

Finance and Business Operations 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 and Business Operations Manager

Terms: Permanent

Hours: 37 hours per week TTO + 15 days (part time options considered)

Salary: £32,122 to £35,514 (TTO + 15 day) per annum subject to NJC agreement (depending on working arrangements)

Pay scale: Ref only: (Band 7 point 24 £35,412 to point 28 £39,152)

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

This is an exciting opportunity to join the Trust Central team at Cheviot Learning Trust as a Finance and Business Operations Manager.

We are seeking to recruit an individual to work within our friendly team who has the inspiration, drive, and the motivation to want to make a difference to the lives of young people. This post will be based at our central team office in Gosforth and is suitable for someone at any stage of their career whether at the start and ambitious to develop and learn or more experienced and able to apply well developed skills.

The successful candidate will be able to prepare management accounts, support schools in creating budgets and reconcile and manage balance sheet accounts, including bank and suppliers.

The successful candidate will have an ability to work independently in a timely manner, achieving deadlines, with excellent IT skills. You will be a team player with excellent interpersonal skills.

In return you will work with a progressive and forward thinking Multi Academy Trust where there are opportunities for development and career progression. We are committed to investing in our staff and you will receive a supportive induction programme. As a Trust

we offer many benefits including a generous holiday entitlement and contributory pension through the Tyne and Wear Pension Fund.

For more information, please contact Dominique Flint, Trust Lead HR Business Partner via email d.flint@cheviotlt.co.uk.

Application forms can be downloaded from the Trust website www.cheviotlearningtrust.co.uk/careers. The Trust website also contains full information about our Trust, with links to all of our schools' websites.

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.

Closing Date: Thursday 21 May 2026, 12 noon

Interviews: Tuesday 2 June 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 Advert Continued

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.



Job Description

Job Title: Finance and Business Operations Manager

Responsible to: Lead Business Partner - Accountant

Resources: Office Equipment, Accuracy and Security of Databases

Finance: Setting and monitoring of multiple school budgets of £1m+ per school including monthly reporting processes and procurement lead

Clients: Internal - Budget holders, Executive Team and External - Suppliers, Auditors, Government Agencies

Staff: None

Workplace: Central Offices, Esh Plaza, Newcastle Great Park (flexibility for hybrid - home working)

Transport: Own transport may be required to visit other sites within the Trust

Working pattern: Flexible working patterns - will include some working days within school holiday periods.

Job purpose:

- To provide an exemplary finance service for the Trust by assisting in the preparation of monthly management accounts and annual budget forecasts and providing support and advice to budget holders.

Key Duties and Responsibilities:

Finance and Accounting

- Lead on day to day management of Trust financial transactions through reconciliation of control accounts e.g. bank reconciliation
- Manage the weekly payment run process in supporting the payments team to ensure the timely payment of invoices
- Support the delivery of consistent monthly reporting through the input of month end processes such as accruals and recharges
- Support budget management and control of multiple schools; monitoring expenditure and income against planned budgets of £1m+ per school and relevant analysis
- Support effective budget and financial planning in the preparation of school budgets and forecasts; scrutinising and challenging budgets; seeking best value and value for money

- Planning and producing multi year budgets and budget reports for approval
- Support the monitoring and reporting of capital expenditure including maintaining the fixed asset register
- Assist in the management and reporting of debtors and creditors
- Support internal and external audits and assist the delivery of action plans
- Analysis and evaluation of finance related data and produce detailed reports/ information as required.
- Assist in the maintenance of financial information systems including the Chart of Accounts
- Undertake the administration of payroll documents as appropriate and assist in the management of the payroll system
- Assist with continuous improvement of the finance service to schools; evaluating and reviewing the effectiveness of systems, procedures and policies
- Assist with compliance of system and policy - monthly purchase order compliance checks
- Troubleshoot queries internal and external to the central team
- Lead on trade creditors ledger

Procurement:

- Manage procurement support for central and wider trust keeping up to date with industry changes
- Assist in Trust-wide or school level procurement processes
- Lead on the trust contracts register, maintain and monitor regularly

Administration

- Systems administrator for finance systems such as PSF and Bank and IMP
- Manage manual and computerised record and information systems
- Provide personal, administrative and organisational support to senior staff
- Complete and submit complex forms and returns

Job Description (continued)

Personnel:

- Support the development of the Finance Officers' understanding of systems and processes
- Train school teams on financial management systems and processes
- Support the roll out of new systems and policies and where necessary take the lead on training and delivery.
- Work collaboratively with other members of the central finance team and schools ensuring adequate cover and segregation of duties

General Responsibilities:

- Comply with and assist with the development of policies and procedures relating to:
 - Child protection
 - Health and safety
 - Data protection
 - Confidentiality
 - Reporting all concerns to an appropriate person
- Support the Trust's policies that ensure equality of opportunity
- Contribute to the overall ethos of the Trust
- Establish constructive relationships and communicate effectively with external agencies
- Attend and participate in regular meetings
- Participate in training and development as required
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

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. Educated to Level 5 or equivalent in a related vocational or professional field	E	A	
2. Recognised accountancy qualification e.g. AAT, CIMA, ACCA, CIPFA or equivalent	E		
3. Excellent numeracy and literacy skills	E		
4. Degree in a relevant discipline	D		
5. CIPFA Certificate in Financial Reporting for Academies	D		
EXPERIENCE			
6. Experience in a related finance role	E	A/I	
7. Experience in the use of financial systems and Microsoft Office and Google Suite	E		
8. Knowledge/experience of the public sector	E		
9. The ability to work independently and show attention to detail	E		
10. Experienced in a financial control environment and able to demonstrate working in partnership with a range of organisations on multi-agency	E		
11. Experience of playing a role in both internal and external audits	E		
12. Experience of supporting competitive tender process	E		
13. Experience of management of systems for measuring performance, assuring quality linked to customer needs/organisational targets	E		
14. Preparation of high level reports, including recommendations for improvement	E		
15. Experience of managing staff, budgets and physical resources	E		
16. Experience of working within a school or educational environment	D		
SKILLS AND COMPETENCIES			
17. Skilled at working independently or as part of a team	E		A/I
18. Specific IT skills/knowledge, e.g. PS Financials, google sheets and excel	E		
19. Able to work under pressure, prioritise work and meet deadlines	E		
20. Excellent communication, written and interpersonal skills	E		
21. Excellent organisational skills and knowledge of systems which facilitate achievement of performance /quality goals	E		
22. Excellent IT skills	E		
23. Ability to provide accurate information, advice and guidance	E		
24. Ability to prioritise work activities and plan appropriately	E		
25. Ability to analyse financial information and provide concise summaries	E		
26. Ability to problem solve to identify accounting errors, take corrective measures and ensure common errors are not repeated	E		
27. Ability to work collaboratively with a range of stakeholders	E		
28. Methodical/accurate/thorough but with ability to be innovative and creative, in order to inspire team members/partners	E		
29. Listens, consults others and communicates clearly	E		
30. Skilled in writing clear, informative and logical reports	E		

Person Specification Continued

	Essential (E) Desirable (D)	Assessment Method
PHYSICAL, MENTAL AND EMOTIONAL DEMANDS		
31. Ability to cope under pressure: Continuous concentrated mental attention and pressures from deadlines, interruptions or conflict	E	I
32. Ability to prioritise own workload and manage own time effectively	E	
33. Enthusiastic, resilient, creative and flexible	E	
34. Personal integrity	E	
35. Strong and robust constitution: The ability to handle a very extensive workload together with the physical, mental and emotional demands of the post. To be able to cope with stress and stressful situations	E	
36. Methodical, accurate & thorough	E	
37. Lengthy periods of concentrated mental attention and pressures from conflicting deadlines and frequent interruptions	E	

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



Contact us

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