



THE HOWARD
Academy Trust

Recruitment Pack

Executive Finance & Business Manager



Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Owen McColgan
Chief Executive
The Howard Academy Trust



About This Role

and Our Central Team

Thank you for your interest in the role of Executive Finance & Business Manager at The Howard Academy Trust. This is a pivotal senior role within our Central Services Team, directly supporting a cluster of schools and contributing to the wider strategic development of the Trust.

As part of our forward-thinking and ambitious Central Team, the successful candidate will help deliver our vision: to be the best Central Services Team for a MAT of our size. Our core values, Slick, Professional, and Expert, guide how we operate, collaborate, and lead. It is essential that the successful applicant lives these values and drives improvement through strong financial and operational leadership.

The successful candidate will have significant experience in finance, will be a competent operational leader and someone who is motivated to make a difference. The post holder will be the lead point of contact for finance and business operations (excluding transactional work) for a designated cluster of schools, whilst also contributing to Trust-wide projects. You will work in close collaboration with Principals, school-based staff, and Central Service leads (e.g. Estates, IT, HR) to ensure cohesive support and successful outcomes for each school. As EFBM, you will lead on the completion of budget build and monthly management accounts for your cluster of schools with support and guidance from the CFOO, Deputy CFO and Finance team. You will attend Local Academy Boards for your schools and be a key part of our Trust Operations Management Group, along with the Central Services leads and CFOO.

You will be based at our open plan, recently refurbished offices at Waterfront UTC, with free parking, on site canteen and collaborative work spaces. The role will include regular visits to schools and working from those schools, with hybrid working available on Wednesdays and Fridays, where operational demands allow.

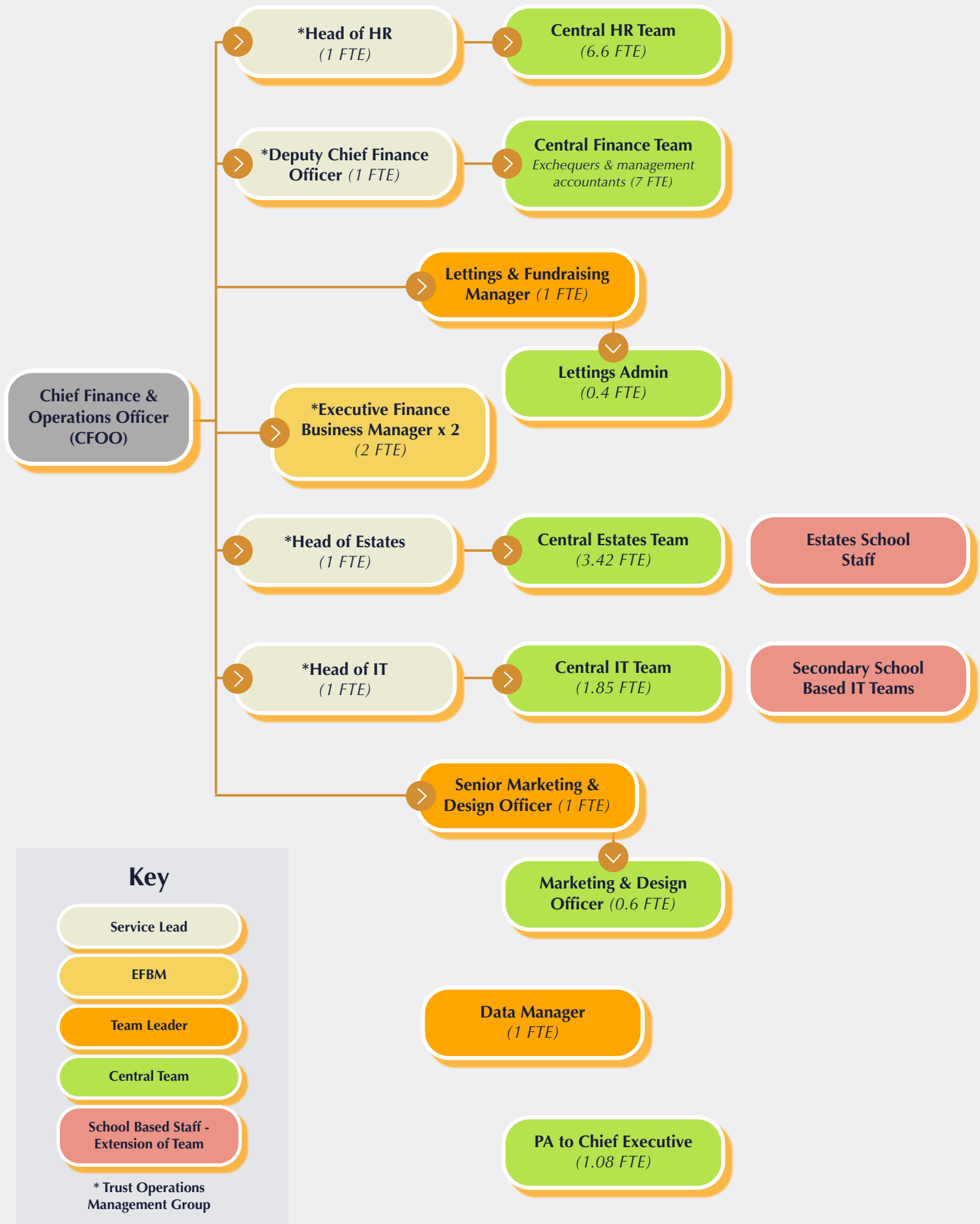
I welcome informal conversations with prospective candidates. To arrange a call, please email: patoceo@thatrust.org.uk.



Kyle Taylor
**Chief Finance &
Operations Officer**
The Howard Academy Trust



The Operations Team



THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.



Platinum
Workplace
Wellbeing Award



benenden
health
Subsidised Private
Healthcare



Free flu jabs
every autumn



Employee Assistance
Programme with
Free Counselling



Mental Health
First Aiders
in all schools



Early finish for
teaching staff on
Fridays for CPD/PPA



Multiple routes
into teaching



Opportunities for
collaborative CPD



Trust-wide training
and networking
events



Career Progression
and upskilling
opportunities



Bespoke in-house
Into Leadership
Courses



LGPS/TPS Pension
Scheme & Generous
Contributions



Competitive salary
with annual pay
progression



Early salary
withdrawal with
Access EarlyPay



Minimum 25 days
annual leave for
full time staff,
plus bank holidays



Discounted hire of
school facilities



Cycle to work
scheme



Free car parking
at each Trust site



EV Charging across
sites



On site catering
with a full
lunch menu



Discounted gym
membership



A diverse and
inclusive workplace



Staff referral
scheme



Flexibility
for life events



Annual
Trust Awards

We are happy to talk about flexible working.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



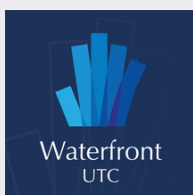
Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



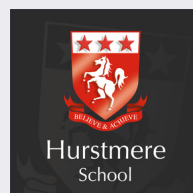
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



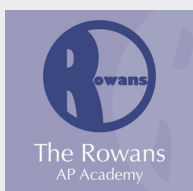
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Job Description

Post:	Executive Finance & Business Manager
Location:	Central Team
Function/Department:	Central Team
Grade/Salary:	Tier 2: £50,000 - £58,000
Responsible to:	Chief Finance and Operations Officer

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties of Executive Finance & Business Manager as described below, as circumstances may require and in accordance with the Trusts policies under the direction of the Board of Directors. The post-holder is required to fully support the vision, ethos and policies of the academy trust

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

The Executive Finance & Business Manager plays a vital role in delivering and contributing to the shaping of the strategic direction of the Trust to ensure staff make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the pupils in our academies.

Personal and professional conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Key responsibilities:

- Be the main point of contact for a cluster of schools (potentially including: Primary, Secondary and SEND/ AP), providing financial and operational leadership for the cluster of schools you support.
- Lead on all finance related questions and support, including budget build. Being the key contact point for join up for Estates and IT (with specialist support from the service leads where needed).
- Work collaboratively with the Heads of service to join up and ensure effective central functions are provided to the cluster of schools you are the key contact for

- Lead on projects across the Trust as directed by the Chief Finance and Operations Officer
- Deputise for the Chief Finance and Operations Officer and service leads as required
- Work collaboratively to take forward the Trusts priorities and individual school priorities

General

As an Executive Finance and Business Manager you will be the main senior central team contact for a cluster of schools, in collaboration with the service leads and are responsible for the effective business management and successful operational join up for that group of schools. The role is responsible for all things finance, including completing significant parts of the management accounts and budget build process, in collaboration with the main finance team. The role provides key strategic and operational support for the Trust and in particular the cluster of schools you directly support, therefore a strong understanding across all central functions is required, including Estates and IT, although specialist support and advice is provided directly by the relevant service.

- Work collaboratively with the Heads of service and Principals to ensure operational join up and ensure effective central functions are provided to the cluster of schools you support
- Maintain effective communication between the operations teams to deliver the best results possible for the schools you support
- Visit each school within your cluster in person and spend time in schools as per the central services SLA. Build highly effective working relationships with Senior Leaders within the school and develop a good understanding of the school site and context, providing high quality support and challenge
- Lead on Trust wide areas as directed by the Chief Finance and Operations Officer
- Be a key member of the operations management team and provide key strategic leadership
- Prepare reports for and attend Local Academy Boards for the cluster of schools you support, to inform LAB members about the financial position of the school and key operational information
- Attend school leadership meetings on a needs basis
- Proactively support each school in your cluster to be highly successful, acting as a strategic leader
- Provide dotted line management, support, and guidance to school support staff as and when needed e.g. office managers, site managers etc.
- Contribute to and work with service leads on the 5-year plans for Estates and IT for your cluster of schools to ensure they meet the schools needs, are costed and project managed (in collaboration with the service leads)
- Provide leadership, project management and change management for projects which could include new systems and processes, changes to policies and procedures or reorganisation or restructure
- Contribute to the central operations strategic plans and the Trust strategic plan
- To ensure systems in place are effective, efficient and economical

Finance Leadership and Tasks

- Lead the monthly finance and business meeting(s) for your cluster of schools, ensuring you have robust and sound knowledge of school finances to make these meetings highly effective for schools
- Be the lead for completing monthly management accounts and budget monitoring for your cluster of schools, in collaboration with the central finance team. Producing headline packs for the Principals you support.
- Ensuring staffing information within the management accounts/ budgets is up to date
- Have oversight and provide financial advice around decisions including: staffing appointments, budget virements and spend approvals in line with the scheme of delegation
- Be an approver for payment runs, payroll, investments and bank transactions ensuring appropriate checks and sign off in line with policy
- Lead on annual budget preparation for your cluster of schools, working with finance colleagues to ensure a balanced budget is set that delivers school improvement and aligns with school and Trust needs
- Complete any financial modelling needed for the school, providing timely, fully costed proposals and recommendations to address needs of the school
- Actively seek and source additional funding opportunities for your cluster of schools
- Work with the lettings team to ensure that lettings income is maximised for the schools you support

Service areas

- Work collaboratively with the HR team to ensure the school is well supported.

- Work with the Service Lead for HR to ensure that you and the schools you support have an accurate overview of employee matters within the school
- Complete authorisation for staffing request to recruit/ changes forms to ensure the school meets its needs whilst remaining within financial restrictions
- Maintain an oversight of employee KPIs for your allocated cluster schools ensuring that they remain within key metrics and within budget parameters set by THAT
- Monitor and work with service leads to ensure KPIs for each area are within the agreed parameters for your cluster of schools
- Be the lead problem solver for any operational need that arises, working with service leads to ensure prompt and efficient resolution
- Work with the marketing team to ensure the school is promoted thoroughly
- Work to ensure that all schools you support remain compliant, meeting their statutory, regulatory requirements, in line with the Academy Trust Handbook

Contract Management

- Run tenders for goods and services for the Academy Trust as directed by the Chief Finance and Operations Officer, ensuring compliance with policies and procedures and best value is achieved for the Trust
- Provide contract management for key contracts ensuring efficiency, effectiveness and value for money

Management

- The post holder does not have line management responsibilities, but will be expected to support and mentor more junior staff as and when needed.

Additional Duties:

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager, due to the seniority of this post the post holder will be expected to undertake any other duties commensurate with their pay, as directed by the Chief Finance and Operations Officer, The Executive team or Board of directors.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Trust to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Under the specific headings below, detail the key requirements for the post-holder to be successful in the role;

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> A-C grades in Maths and English GCSE or equivalent Excellent ICT Skills Evidence of Continual CPD 	<ul style="list-style-type: none"> AAT Level 4 or equivalent Hold of be working towards CCAB qualification School business manager or equivalent qualification CIPD or equivalent qualification
Experience	<ul style="list-style-type: none"> At least 3 years experience working in a senior position Experience of working across multiple disciplines' / services Experience of using finance and budgeting software as well as other software to a high degree Experience of initiating, leading and managing change Significant experience of managing and developing budgets Significant experience of management accounts Demonstrable experience of leadership qualities Full clean driving licence 	<ul style="list-style-type: none"> Experience of working within the academy or education sector
Knowledge and skills	<ul style="list-style-type: none"> Excellent working knowledge of Microsoft excel, word and powerpoint Excellent ICT skills Exemplary communication skills Ability to manage a complex and challenging workload, operating at both strategic and operational level Excellent organisational and time keeping skills Able to work to a high degree of accuracy, with attention to detail Problem solving skills 	<ul style="list-style-type: none"> Knowledge of child protection and safeguarding policies

Personal qualities

- Excellent communication including verbal and written skills
- Exceptional people skills, with the ability to drive improvement, deal with conflict resolution and lead.
- Able to balance a high, varied workload and deliver within agreed timescales
- Ability to work using own initiative
- Flexible and adaptable
- Leadership qualities, including self motivation, ability to self manage complex and varied workloads
- Proactivity in championing continual improvement to drive great service delivery.
- Adaptability

