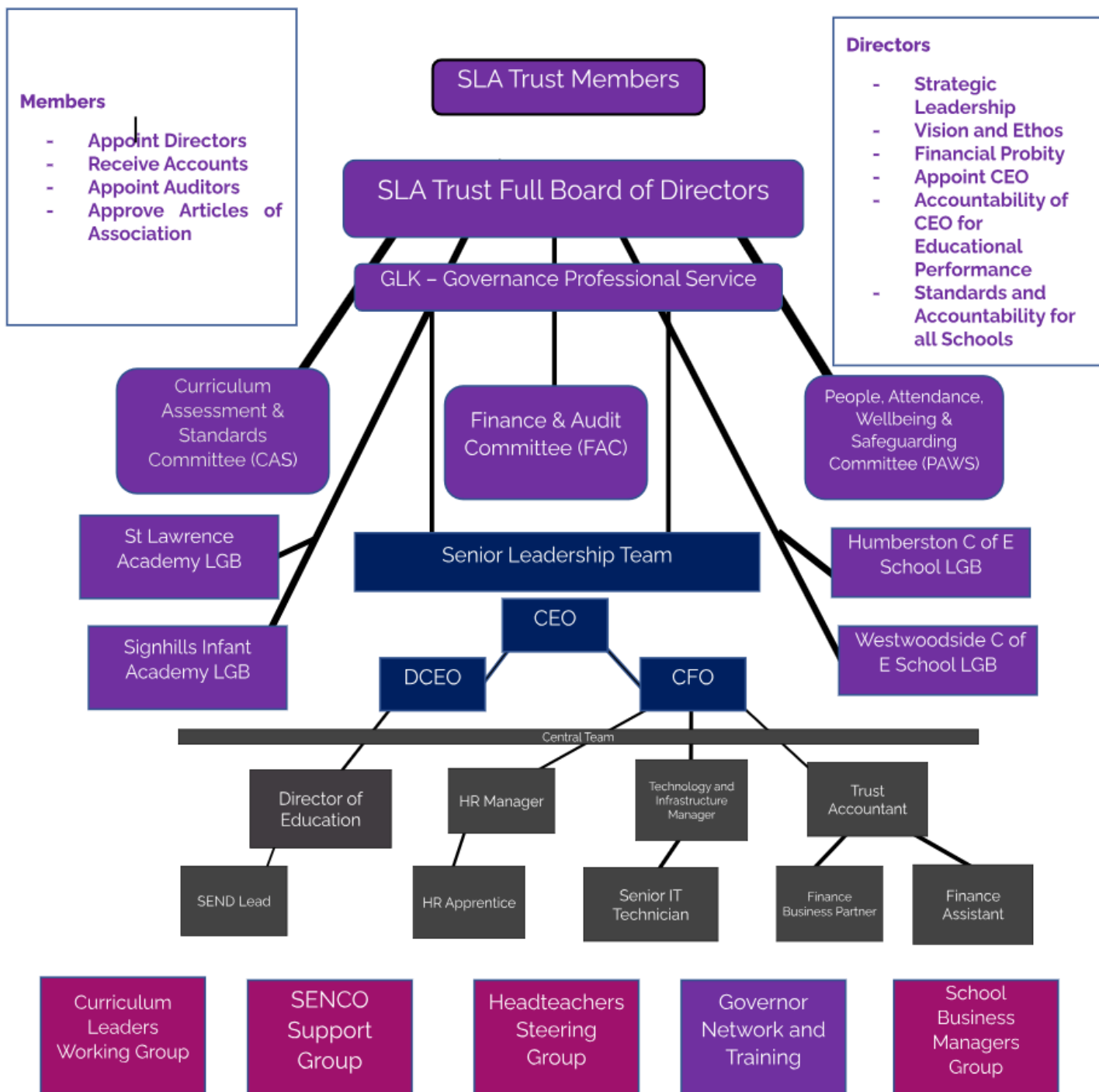
Our aim is to allow schools to become stronger by working together. The delegated responsibilities to schools allows our school leaders to have the flexibility to make curriculum and pedagogical decisions that drive school improvement for the children in their care. Our strong and experienced central team provides the valuable business, operational and educational support services that allow school leaders to focus on the provision and outcomes of children.

By working together we draw **strength for today** and give **bright hope for tomorrow**.

We embrace children and staff from both church schools and non-church schools, across both the primary and secondary age range. Provision and opportunities across the Trust must nurture our students and allow them to flourish, by helping them find the things they enjoy and are good at. We want them to become the leaders of the future. As a Diocesan Trust, Christian values and the exploration and understanding of the Christian faith underpins our work.

Mike Adnitt,
CEO The St Lawrence Academies Trust

 <p>St Lawrence Academies Trust Stronger Together</p> <p><i>We pride ourselves on celebrating the uniqueness of each of our partner schools.</i></p>  <p>Schools are stronger when working together. Collaboration is at the heart of our offer.</p>	<p>Help to shape the future direction of the Trust.</p> <p>Be part of something new, exciting and different!</p> <p>Freedom to develop a curriculum that meets the needs of your children.</p> <p>Receive excellent Trust support for finance, budgeting and facilities services.</p> <p>Have opportunities to collaborate.</p> <p>Benefit from having school leaders freed up to focus on the education of pupils.</p> <p>Be supported by a Trust central team of experienced school leaders.</p>	<p>Community Integrity</p>  <p>Aspiration Hope</p> <div> <p>Please contact our CEO, Mike Adnitt</p> <p>www.slatrust.co.uk</p> <p>01724 747310</p> </div> <p>Strength for Today, Bright Hope for Tomorrow</p>
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Local Governing Boards (LGBs)

- Monitor and challenge school leaders
- Prioritise school improvement through the school development plan
- Manage the school according to the scheme of delegation
- Drive forward the school vision

Executive Leadership Team

- Financial strategy and resourcing across all school. Systems, structures and process support, including finance, ICT, Learning and Teaching and curriculum development
- Support and challenge for the outcomes of students, collaboration between schools, sharing of best practice and living out the distinctive ethos and vision of the trust
- Sustainability, growth and succession planning. Leadership at all levels and professional development
- Quality assurance and compliance

Headteachers Steering Group

School Leaders evidence-based school improvement and development group

Discussion and developmental work with suggestions to the Trust Central Team

Working Groups

Projects, developmental work, moderation and collaboration.

Job Description

1. Introduction to Role and Responsibilities

Post: Finance Business Partner

Payscale: Trust Grade 9

Responsible to: Board of Directors / CEO / CFO / Trust Accountant

Core Purpose:

To provide day to day financial management across partner schools, ensuring compliance with financial procedures and accounting requirements. The postholder will work closely with the CFO and Trust Accountant to ensure an effective and efficient finance service across the Trust's family of schools and close partners. The postholder will also work with the Trust Central Team and the leadership/management team at partner schools. The postholder will become more established within the Central Finance Team as the Trust grows.

Financial Systems and Processes

- Using various financial software to support all partner schools Responsible for the maintenance of the finance and budgeting packages.
- Ensure that there is a check on bank accounts and that any issues or concerns are flagged appropriately.
- Ensure that all income and monies due to the school is received in a timely manner and income opportunities are maximised.
- Oversee the receipt & recording of all monies received. Ensure monthly reconciliations are carried out.
- Authorise entries e.g. invoices and income.
- Ensure that the Fixed Asset register is maintained in line with statutory accounts requirements and any issues/risks are flagged appropriately.
- Ensure financial support is provided to the Academy as required.

Main Duties

Month end and year end processes

- Ensure that month end processes are followed in line with financial processes. This will include ensuring that all transactions are processed appropriately prior to month end, running key reports, adjusting transactions/creating journals and closing down at month end.
- Work with the Trust Accountant to produce monthly management accounts in line with accounting standards and the requirements of the Academies Trust Financial Handbook.
- Maintain and update cash flow statements.
- Submit monthly VAT returns ensuring the Academy remains compliant with VAT requirements including partial exemption calculations in line with HMRC guidelines.
- Work with the Trust Accountant on year end processes including preparation and presentation of the final financial position.
- Assist in the production of annual statutory accounts.
- Responsible for monthly reconciliations of control accounts (Debtors, Creditors, VAT etc).

Budget setting and monitoring

- Scrutinise monthly budget reports; provide commentaries on the results and on all significant variances from budget for the Academy and take corrective action as appropriate.
- Oversee the issue and collation of annual budget holder agreements and business interest forms.
- Provide financial information to members of staff with budgetary responsibilities and provide any further information as requested.
- Responsible for applying budget changes which impact across the Trust and communicating with appropriate staff regarding the application of these.

Procurement

- Work with the Trust Accountant and CFO to ensure compliance with and development of Procurement policies and procedures.
- Procure goods and services in accordance with Financial Regulations and Procedures and the principles of Best Value, ensuring purchase orders are raised.
- Code up or authorise invoices for payment, ensuring all spend is in accordance with financial regulations and correctly coded.

Audit

- Work with the CFO and Trust Accountant on internal and external audit preparation and provision of information to auditors.
- Responsible for monitoring the compliance with any issues which have been flagged by audit e.g. budget approval for variations, non-order invoices.
- Ensure correct and consistent coding of transactions across the Academy.
- Support the CFO and Trust Accountant in relation to any Internal Scrutiny programmes.

Payroll

- Responsible for checking the payroll against the budget on a monthly basis and exploring/reconciling any issues as required for various academies.
- Oversee the administration of all payroll related payments and payroll reports and charges.
- Responsible for monthly reconciliations of Payroll control accounts.

Trust Responsibilities

- Participate in future due diligence on potential partner schools as necessary.
- Attendance at Trust Team meetings as necessary.
- Complete relevant CPD and attend relevant courses recommended by the Trust.
- Responsible for monthly reconciliations of Payroll control accounts.

Other Duties

- Management and supervision of the partner school Finance Teams including appraisal, training and sickness monitoring.
- Deputise for the Trust Accountant as appropriate.
- Build effective working relationships with the key contacts at the Academy and work with them to ensure compliance with Financial Regulations and Procedures, the Academies Trust Financial Handbook and the ESFA.
- Responsible for maintaining full audit trails including supporting documentation in relation to all workload.
- Monitor and review information required for any financial risks identified on the Academy risk register.

General Responsibilities

- Attend and participate in staff meetings, training and briefings as appropriate.
- Be aware of, and comply with all policies and procedures, in particular those relating to child protection, health, safety and security, financial management, confidentiality and data protection.
- Contribute to the overall ethos, work and aims of the Trust and Academy

Decision Making

Although the final decisions for the Trust/Academy remain with the Directors/Trustees the post holder will:-

- Make strong recommendations to the CFO/ Trust Accountant over financial matters, and policies and procedures that will have an impact on the Trust and the partner school.
- Negotiate quotes and obtain best value work to be carried out by external contractors.
- Involvement in Performance Development Reviews, ensure training requirements for staff are known and implemented as soon as possible.

Key Leadership Characteristics

Key Leadership characteristics/competencies that contribute to success at this level are :

Analytical and Conceptual thinking –	analyses variables sees patterns uses concepts
Initiative and Enterprise –	thinks and acts ahead willing to take risks self reliant ambitious for the development of the trust
Team Working –	gets input from others builds and sustains team spirit sets boundaries demands performance gives feedback and encouragement
Impact and Influence –	takes action to persuade calculates an impact strives for the best possible provision challenges others in the learners best interest

Other Information

The Central Finance team will be based at the Kirmington office. There will be a requirement for this post to be predominantly based at partner schools in Lincolnshire. There will be some multi-site working based on the needs of the Trust.

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use time in accordance with the trust's needs as identified by the Line Manager.
2. This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but it may be subject to modification or amendment at any time after consultation with the holder of the post.



		Essential / Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> English and Maths GCSE (or equivalent). 	E	AC
	<ul style="list-style-type: none"> A relevant professional accountancy qualification (AAT Level 4 or above) or relevant work experience. 	D	AC
	<ul style="list-style-type: none"> Degree or equivalent 	D	AC
Knowledge & Experience:	<ul style="list-style-type: none"> Significant experience of financial planning/budget management and monitoring. 	E	AIR <input type="text"/>
	<ul style="list-style-type: none"> Experience of using Access Education Budgets and Finance software 	D	AI
	<ul style="list-style-type: none"> Experience of using computer based systems and software e.g. Microsoft Office, Google Drive 	E	AIR
	<ul style="list-style-type: none"> Knowledge and experience of transactional business and finance. 	E	AIR
	<ul style="list-style-type: none"> Practical knowledge of VAT regulations. 	E	AIR
	<ul style="list-style-type: none"> Evidence of successful management and leadership of staff. 	D	AIR
	<ul style="list-style-type: none"> Experience of working effectively in a team. 	E	AR
	<ul style="list-style-type: none"> Knowledge and experience of procurement, contracts, service level agreements, value for money and best value in organisations. 	E	AIR
	<ul style="list-style-type: none"> Substantial specialist knowledge of the policies, processes and procedures for financial management in an organisation. 	E	AIR
	<ul style="list-style-type: none"> Previous experience working in an education 	D	AIR
	<ul style="list-style-type: none"> Knowledge/overview of the Academies Trust Financial Handbook. 	D	AIR
	<ul style="list-style-type: none"> Knowledge and experience of teacher pay and conditions, NJC pay and conditions and academy funding. 	D	AIR
CPD	<ul style="list-style-type: none"> Recent CPD to support this position. 	E	AIR
	<ul style="list-style-type: none"> Commitment to undertake continued training and development. 	E	AIR

Technical Skills & Ability	<ul style="list-style-type: none"> Ability to analyse, interpret and report on complex financial and resources performance information to aid effective strategic planning and decision making. 	E	AIR
	<ul style="list-style-type: none"> Excellent organisational skills and a methodical work ethic. 	E	AIR
	<ul style="list-style-type: none"> Ability to interpret legislation and regulations. 	E	AIR
	<ul style="list-style-type: none"> Ability to lead by example and support, train and motivate staff. 	E	AIR
	<ul style="list-style-type: none"> Recognises the importance of confidentiality in a school context. 	E	AIR
	<ul style="list-style-type: none"> Deals with difficult situations effectively. 	E	AIR
	<ul style="list-style-type: none"> Excellent literacy/numeracy skills. 	E	AIR
	<ul style="list-style-type: none"> Excellent communicator with drive and determination. 	E	AIR
	<ul style="list-style-type: none"> The experience and ability to deal positively with students, staff and other stakeholders. 	E	AIR
	<ul style="list-style-type: none"> Tenacity, flexibility and the ability to work under pressure. 	E	AIR
	<ul style="list-style-type: none"> IT skills to a level which will enable effective use of computerised information systems. 	E	AIR
	<ul style="list-style-type: none"> Accuracy and attention to detail. 	E	AIR
	<ul style="list-style-type: none"> The ability to be flexible and have a positive 'can do' approach. 	E	AIR
	<ul style="list-style-type: none"> Loyalty, reliability and integrity. 	E	AIR
	<ul style="list-style-type: none"> Commitment to safeguarding and promoting the general health, safety and welfare of young people. 	E	AIR

Key

E – Essential

D - Desirable

A – Application form

R – Reference

I – Interview

C – Certificate

Candidates who would like a professional conversation with the CFO of the Trust, should contact Tony Wood on **01724 747310**.

Alternatively please contact our Human Resource Team via email - hr@slatrust.co.uk

Applying

To apply, please [CLICK HERE](#)

For more details please contact the Trust CFO Tony Wood **01724 747310** or email hr@slatrust.co.uk

Closing Date: Monday, 19th May 2025 at 9:00am. Interviews: Thursday, 22nd May 2025

Useful Information



The Lincoln Diocese Board of Education (DBE)

www.lincolndiocesaneducation.com

<https://twitter.com/lincolndbe>



St Lawrence Academies Trust (SLA Trust)

www.slatrust.co.uk