

Finance Manager

Recruitment Pack



The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

Our values

Everything we do is based around the values that we hold dear:

- **Innovation** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

Job Advert

Finance Manager

Terms: Permanent

Hours: Up to 28 per week (TTO + 15 days)

Salary: £31,537 to £34,434 (FTE) per annum
(pro-rata depending on working arrangements)

Pay scale: Band 6 point 18 to point 23

Required as soon as possible and this post is based at our Trust Central Office.

We are looking to appoint an enthusiastic and highly motivated Finance Manager to work within our friendly central team.

The successful candidate will be responsible for taking a lead role in supporting the planning, managing, development, design, organisation and delivery of financial information systems/procedures & policies. This will include supporting the day-to-day financial management of the Trust, ensuring compliance with financial regulations, trust procedures and the Academy Trust Handbook. Responsibilities will also include line management of the central finance processing team.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#).

You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and

Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Our Employment of Ex-Offenders Policy can be found [here](#). The Trust Child Protection and Safeguarding Policies can be found on the [Trust website](#). An online search will be carried out on shortlisted candidates, prior to interview.

Completed applications should be returned to Mark Tait, Chief Operating Officer, via d.flint@cheviotlt.co.uk. Applications received after the deadline will not be considered.

When completing this application form, please clearly demonstrate how you meet the criteria identified as 'A' (Application) within the assessment method column of the person specification.

Closing Date: Thursday 6 March 2026, 12 noon
Interviews: Tuesday 17 March 2026

Completing an Application Form

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google Doc

Without a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form in Microsoft Word

Job Description

Job Title: Finance Manager

Responsible to: COO/CFOO

Resources: Office equipment, accuracy and confidentiality of databases and financial records.

Finance: Take lead role in financial planning, development & design, managing and evaluating budgets.

Client: Internal (Teachers, Other Staff, Pupils, Directors) and External (Parents, Visitors, Members of the Public, Supply Agencies).

Staff: Direct Line Management of Finance Staff.

Job purpose:

- To manage and organise the provision of financial support for Cheviot Learning Trust.
- To support the Chief Finance Officer (CFOO) and Lead Business Partner – Accountant in the provision of an effective and efficient centralised finance service.
- To support the financial management and operation of accounting and budgeting systems for the Trust schools, monitoring and reporting on their financial performance.

Key Duties and Responsibilities:

Finance and Accounting

- To provide line management of a team of central team finance staff to deliver a highly efficient centralised finance service for schools in the Trust. Conducting performance management, delegating work, and supporting development as required.
- Take a lead role supporting the CFOO and Lead Business Partner – Accountant in the planning, managing, development, design, organisation and delivery of financial information systems/procedures & policies.
- Support to the Lead Business Partner – Accountant including attendance at Finance related meetings.
- Research and develop financial information systems for the Trust.
- Continuously implement a range of information sources and databases relevant to the management of School budgets.

- Assist Lead Business Partner – Accountant in the provision of professional leadership and financial management to support attending finance meetings with Headteachers to support financial management, strategic financial planning and provide a high level of technical finance support.
- Actively seek opportunities for cost improvements and ensure 'value for money' strategy is at the core of all financial activities within the Trust.
- Regularly monitor and manage the Trust's service level agreements with key academy leaders to ensure value for money is achieved.
- Assist with complex financial management and correspondence, i.e. Financial Standards, EFA/DfE external reports, Director/Senior Leadership reports, Audit liaison/documentation
- Reconciliation of the Trust's control accounts.
- Preparation of specific school's Management Accounts.
- Monthly Prepayments and Accruals.
- Take a lead role in budget management and control; monitoring; checking expenditure/income against planned budgets, challenging/scrutinising budgets, seeking Best Value and Value for Money.
- Assist Lead Business Partner – Accountant with the development and improvement of financial services across the Trust. Evaluating and reviewing the effectiveness of systems, procedures and policies, supporting a robust internal control framework.
- To support the COO/CFO in being proactive in seeking, generating, and administering new sources of revenue for the Trust and schools.
- To support the CFO in overseeing and managing all procurement and tendering processes.
- Analysis and evaluation of finance related data and produce detailed reports/information as required.
- Deputise for the Lead Business Partner – Accountant when required

Job Description (continued)

Other duties:

- Develop and implement relevant ICT packages e.g. Google docs/sheets, Excel, PSF, IMP, and other databases, etc.
- Provide financial advice and guidance to all stakeholders.
- Provide personal, administrative and organisational.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

Work Arrangements:

- Based at our Central Offices, Esh Plaza, Newcastle Great Park (with flexibility for hybrid home working).
- Required to use own transport to travel between Trust school's and attend meetings
- Flexible working patterns - will include some working days within school holiday periods.

Cheviot Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.





Person Specification

	Essential (E) Desirable (D)	Assessment Method
KNOWLEDGE AND QUALIFICATIONS		
1. NVQ Level 4 or equivalent qualification. 2. Excellent numeracy and literacy skills. 3. Degree in a relevant discipline. 4. Diploma in School Business Management. 5. Accountancy qualification.	E E D D D	A
EXPERIENCE		
6. Proven experience working in a Finance Office environment. 7. Experience of managing and developing staff. 8. Experience of working within a school or educational environment.	E E D	A/I
SKILLS AND COMPETENCIES		
9. Fully ICT competent; ability to analyse data, devise and deliver appropriate action plans. 10. Lead and manage change which has a positive impact on improving the Trust. 11. Lead and work in a team, accept delegated responsibility and delegate as appropriate. 12. Full working knowledge of all relevant policies/code of practice and legislation 13. Excellent communication, time management and interpersonal skills 14. Ability to work collaboratively with a wide range of colleagues and organisations 15. Commitment to the provision of a quality service 16. Willingness to participate in training and development: 17. Ability to self-evaluate learning needs and actively seek out learning opportunities	E E E E E E E E	A/I
PHYSICAL, MENTAL AND EMOTIONAL DEMANDS		
18. Ability to cope under pressure: Continuous concentrated mental attention and pressures from deadlines, interruptions or conflict. 19. Ability to prioritise own workload and manage own time effectively. 20. Enthusiastic, resilient, creative and flexible. 21. Personal integrity. 22. Strong and robust constitution: The ability to handle a very extensive workload together with the physical, mental and emotional demands of the post. 23. To be able to cope with stress and stressful situations. 24. Methodical, accurate & thorough.	E E E E E E	I

Key: Application Form (A); Interview (I); Work Related Test (T); References (R).

**Contact us**

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