



**Astrea Academy Trust**

INSPIRING BEYOND MEASURE

**FINANCE MANAGER**

**CANDIDATE PACK**



# Open Letter from our CEO

Dear Candidate,

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage. Our academies are based across South Yorkshire and Cambridgeshire, often in areas which have experienced generationally poor educational opportunities. Our role is to change that. We want to play our part in the social regeneration of these areas.

We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve.

With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality, but our sense of what defines us is still evolving. With this in mind, we are looking for leaders who:

Want to be part of our journey to outstanding, shaping our vision, and helping us to unlock the collective power of our system. If you're a solo flyer, our Trust is not for you.

Share our commitment to an inclusive, aspirational and academic education for all pupils.

Believe that in a Multi-Academy Trust, the whole is greater than the sum of the parts and that it is our collective responsibility to get the best outcomes for all our pupils.

Bring expertise, aspiration, courage, and a collegial approach. We are brave for our communities, and we welcome challenge and ambition.

Are authentic, visible and driven.

Bring an academic perspective to their work, supported by well-researched, well-evidenced approaches that make us think and push the trust's practice forwards

Want our schools to be joyful places to learn, underpinned by expert teaching, brilliant curriculum, broad opportunities for learning and excellent consistent behaviour in every classroom.

For our part, we commit to challenging you, inspiring you, supporting your development and giving you access to leadership opportunities not only within your own school, but also across our Trust as your role develops.

Best Wishes

Rowena Hackwood

CEO at Astrea Academy Trust



# Job Description

JOB TITLE:

**Finance Manager**

REPORTING TO:

**Lead Finance Manager**

SALARY RANGE:

**£37,633- £41,920 per annum**

**Central Pay Scale – Level 4T**

CONTRACT TYPE:

**Fixed Term**

WORKING PATTERN:

**Full time**

**37.5 hours per week, 52 weeks per year**



# Role Description

## Purpose

The successful candidate will work as part of the Central Finance team under the line management of the Lead Finance Manager. The purpose of the role is to manage financial planning, reporting, analysis and risk management across dedicated schools.

You will be working as part of a supportive team of Finance Managers to assist our schools in managing their finances, completing budgets, forecasts, and monthly accounts.

## Main Duties and Responsibilities

- Finance Lead for dedicated schools. Building strong professional relationships across all teams.
- Preparation on Monthly Management Accounts.
- Create and post monthly journals including income and expenditure accruals, deferrals, and transfer of costs and income between schools and central.
- Maintain additional schedules as required for monthly reporting.
- Complete monthly Payroll Reconciliations, investigate variances and create summary reports.
- Update monthly budget forecasts and highlight key variances in readiness for school review.
- Lead regular finance meetings with school Principal, Regional Director and Operation Manager, to review period results and reforecast for future months.
- Preparation of annual budgets using a Curriculum Led Financial Planning (CLFP) modelling tool.
- Publish monthly forecasts.
- Maintain accurate staff records in IMP.
- Grant Management and Trip reconciliation.
- Monthly balance Sheet reviews with Financial Controller.
- Support school compliance around Financial Processes.
- Provide any ad hoc analysis and reports as and when required.
- Provide high quality financial information and advice across school and central stakeholders to support strategic and operational planning and management activities.
- To act in accordance with Trust policies at all times, ensuring a high standard of professionalism.
- This list is not exhaustive and you may be required to provide support in other areas

# Person Specification

## Skills and Knowledge & experience

- Qualified Accountant (or working towards) CIMA/ACCA/ACA or equivalent
- Experience of presenting complex financial information in a simple and easy to understand format
- A confident and proficient user of Excel including lookups, pivot tables, and sumifs
- Experience on PSF and IMP desirable but not essential.
- Excellent organisational skills including the ability to multi-task and prioritise workload
- Excellent communication skills, both written and verbal
- Has the ability to manage multiple priorities and work to tight deadlines while paying attention to detail
- Ability to work as part of a busy central team whilst supporting school activities to create and promote positive working relationships
- Helpful and positive approach with all stakeholders
- Ability to travel between sites

- Have a confident and diplomatic approach and an awareness of the importance of confidentiality
- Evidence of supporting and advising other professionals on Financial matters
- Excellent interpersonal skills
- Ability to anticipate and solve problems
- Creative and flexible thinker
- Have a willingness to demonstrate commitment to the values and behaviours which flow from the Trust ethos

**This is not exhaustive**



# About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

## Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

## Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

## A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer, we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.

### Astrea Talent Programme

*We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.*



Here at Astrea Academy Trust we know that diversity fosters creativity and innovation. We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We are committed to equality of opportunity, to being fair and inclusive and building our culture of belonging. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Astrea's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+ people.

