

# School Finance Partner



**We are Humber Education Trust.**





Our vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we drive these aims further and faster for the benefit of our pupils and our communities.

We are delighted to be recognised as one of the top performing Multi-Academy Trusts in the country\*.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17

schools (13 primary schools and 4 special schools).

We have a strong moral purpose and a determination to provide the best education possible for the children in our care.

- We always put the needs of children first
- We celebrate what joins us and also what makes our schools unique
- We embrace links with other education providers as we seek the best outcomes for children
- We have high aspirations for everyone in the school community
- We personalise the support offered to pupils, staff members and schools alike
- We believe in system leadership
- We are passionate educators of everyone in the school community
- We welcome challenge as this promotes positive change
- We are determined to achieve the best outcomes for every individual
- We are relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.

\*(based on KS2 outcomes and Trusts with more than 10 schools)



**Rachel Wilkes OBE**  
*Chief Executive Officer*



**We are Humber Education Trust.**

## Trust Support Team

Our School Finance Partner will join us at HET Central Team as we expand our capacity to support our family of schools with their financial requirements.

The Trust has flourished from our original 11 schools in 2017 to our current 17 schools.

The successful postholder will join us at an exciting time and will have the opportunity to support with the financial running of our schools, providing high quality support, involved in financial planning at all stages from business modelling to budget setting, monthly management accounts and financial forecasts.

Our School Finance Partner, reporting to our Deputy Chief Financial Officer, will travel to all HET schools supporting with financial regulations, policies and procedures, ensuring the Trust's financial strategy is implemented effectively and accurately in compliance with the Academies Handbook and the statutory requirements laid out by the Secretary of State for Education.

Compliance is paramount to us. As such, this role is one of several new roles developed within our Central Team to support this and help to ensure all schools are working consistently, in line with statutory expectations.



## SCHOOL FINANCE PARTNER

**Salary Range:** Grade 10, scp 34-38  
£45,091 - £49,282 FTE, £40,622 - £44,398 Actual  
**Hours of work:** 37hrs/wk, Term-time +10 days  
**Contract:** Permanent  
**Start date:** 1 September 2026

Are you an enthusiastic person with a methodical, organised approach and a keen eye for detail?

Working within our Trust finance team, you will provide effective and efficient financial management support to our schools, guaranteeing efficient conduct of the Trust's financial affairs and ensuring the Trust offers value for money.

You will confidently respond to queries from Headteachers on budget forecasting, variations, cash flow and collaborate with stakeholders using influencing skills to gain commitment and agreement to financial issues.

For an informal discussion regarding the post and to arrange a visit, please contact Nina Siddle, Chief Finance & Operations Officer, at Humber Education Trust on 01482 755674 or via [nsiddle@het.academy](mailto:nsiddle@het.academy)

Further information about the Trust can be found on our website [www.humbereducationtrust.co.uk](http://www.humbereducationtrust.co.uk)

### HOW TO APPLY:

Please visit our [ETeach careers page](#) to apply for this vacancy. All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

**Closing date for completed applications:**  
8am, Monday 11 May 2026

If you have any queries about the application process, please contact Jo Langcaster, Workforce Manager, via [recruitment@het.academy](mailto:recruitment@het.academy) or Tel: 01482 755674 option 2.

Any offer of employment to this role will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of relevant qualifications, satisfactory references and eligibility to work in the UK checks. Shortlisted candidates will be subject to an online search and required to complete a self-declaration of their criminal record.

All members of staff are expected to promote and safeguard the welfare of students in accordance with Keeping Children Safe in Education, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach.

Professional standards detail responsibilities and expectations of our job roles. We strive for excellence and encourage our staff to aim high, making positive impacts through their clear focus and professionalism. All role specifications are subject to change to adapt with circumstances. Additional duties may be asked of our staff if necessary.

If you believe you are the right person for our role then we would love to hear from you.



**Nina Siddle**  
**Chief Finance &  
Operations Officer**  
Humber Education Trust

**LOCATION:** Humber Education Trust Central Team

**JOB TITLE:** School Finance Partner      **GRADE:** Grade 10

**EVALUATION DATE:** 24 November 2023      **JE NUMBER:** HET

**DIGNITY AT WORK:** To show, at all times, a personal commitment to all pupils and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone in the trust and promotes the Trust's Equal Opportunities in Employment Policy.

**PURPOSE:**

- Report to the Deputy Chief Financial Officer (DCFO) and be responsible for providing high quality finance support to schools, involved in financial planning at all stages from business modelling to budget setting, monthly management accounts and financial forecasts.
- To be involved in the training and implementation of new financial systems and processes, on-boarding of new schools
- Assist the DCFO to provide effective and efficient financial management services to the CFOO, CEO and Trustees for the efficient conduct of the Trust's financial affairs and to ensure the Trust offers value for money.
- To support schools in following the HET Financial regulations and other financial related Trust policies and procedures, ensuring the Trust's financial strategy is implemented effectively and accurately in compliance with the Academies Financial Handbook, Policies and Procedures, Company & Charity Law and the statutory requirements laid out by the Secretary of State for Education

**PRINCIPAL ACCOUNTABILITIES:**

	Undertake regular review meetings with Headteachers/SBMs re budget forecasting, budget variations, cash flow and other relevant issues pertinent to the time of year
	Support the schools in managing their depreciation records and fixed asset records
	Support the trust/schools by ensuring audit action points are managed effectively
	Support the DCFO with year end audit preparation
	Contribute to year end query resolution
	Routinely review school records to ensure segregation is effective and in line with the trust financial and procurement regulations
	Review and support the process of payroll reconciliation/forecasting in IMP (budget forecasting v actuals) for month end management accounts
	Support the central management of budget preparation and review by updated centrally managed functions in IMP e.g., pay rates, pension rates, pupil numbers, funding calculations etc.

## PRINCIPAL ACCOUNTABILITIES:

Produce a range of financial reports for designated schools e.g. scenario comparisons, multi-year summaries, forecasting

Process intercompany recharges as directed by the DCFO

Resolve transactional queries and queries to and from schools and management accounts

Review and investigate anomalies in school month end reporting as per the trust month end protocols and the School Finance Partner handbook.

Review pre-payments, accruals and fixed asset postings each month

Undertake Integrated Curriculum Financial Planning (ICFP) on a monthly basis for designated schools

Produce a termly business pack for designated schools in conjunction with the Headteacher/SBM. This will include but not be limited to:

- Actions from previous terms meeting
- Student numbers
- October Census funds the following academic year (lagged)
- Future year predictions need be agreed with the Principal/Headteacher before being entered in IMP
- Staff assumptions / changes
- Income changes
- Building improvements / repairs
- Reserves projections
- Compare to reserves policy
- ICFP - update the monthly template with the latest KPIs

Verify new suppliers on the trust purchase ledger.

Undertake other central duties as to be delegated/distributed by the DCFO. These will include but not be limited to:

- Trust monthly VAT return
- Monthly recharges
- Day to day management of the Humber Central budget and management accounts
- To be a designated Lloyds Bank Administrator
- To be a designated school BACs approver for Lloyds Commercial Banking
- Production of annual P11Ds for HMRC and the trust external auditors.
- General SAGE & IMP support for schools
- Induction of new SBMs/Finance personnel
- Assist as directed with Trust Year End audit preparation
- Month end feedback reports and reviews for designated schools
- Contribute to wider trust procurement projects as directed by the Trust Finance manager
- Administration of salary sacrifice schemes
- Processing / oversight of school payroll journals
- Other consolidated activities as determined by the DCFO

## Other Duties

- |  |
|--|
| Develop an understanding of the Trust policies and procedures, complying with their contents and raising concerns in a timely manner.  |
| To assist the DCFO with fraud management across the Trust  |
| To assist the DCFO with financial risk management across the Trust.  |
| Be involved in adhoc projects e.g. procurement, grants, free schools, estates/ICT projects   |
| Identify personal training needs and participate in training and performance development whenever required.  |
| Contribute to the overall ethos/work/aims of the Trust. Appreciate and support the roles of the finance team and other professionals.  |
| Attend and participate in relevant meetings as required.   |
| Undertake any other duties appropriate to the grade of the post. In addition, the post-holder must be committed to safeguarding and promoting the welfare of children and young people.  |
| The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the Trust. |

### GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school and HET.

### DIMENSIONS:

#### 1. Responsibility for Staff:

- No line management responsibility

#### 2. Responsibility for Budgets:

- Regularly attend school sites to support Heads & SBMs with budget setting, forecasting and to review monthly management accounts
- The ability to travel around the region to visit all Trust academies is essential.

#### 3. Responsibility for Physical Resources:

- Review school level Asset Registers for timely completion and accurate recording
- Post depreciation for assets

## WORKING RELATIONSHIPS:

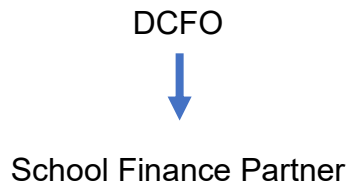
### 1. With Any Other Trust Areas (where applicable)

- Deputy Chief Financial Officer
- Chief Financial & Operations Officer
- Headteachers
- School Business Managers
- Other Central team officers

### 2. With External Bodies to the School/Trust

- ESFA
- DfE
- Local Authority Schools Finance
- External agencies working in partnership with Humber Education Trust.
- Other local authorities
- External & internal auditors
- Other relevant stakeholders

## ORGANISATION CHART:



	Not applicable	Low	Moderate	High	Very High	Intense
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		✓				
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	✓					
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓				

<b>PERSON SPECIFICATION</b>				
The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.		Essential	Desirable	How identified
*Codes: AF = Application Form, CQ = Certificate of Qualification, I = Interview				
1.	<b>Qualifications:</b>			
	A qualification (level 4 and above) and/or relevant experience in an appropriate financial discipline e.g. accountancy, payroll, pensions administration, audit	✓		AF
	Good numeracy/literacy skills (e.g. minimum of grade C (4 and above) at GCSE or equivalent) in both English Language and maths.	✓		AF
	ICT qualification i.e. ECDL or equivalent		✓	AF
2.	<b>Relevant Experience:</b>			
	Experience of financial management in a medium to large organisation	✓		AF
	Experience of managing large and complex budgets;	✓		AF
	Experience of producing and presenting complex management accounts.		✓	AF
	Successful experience of working in a school or Academy financial management role, or in a similar position working alongside schools e.g. LA or independent education sector or a qualified accountant.		✓	AF
	Experience of working with senior leadership teams, using influencing skills to gain commitment and agreement to financial issues	✓		AF
	Experience of financial accounting system(s) for: managing budgets; financial reporting; procurement and fixed assets	✓		AF
	Experience of SAGE 200		✓	AF
	Knowledge of Academy financial rules and regulations		✓	AF
	Knowledge of Charities SORP		✓	AF
	Knowledge of PAYE and VAT regulations		✓	AF
3.	<b>Skills (including thinking challenge/mental demands):</b>			
	Motivation to work with children and young people	✓		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people, staff, parents/carers and outside agencies	✓		AF, I, R
	Excellent numeracy/literacy skills	✓		AF
	Excellent ICT skills	✓		AF
	Excellent organisational planning and analytical skills	✓		AF
	Commercial awareness and ability to achieve value for money	✓		AF
	The ability to delegate work and monitor outcomes	✓		AF, I, R
	The ability to undertake a wide range of financial and administrative tasks.	✓		AF
	The ability to adapt to both varying tasks and those of a routine nature.	✓		I, R
	The ability to absorb information readily and speedily and work under pressure.	✓		AF, I, R
	Effective time management and organisation	✓		I, R

<b>PERSON SPECIFICATION</b>				
The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.		Essential	Desirable	How identified
*Codes: AF = Application Form, CQ = Certificate of Qualification, I = Interview				
	The ability to work under pressure and to meet deadlines	✓		I, R
	A good understanding of the need for confidentiality and secure financial systems.	✓		AF, I, R
	Excellent organisational planning and analytical skills	✓		AF, I, R
	Experience of planning and delivering change successfully	✓		AF, I, R
	The ability to delegate work and monitor outcomes	✓		AF, I, R
4.	<b>Knowledge:</b>			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I, R
	Full working knowledge of relevant policies/codes of practice/legislation	✓		AF, I, R
	The ability to undertake a wide range of financial and administrative tasks.	✓		AF, I, R
	Evidence of Continuing Professional Development	✓		AF, I, R
5.	<b>Interpersonal/Communication Skills:</b>			
	<b>Verbal Skills</b>			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	✓		AF, I, R
	The ability to respond effectively to staff, outside agencies, suppliers and the general public at all levels, both in person and over the telephone.	✓		AF, I, R
	Outstanding communication skills	✓		AF, I, R
	Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post	✓		I, R
	Willingness to constructively analyse the work of self and others in order to refine and improve systems and procedures	✓		AF, I, R
	<b>Written Skills</b>			
	The ability to produce succinct written reports	✓		AF, I, R
	Use of e-mails and other electronic communications systems.	✓		I, R
6.	<b>Other:</b>			
	The ability to travel around the region to visit all Trust academies is essential.	✓		AF, I
	To work with honesty and integrity	✓		AF, I, R
	A desire to make a difference to the lives of our pupils	✓		AF, I, R
	Displays commitment to the protection and safeguarding of children and young people.	✓		AF, I, R

PERSON SPECIFICATION				
The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.		Essential	Desirable	How identified
*Codes: AF = Application Form, CQ = Certificate of Qualification, I = Interview				
<b>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</b>				
7.	<b>Disclosure of Criminal Record:</b>			
	The successful candidate's appointment will be subject to the academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓		DBS Disclosure

## Notes

This job description may be amended at any time in consultation with the postholder.

I have read and accept the role of School Finance Partner.

Name:

Signed:

Date:



## We value our employees



The following **benefits** are available to employees within our academies:

### Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay

### Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

### Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 Confidential counselling service
- Integrated GP service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platform
- 20% Discounted Gym Membership - Hull City Council Leisure & East Riding Leisure

### Professional Development

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

*The opportunity to make a real difference to the lives of our students*