RECRUITMENT PACK

Head of Finance



Our Partnership

In September 2026, Impact Education Multi Academy Trust entered an exciting new chapter following the Department for Education's approval of its formal partnership with Pennine Academies Yorkshire. Operating under the Impact Education Multi Academy Trust name, the expanded Trust brings together 18 academies, supporting more than 8,200 pupils and employing over 1,200 staff across Bradford, Calderdale and Kirklees. While growing in scale, all academies will retain their own identity, values and local character, ensuring that each community continues to feel known, valued and supported, while benefiting from being part of a stronger, more connected family of schools.

The partnership has been developed from a position of strength and is rooted in a shared commitment to inclusive, high-quality education, particularly for disadvantaged pupils and those with special educational needs. By bringing together the expertise, experience and established relationships of both Trusts, the partnership will strengthen school improvement capacity, enhance SEND provision, and create greater resilience through shared resources and financial efficiencies. Crucially, this is a partnership rather than a takeover, with collaboration at its heart and a clear focus on improving outcomes and experiences for pupils, staff and communities alike.

For further information about Impact Education MAT, please visit our website:
www.i-mat.org.uk

Our Trust



I am proud to welcome you to Impact Education. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale, Kirklees and Bradford, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality and inclusive education that positively impacts our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

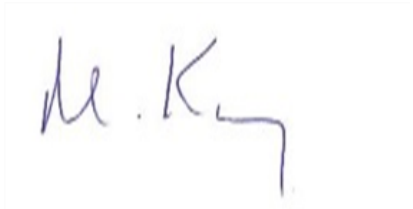
Our 1200 Colleagues are empowered to create, explore, share and learn from each other and the wider system. They have access to high-quality continued professional development and learning. We work hard, but not at the expense of wellbeing, and we want all our people to feel valued, respected and happy in their work.

Our **values** of **Heart**, **Mind** and **Connect** underpin everything we do, and our **core principles** articulate how we live these out across our Academies.

We have entered an important phase of our continued development having undertaken the process of merging with Pennine Academies Yorkshire, who share a strong commitment to inclusive, high-quality education, particularly for disadvantaged pupils and those with special educational needs.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,



Mick Kay
Chief Executive Officer

Our 2026 Vision

High-performing Academies anchored at the heart of our communities

- Every young person receives an inclusive, high-quality education, equipping them with the knowledge, skills, qualities, experiences and agency needed for success in learning, life, and work.
- Employees are part of collaborative, values-driven and research focused Professional Learning Communities and benefit from exceptional training and development.
- Impact Academies are the first choice for young people and their parents and carers.
- Governance structures provide highly effective support and challenge to Leaders.
- Engagement with stakeholders is exceptional.
- Partnerships and collaborations support sustained and improved outcomes.

Great Places to learn, grow and work

- Employees can discover and achieve their full potential.
- They feel empowered, valued, supported, happy and recognised for their contributions.
- They are part of collaborative, values-driven and research focused Professional Learning Communities and benefit from exceptional training and development.
- They have a strong sense of belonging and are champions of our Trust.
- They are supported to prioritise their wellbeing, balancing work and personal lives through flexible and innovative ways of working.
- We are at the forefront of system innovation and improvement, shaping national policy.

A sustainable, resilient, and innovative Trust that supports and empowers its Academies to thrive

- We have strong sustainable financial management and governance.
- We are united by our core principles, supported by our efficient systems to deliver our shared mission, vision, and aims.
- An agile operating model that is value for money and scalable.
- We celebrate and promote the uniqueness and individual identity of each Academy.
- We embrace and leverage the use of digital technology, including business and artificial intelligence.
- We have the capacity, capability and reach to expand locally and into new areas.
- We have high quality resources and exceptional learning environments so our young people and employees can be their best.
- We are environmentally sustainable and maximise opportunities to reduce our carbon footprint.

Benefits of Joining

All colleagues receive a planned induction to ensure the best start possible. We are also very proud of the professional learning opportunities across our Trust which are part of our Canopy offering. Canopy means professional learning for everybody across Impact Trust – whatever your school, whatever your role and whatever your interest. A place which inspires us all to grow and develop and pushes us all to be our professional best. These opportunities vary from ITT Training, NPQ's, HLTA, SEND TA, Wellbeing Champion Apprenticeships and many more. Early Career teachers are supported through a range of networks and have access to fully trained mentors and coaching opportunities.

Colleague Voice and wellbeing is really important to us. Colleagues new to the Trust will be able to access a range of benefits outlined below. We also complete an annual Trust listening survey and our Colleague Ambassadors support the development of action plans to help us work towards our goal of being a Great Place to Work.

In addition, we offer the following incentives:

- Cycle to Work Scheme
- Employee Assistant Programme (Including health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members

The Head of Finance Role

The Head of Finance is responsible for the operational leadership of the Trust's finance function, ensuring high-quality financial management and robust internal controls. A key member of the Trust Central Team, you will help to deliver an outstanding financial service to staff, students and the Central Team, ensuring the effective management of Trust resources to support educational excellence and strong operational performance across all Academies.

This is an exciting phase of development for Impact Education Multi-Academy Trust. The postholder will play a key role in supporting the **Chief Finance and Strategy Officer (CFSO)** in delivering the Trust's financial strategy, risk and assurance requirements, and long-term sustainability plans.

You will provide strong, credible leadership across the Trusts finance function modelling a customer focused approach where trusting relationships sit at the heart of everything we do. This role requires a leader who is confident in the operational delivery of finance, ensuring financial operations run efficiently and align with Trust policies, audit expectations, and statutory requirements.

The Finance Team

The CFSO leads a team of seven colleagues (6 FTE), comprising two Trust Accountants, two Senior Finance Officers and three Finance Officers. The team is responsible for providing accurate, timely, and insightful financial information to support strategic decision-making, ensure the financial stability of our Academies, and the growth of our Trust. The team fosters a culture of financial discipline and transparency throughout the organisation. The role of the Head of Finance is a new role for Impact Education MAT.

The Finance Team is structured to cover all aspects of the Trust's financial needs:

- **Chief Finance & Strategy Officer (CFSO):** Leads the finance team and sets strategic direction. Oversees accounting operations, financial reporting and budgetary planning support to Academies.
- **Head of Finance:** Responsible for operational leadership of the Trust's finance function, ensuring high-quality financial management and robust internal controls
- **Trust Accountant:** Provides financial monitoring and planning support to a number of Academies and oversees the work of the Finance Officers. The Trust Accountant maintains the structure of the finance system.
- **Senior Finance Officer:** Ensures that all debtor, creditor and bank reconciliations are complete and manages processing for a caseload of Academies.
- **Finance Officers:** Order and invoice processing, sales invoicing, cash management and credit control for a caseload of schools.

Job Description

Post:	Head of Finance
Salary:	Scale L7 – L13
Actual Salary:	£62,251 - £72,032
Hours:	37 Hours Per Week
Contract:	Permanent | All Year Round | 31 Days Holiday Plus Bank Holidays
Responsible to:	Chief Finance & Strategy Officer
Line Management of:	Trust Accountants
Location:	Trust Head Office, Unit 8 Longbow Close, Pennine Business Park, Bradley, Huddersfield HD2 1GQ (flexibility for work from home days) Travel is required to Trust Academies across Kirklees, Calderdale, Bradford and other locations as necessary (mileage expenses reimbursed)
Closing Date:	Friday 27 November 2026 at 9am
Interview Date:	Wednesday 9 December 2026

Key Responsibilities

Strategy

- Contribute to the development and delivery of the Trust's financial strategy by providing high quality analysis, modelling, and insight to support strategic decision-making and long-term planning.
- Support the CFSO with scenario planning, analysis and financial risk modelling to inform sustainable growth, financial planning, and Trust-wide finance resource allocation.
- Provide operational intelligence and data to enable effective Trust-wide planning, including curriculum-led financial planning, workforce planning and capital strategy development.
- Identify financial trends, opportunities, and emerging pressures across Academies and provide recommendations to the CFSO to inform strategic priorities.
- Support due diligence for potential new schools joining the Trust, including the analysis of financial health, reserves, risks, liabilities and future sustainability.
- Work collaboratively with senior leaders to ensure financial plans align with educational, operational and organisational objectives.
- Lead the standardisation and optimisation of finance systems and processes across all academies following organisational growth and future expansion.
- Support the development and oversight of the Trust's procurement practices, ensuring value for money, compliance with procurement regulations and Trust policy, and effective management of supplier relationships.
- Attend and present financial information to Board and Committee meetings as required

Financial Management

- Lead the effective day-to-day financial operations of the Trust, ensuring all financial transactions, reconciliations, journals and adjustments are processed accurately, promptly and in line with the Trust policy and statutory requirements.
- Oversee month end and year end processes ensuring accuracy, timeliness, and compliance with relevant accounting standards at all times.
- Produce consolidated monthly management accounts, variance analysis, and financial performance dashboards, providing clear explanations, trend-insight and operational recommendations for review by the CFSO and senior leaders.
- Lead the operational delivery of budget cycles, including annual budgets, forecasts and medium-term plans, ensuring accuracy and consistency supported by the Trust Accountants.
- Ensure benchmarking and Integrated Financial Curriculum Planning (ICFP) metrics are built into financial processes and to provide challenge to Heads and Senior Leaders, giving clearly costed options for savings and income generation.
- Support treasury management activities including cash investments, banking arrangements and liquidity management in line with Trust policy.
- Monitor and manage cashflow across the Trust, ensuring appropriate liquidity and providing accurate short, medium and long-term cashflow forecasts to support strategic planning.
- Develop systems for tracking capital expenditure across our Trust ensuring that we are compliant with the requirements of the School Condition Allocation and that reporting on capital expenditure is clear and timely.
- Support Trust Accountants to ensure that all Trust Academies comply with standardised financial processes, including consistent use of accounting, cost centres and financial coding structures to support accurate consolidation and reporting.
- Support the preparation of statutory returns ensuring all deadlines are met and high-quality information is submitted.
- Maintain strong financial data quality, ensuring that all information entered into finance systems is accurate, consistent and compliant with reporting standards, supporting effective consolidation and decision-making.
- Act as an operational owner of finance systems, ensuring system integrity, data accuracy, user access management and compliance with data protection requirements
- Lead improvements to financial policy, systems, procedures, and internal controls in consultation with the CFSO, ensuring sector compliance and best practice and that they meet the needs of a growing Trust environment.
- Ensure detailed checks of payroll reports have been undertaken before sign-off, ensuring accuracy, alignment with staffing structures, and budget compliance.
- Manage relationships with auditors, banks, and financial service providers at operational level.
- Support the CFSO in developing new business opportunities that will add value for young people.

Team Leadership and Line Management

- Provide outstanding leadership to the finance team, ensuring effective operation, training and objective achievement.
- Build and maintain positive, proactive relationships with academy leaders, managing expectations effectively while ensuring the finance team delivers a responsive, customer-focused service and provides practical, solution-oriented support.
- Build effective relationships with internal stakeholders (e.g. school leadership, teachers, staff) to understand their financial needs.
- Develop strong working relationships with finance leads in Academies (where applicable) and school operational teams to ensure the consistent delivery and adoption of Trust wide finance systems.
- Promote a culture of collaboration and development within the finance team, the wider IEMAT community and through fostering beneficial external partnerships.

Audit, Risk and Assurance

- Ensure a clear audit trail exists, ensuring records, reconciliations and supporting documentation are audit ready throughout the year, escalating issues or risks to the CFSO.
- Support the coordination of and prepare documentation for internal and external audit
- Respond to and act on auditor queries, support implementation of audit recommendations, and maintain a record of agreed year-end adjustments
- Implement internal control frameworks aligned to the CFSO's assurance requirements.
- Monitor compliance with the Academies Trust Handbook and escalate concerns to the CFSO.
- Ensure fraud-prevention controls are adhered to and report breaches immediately.
- Monitor related-party transactions, ensuring compliance with appropriate regulations.
- Identify and monitor financial risks across academies and escalate issues impacting compliance, cash flow, or sustainability
- Ensure strong internal control frameworks are maintained, including segregation of duties, approval processes, and accurate documentation.
- Ensure financial controls at school and central levels are reviewed, consistent, and aligned with Trust risk appetite.
- Ensure all work complies with DfE guidance, data protection expectations and Trust safeguarding and confidentiality requirements.
- Liaison with HMRC to ensure full compliance and timely resolution of queries.

Academy Support and Stakeholder Engagement

- Ensure budgets align to strategic priorities, including staffing, curriculum-led planning and operational needs
- Attend school-level meetings, where required, offering proactive financial guidance.
- Ensure schools/operational departments receive timely information, training and a responsive finance service from the Central Finance Team.
- Provide detailed, accurate and timely reports for the CFSO to present to Trust governance committees, including KPIs, performance insights and risk indicators.

Other Responsibilities

- Promote the Trust's vision of "where hearts and minds connect".
- Champion the Trusts values of "Heart, Mind and Connect"
- Contribute to the wider life of the Trust and Impact community.
- Carry out any such duties as may be reasonably required by the Trust.
- This job description is not exhaustive and may be amended at any time following consultation with the postholder to reflect changes in role requirements or organisational priorities.
- The postholder is expected to remain flexible and undertake duties of a similar scope and responsibility as required

General

This job description is subject to special employment conditions relevant to working in schools, which will be updated in accordance with the latest legislation and guidance:

- Enhanced DBS disclosure; and two supportive references.
- Safeguarding and promoting the welfare of Children and young People: adherence to Trust policies and procedures at all times.
- Health and Safety: compliance with Trust policy and taking responsibility for relevant risk assessment and personal H&S.
- Confidentiality and Data Protection: compliance with the relevant Acts and observing and maintaining full confidentiality and security for all personnel details, personal, contractual and salary related matters.
- Equality and Diversity: compliance with Trust policy and Equality Duty obligations, ensuring all dealings with others are based on respect.

The post-holder must uphold the Trust's ethos and values, promoting the safety, happiness and well-being of staff and students of the academies.

This job description is not a comprehensive definition of the post by including every task and function in full detail and will be subject to modification or amendment at any time after consultation with the post-holder. Employees of the Trust are expected to comply with any reasonable request from the Executive Leadership Team/direct line managerto undertake work of a similar level, commensurate with the grade and job title, which may not be specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all who may visit or contact the Trust.

Employees are expected to carry out their duties in the most effective, efficient and economic manner.

Employees are expected to be committed to continuing their own personal development in the relevant area, undertaking training as deemed necessary and to maintain any relevant certification/qualification compliance for their role. Employees are expected to participate fully in the staff appraisal review process.

This post is subject to a six-month probation period.

Person Specification

	Essential	Desirable
Qualifications		
Qualified Accountant (CCAB, ACCA, CIMA, ACA, CIPFA) or actively studying toward qualification with substantial senior finance leadership experience.	X	
Degree or equivalent in Finance, Business, Economics or related discipline		X
Evidence of continuous professional development in finance, systems or leadership	X	
Experience and Knowledge		
Strong understanding of financial controls, internal/external audit requirements and regulatory frameworks including the Academies Trust Handbook	X	
Significant experience in financial management within a complex organisation (education, public sector or charity preferred)	X	
Experience of managing organisational change	X	
Experience of presenting financial information to stakeholders	X	
Proficient in financial systems and reporting tools, with the ability to standardise processes across the Trust	X	
Knowledge of VAT, HMRC compliance, payroll interfaces and statutory returns	X	
Understanding of curriculum-led financial planning and MAT funding structures	X	
Experience preparing monthly consolidated management accounts, forecasts and variance analysis	X	
Experience supporting financial strategy, long-term planning, modelling or capital planning	X	
Experience supervising or managing finance staff, including performance management	X	
Experience coordinating internal and external audits, including implementation of recommendations		X
Experience supporting new academy onboarding or financial transitions		X
Skills and Abilities		
Strong organisational skills with the ability to manage competing priorities and tight deadlines	X	
Ability to present financial information clearly to senior leaders and non-finance colleagues	X	
Excellent analytical, numerical and problem-solving skills, able to interpret and present complex data clearly	X	

Qualities		
High levels of professionalism, accuracy, integrity and attention to detail	X	
Ability to work under pressure, prioritise effectively and meet strict deadlines	X	
Strong interpersonal skills and ability to build collaborative relationships across teams and academies	X	
Proactive, flexible and solution-focused approach to problem solving and continuous improvement	X	
Commitment to confidentiality, GDPR compliance and secure handling of data	X	
Commitment to the Trust's values and to supporting high-quality education	X	
Willingness to travel across Trust sites and work flexibly when required	X	

How To Apply

- To apply, please visit MyNewTerm at the following link: https://mynewterm.com/jobs/16681/EDV-2026-IEMAT-82672
- For further information about Impact Education MAT, please visit our website where you will find information about all our academies: www.i-mat.org.uk
- If you would like an informal chat, or to know more about the role or Trust, please contact Viv Helliwell on email admin@i-mat.org.uk and a call will be arranged with Lindsey Denton (Chief Finance & Strategy Officer)
- Application Closing Date: Friday 27 November 2026 at 9am
- Interview Date: Wednesday 9 December 2026

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.