



SHIRES MULTI ACADEMY TRUST

RECRUITMENT PACK

ABOUT THE TRUST

The Shires Multi Academy Trust is a family of academies working together to offer our communities excellent educational experiences, so that everyone in the Trust can flourish. We believe that developing an inclusive, proactive and dynamic culture, supports our staff and pupils in achieving what they are capable of.

There are currently six schools in the Trust: Webheath Academy Primary School, Feckenham Primary School, Ridgeway Academy, Studley High School, Astwood Bank Primary School and North Bromsgrove High School, all within a fifteen-minute drive of one other.

Shires MAT employs a collaborative approach where schools retain high levels of autonomy, enabling school leaders to focus on making a real difference for their pupils, staff and the wider community. This autonomy is framed by core systems and processes common to all schools which support safeguarding, finance, IT, HR, Health & Safety, SEND and Improvement planning and Quality Assurance.

Our Trust workforce benefits from positive and progressive policies aimed at supporting and developing people in their roles. We are continually looking at ways to improve our provision for both pupils and staff and will always try to provide the best possible environments in which to learn and work.

This is an exciting time to join the Trust, as expansion brings further opportunity for new roles, system development, and the potential to impact positively across the MAT.



Astwood Bank Primary School was **opened in 1877** as an all-age school serving the village of Astwood Bank. In the subsequent hundred years the school underwent a number of changes culminating in its redevelopment as a First School during the 1970s, when the three-tier system of education was



RIDGEWAY
SECONDARY SCHOOL

Ridgeway Secondary School is a coeducational secondary school located in Astwood Bank (near Redditch) in the English county of Worcestershire. **Established in 1959**, it was a middle school for many years, known as Ridgeway Middle School.



Feckenham CE Primary school, a small, rural, inclusive school in Redditch. We serve two small villages: Feckenham and Bradley Green, however we have many pupils from other, larger areas of Redditch and beyond. As well as having the fortune of beautiful surroundings we also have a



Studley High School is an outstanding 11 – 16 mixed Academy school with capacity for 850 students. It is a community where students care for one another and staff work tirelessly to support all students as they



North Bromsgrove is an exciting place in which to work and learn. Our recent 'Good' Ofsted Inspection (January 2023) noted 'A calm and orderly culture which helps pupils to feel safe. Leaders have maintained their high expectations of pupils' and 'Teachers use their expert knowledge of their subject to



Webheath Academy Primary School opened in 1944 in the village hall and moved to the present school building in 1959. We are a happy school and consider ourselves to be a very large and diverse family; here to challenge and support.

WHY WORK WITH US?

Our Trust is formed from the basis that no two schools are the same but that all schools have much in common. Our approach is based around core systems of alignment for aspects such as finance, Safeguarding, SEND, Compliance, IT combined with freedom for each headteacher to develop a school curriculum, staffing structure and offer for pupils appropriate to the school's size and context.

This means we need to recruit people with the ability to lead, deliver and monitor trust-wide processes and systems, whilst also framing their roles within a mixed landscape of schools and communities where some things need to be done differently. This versatility and understanding is important to us and we recognise that to employ and retain high calibre people who will support our Trust vision, always promote high quality experiences and have the diligence to always develop and improve both self and others, we need to offer a fantastic place to work with the right culture and additional benefits.

Our central offices are best described as homely and compact. We are currently homed in a 'caretaker's bungalow' at Ridgeway Secondary School where we have offices for up to eight people. This is a purposeful environment where staff can work in a safe, supportive environment to help develop Trust provision. Central staff often make visits to various schools and are also made to feel welcome and part of the wider Trust team of over 400 staff.

The central team has grown over the past three years to incorporate a chief finance officer, a finance team, a chief operations officer and chief executive officer. This team works closely with staff in each school to help deliver great experiences and opportunities for both staff and pupils. As we continue to expand our offer, we need to recruit dynamic, forward-thinking people with the skill set and ability to add value to our successful organisation. We ensure we provide high quality CPD (through online platforms or separate courses/events) to enable staff to develop their practice, skills and expertise in their role.

All Central staff are enrolled into the generous LGPS or TPS schemes with employer contribution rates in excess of 20%. There really are excellent pension options within the Trust.

All staff benefit from;

- Bike to work scheme
- Free flu jabs
- Employee assistance programme
- Access to mental health first aiders
- Free parking as offices within a school site
- Wider development programmes and CPD opportunities

We have an excellent track record of developing staff to take on greater responsibility and build their career. In the past 3 years ten new roles exist within the Trust, that are helping us shape our current offer and plan for what our future self looks like. As we grow there will be more need for greater responsibilities and also new roles within all sectors of the Trust.



THE ROLE

Shires Multi Academy Trust are seeking to appoint a Finance Manager to join the Central Finance Team. We are looking for an enthusiastic and experienced individual with the ability to manage their own time, and work effectively across a diverse range of daily tasks and priorities, supporting the vision of the Trust. Shires MAT has grown significantly in the past 3 years and this role presents a unique opportunity for the right candidate to not only establish themselves within our successful Trust but also to benefit from excellent development opportunities as the Trust grows further.

Hours of work: 37 hours a week all year round. This is a permanent post.

Hours of work: between 8.30am-4.30pm Mon - Thu 8.30am-4.00pm Fri Start Date: 1st September 2025

Salary NJC points 30-34: £39,513 - £43,693 FTE subject to pay award (currently proposed at 3.2% uplift to current rates)

This role has been created with the primary objective of the provision of timely and accurate financial information to senior leaders across the Trust. You will work closely with the Central Finance team, Headteachers and Business Managers in areas of budget monitoring and management.

Key tasks and responsibilities:

- Prepare accurate and timely monthly management accounts for a designated group of schools, working with school business staff and Headteachers to update forecasts. Provide a clear summary of key variances and risks with a brief commentary to the Headteacher and CFO each month.
- Monitor performance against budget, investigate variances, and advise senior leaders on risks and recommended actions.
- Ensure management accounts are updated monthly for accruals, prepayments and income deferrals.
- Ensure monthly balance sheet reconciliations and close-down procedures are completed, and that balances are reviewed and cleared where appropriate.
- Maintain up-to-date Fixed Asset registers and process monthly depreciation journals.
- Assist with the preparation of monthly cash flow statements, identifying any issues or risks.
- Prepare monthly payroll journals and reconcile payroll control accounts.
- Work closely with school leaders, business staff and the CFO to prepare annual budgets that are robust, realistic, and aligned with Trust priorities.
- Liaise with internal and external auditors, providing timely and accurate information and supporting documentation.
- Support the CFO with the preparation and submission of statutory returns (e.g., BFR, AAR).
- Assist in ensuring compliance with the Trust's Finance Policy, the Academies Handbook and other relevant regulatory requirements.
- Provide training and support to academy staff on financial systems, procedures and controls.
- Undertake Continuing Professional Development (CPD) relevant to the role.
- Carry out any other reasonable duties commensurate with the level of the post as required by the CFO.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the CFO.

The role will be primarily based at the Trust Central Offices with a requirement to travel between Trust schools and beyond as required.

Shires Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS. The Trust is committed to the promotion of equal opportunities and diversity.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<p>Recognised financial qualification: ACCA/ACA/CIMA/CIPFA</p> <p>Evidence of commitment to continuing relevant professional development</p>	
Knowledge, Skills and Experience	<p>At least 2 years' experience in finance including management accounts preparation, budgeting, forecast preparation and reporting</p> <p>Presenting financial information, for example, management accounts to senior leaders</p> <p>Strong IT skills including MS Office, advanced Excel</p> <p>Experience of accounting/finance and budgeting systems software</p> <p>Excellent organisational, planning and prioritisation skills to meet deadlines and work to strict timescales</p> <p>Maintaining accurate financial records and processes to ensure compliance with relevant legislation</p> <p>Meticulous attention to detail</p> <p>Highly developed interpersonal skills</p> <p>Ability to build effective working relationships with staff of all levels and other stakeholders</p> <p>Flexible and adaptable with ability to work under own initiative when required</p>	<p>Experience of working in a school/MAT educational or public sector environment</p> <p>Experience of Hoge 100 (Access Dimensions) and IMP budgeting software</p>
Other	<p>A commitment to the Trust's aims & values</p> <p>Hold positive values and attitudes and adopt high standards of behaviour in a professional role</p> <p>Able to work well within and contribute to a team, constantly striving to seek improvements in processes</p> <p>Integrity, discretion and ability to maintain confidentiality</p> <p>Essential car user able to undertake travel to the Trust central office and to other Trust schools or other necessary locations as required</p>	



Please contact the Trust CFO Katharine Sanders on ksanders@shiresmat.org.uk for further details about the role.

Closing date 18th July, interviews 22nd July



General enquires: scookes@shiresmat.org.co.uk
To contact the CFO directly: ksanders@shiresmat.org.uk



**1366 Evesham Road,
Astwood Bank,
Redditch
B96 6BD**