



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.

## **Finance Manager recruitment**

Shires Multi Academy Trust is seeking to appoint an experienced Finance Manager to join our Trust finance team. This is a key role responsible for delivering high-quality financial reporting, management accounts, and compliance across a multi-million-pound organisation. The successful candidate will bring strong technical finance skills (ACCA/CIMA/CIPFA or equivalent, or working towards this), with proven experience in management accounting, financial planning, and audit liaison. You will play a pivotal role in supporting strategic decision-making and ensuring robust financial governance across the Trust, supporting our vision of '*Growing together through Nurture, Equity, Service and Wisdom*'.

## **About the Trust**

Shires Multi Academy Trust (Shires MAT) is a growing organisation with a combined annual budget of over £25m and responsibility for six academies across Worcestershire (soon to be eleven). Our vision is to deliver excellent educational experiences, supported by strong and sustainable financial management.

There are currently six schools in the Trust and we will be welcoming Beoley First School in October 2025 and four further schools in Jan 2026.

We operate with a balance of autonomy and alignment: each academy retains its own identity while benefiting from the strength of a central team that provides expertise in finance, compliance, HR, IT, and operations.

This is an exciting time to join the Trust as we continue to expand and strengthen our Trust services. For finance professionals, this means a unique opportunity to work with a range of school and trust leaders, impact on pupil experiences through high quality resource management, improve financial performance to support the education of children, and shape the strategic direction of a developing multi-million-pound organisation.

## **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 and 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. We need someone whose values align with those of the trust and are demonstrated through their actions. 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. Trust 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 Trust staff are enrolled into the generous LGPS or TPS schemes with employer contribution rates of more than 20%. There really are excellent pension options within the Trust.

At Shires MAT, we are committed to attracting and retaining high-calibre finance professionals. We offer:

- **Competitive salary**
- **Generous pension scheme** (LGPS employer contribution rate above 20%, accruing at 1/49th of salary per year)
- Professional development and **CPD opportunities**
- Opportunities to take on **greater responsibility** as the Trust grows
- **Employee benefits:** cycle-to-work scheme, free parking, EAP, free flu jabs, access to mental health first aiders, staff events and opportunity to become part of a thriving trust community with many showcases, staff events and even a staff choir.

### **The Role**

We are seeking a Finance Manager to play a pivotal role in delivering high-quality financial management and reporting across the Trust.

This role will suit a qualified or part-qualified finance professional (CIMA/ACCA/CIPFA or equivalent), or someone with strong management accounting experience in the charity, not-for-profit, public, or commercial sectors.

You will bring excellent technical skills, the ability to work across multiple stakeholders, and the confidence to influence decision-making.

### **Key responsibilities include:**

- Preparing accurate and timely monthly management accounts with analysis of variances, risks, and opportunities
- Support the preparation of robust and realistic budgets, taking responsibility for detailed budget lines and forecasts, and working closely with senior finance staff to ensure alignment with Trust priorities.
- Delivering monthly reconciliations, accruals, and prepayments to ensure robust financial control
- Assist with the preparation of monthly cash flow statements, identifying any issues or risks
- Maintaining fixed asset registers and preparing depreciation journals
- Leading on payroll journals and reconciliations
- Liaising with auditors and ensuring compliance with statutory and regulatory reporting requirements
- Support the CFO with the preparation and submission of statutory returns

- Providing finance training and support to non-finance colleagues, helping build financial understanding across the organisation

### What We're Looking For

- Professional finance background (CIMA/ACCA/CIPFA qualified/part-qualified with equivalent experience)
- Strong knowledge of management accounting, forecasting, and financial control
- Excellent analytical and problem-solving skills with the ability to present complex information clearly to non-finance stakeholders
- Ability to work independently while collaborating effectively across a multi-site organisation
- Experience in the education, charity, or not-for-profit sectors is desirable but not essential

### Role Details

- **Contract:** Permanent, full-time (37 hours per week, all year round)
- **Hours:** 8:30–4:30 Mon–Thu, 8:30–4:00 Fri
- **Holiday entitlement-** FTE 35 days p/a inc bank holidays (flexibility available in role)
- **Salary:** NJC points 32–35: **£42,839- £46,142** (further pay award April 2026)
- **Location:** Trust Offices (Redditch area), with travel to schools as required (expenses allowance provided)
- **Start date:** as soon as possible

### How to Apply

For further details, please contact our CFO, Katharine Sanders, at [ksanders@shiresmat.org.uk](mailto:ksanders@shiresmat.org.uk).

- **Closing date: 3<sup>rd</sup> October**
- **Interviews: W/C 6<sup>th</sup> October**

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>Part-qualified accountant (ACCA/ACA/CIMA/CIPFA) or actively working towards qualification, with proven experience of preparing management accounts.</p> <p>Evidence of continuing professional development.</p>	<p>Fully qualified accountant (ACCA/ACA/CIMA/CIPFA).</p>
Knowledge, Skills and Experience	<p>Minimum 2 years' experience in a professional finance role, including preparing management accounts, budgets, forecasts, and financial reporting.</p> <p>Demonstrated ability to analyse and present financial information clearly to senior leaders.</p> <p>Proficient in MS Office, particularly Excel, with the ability to use formulas and functions to support accurate financial reporting and reconciliations.</p> <p>Experience of financial accounting and budgeting systems.</p> <p>Proven ability to maintain accurate financial records and processes, ensuring compliance with legislation and accounting standards.</p> <p>Excellent organisational, planning, and prioritisation skills to meet strict deadlines.</p> <p>Strong attention to detail with the ability to identify and investigate variances.</p> <p>Highly developed interpersonal skills and the ability to communicate financial information to non-finance colleagues.</p> <p>Ability to work independently, showing initiative, flexibility, and adaptability.</p>	<p>Experience working in a multi-academy trust, education, or wider public/not-for-profit sector.</p> <p>Knowledge of the Academies Trust Handbook and relevant regulatory frameworks.</p> <p>Experience with Access Dimensions (Hoge 100) and IMP budgeting software.</p>
Other	<p>Commitment to the Trust's aims and values, with integrity and professional discretion.</p> <p>Ability to work effectively as part of a team, contributing to continuous improvement in processes and systems.</p> <p>High standards of professional behaviour and conduct.</p> <p>Willingness and ability to travel to Trust schools and central offices as required.</p>	<p>Experience of providing training or guidance to non-finance colleagues to build financial capability.</p> <p>A proactive approach to process improvement and innovation.</p>