



Partnership Learning



FINANCIAL ACCOUNTANT

RECRUITMENT PACK

OCTOBER 2025



Partnership Learning

Dear Applicant,

Thank you for your interest in the post of Financial Accountant at Partnership Learning. This is an exceptional opportunity to be a key member of the central team of a thriving multi-academy trust at a significant stage in its development and growth.

Trust Overview

Partnership Learning is currently responsible for twenty academies – secondary, primary, all-through, special and University Technical College – across five local authorities (Hillingdon, Barking and Dagenham, Havering, Waltham Forest and Southend) serving over 14,000 pupils. The Trust is already set to grow to more than 16,000 pupils as its current schools grow. Further expansion is envisaged in the coming five years, aiming to reach 25-30 schools and 20,000+ pupils. The Trust also encompasses Partnership London SCITT – a successful Initial Teacher Training provider which gives access to high quality Early Career Teachers.

The Trust is on a sound financial footing, with rising income linked to growth. Annual income is c. £135m, reserves stand at c. £18m and capital income is c. £3.6m per year.

Trust Vision

Statement of Vision and Purpose

The Trust's aims are:

- to transform young lives through high quality education and strong values; and
- to support and empower personal and community well-being;
by:
 - establishing great new schools;
 - transforming under-performing schools;
 - ensuring its schools achieve and maintain excellence; and
 - collaborating with local partners to strengthen communities

The Trust:

- values the individual character of its schools and their leaders, whilst encouraging and facilitating the development and deployment of effective common strategies to ensure that all its pupils thrive within well-structured, safe and aspirational environments;
- takes responsibility for challenging under-performance and driving improvement, whilst supporting its schools and their leaders through collaboration and effective use of combined financial and human resources.

Trust Philosophy

Partnership Learning does not believe in a top-down model, with central control over its schools. On the contrary, the Trust believes that Headteachers generally know best what their schools need – developing

their identity, ethos and priorities for innovation – and it will always be the schools which deliver the outcomes, not the Trust.

Headteachers in Partnership Learning schools have similar levels of autonomy to those leading local authority schools or stand-alone academies – including driving school vision and strategy (including digital strategy), curriculum design, teaching and learning strategies, behaviour policy, staff structure and recruitment, appraisal and budget-setting - under the oversight of their Local Governing Board.

We believe that this is the most effective approach – fostering a strong sense of ownership and responsibility and encouraging innovation – and is most likely to attract and retain the strongest school leaders.

This approach is carried through in our financial model. We believe in keeping the maximum amount of money with schools – our core central costs are equivalent to a top slice of only 2%.



Financial Accountant Role

Partnership Learning is looking to appoint an ambitious, enthusiastic individual as Financial Accountant to work with our schools across London and Essex. This is an exciting role, working closely with the Director of Finance, Central Finance Team and schools to further refine the finance function across the Trust and ensure that it remains on a sound financial footing – in order to support its educational objectives.

The role covers all aspects of finance (including systems, banking/treasury management, budget setting + monitoring and closure of accounts including external audit) and so will provide excellent scope for widening and deepening professional skills and experience.

Whilst this role would be suitable for an individual with an education finance background and experience in these areas would be welcomed, it would also be appropriate for a flexible individual with different but relevant skill-sets and experience who is capable of adapting their skills to an education environment.

Employee Benefits

Partnership Learning's Terms and Conditions for central team posts closely follow those for equivalent-level Local Government posts.

Benefits include membership of the Local Government Pension Scheme, a Car User Allowance for eligible staff, a Staff Wellbeing Service and a Cycle to Work Scheme.

Next Steps

We hope that what you have read motivates you to apply for this post. If you would like an informal discussion about the role, either before or after applying, please email

hrpayroll@partnershiplearning.com

Applications can be made online only, by application form available at www.partnershiplearning.com

- CVs will not be accepted.

Your application's supporting statement should, of course, address key aspects of the selection criteria, although please do not feel that you need to evidence every single one of them. We look forward to receiving your application – Deadline for receipt 12 Noon on Monday 27th October 2025.

Please note – if you have not heard from us by Monday 3rd November 2025 you should assume that you have not been short-listed on this occasion.



Partnership Learning

Financial Accountant

Job Description

Job Title:	Financial Accountant
Work Location:	Partnership Learning MAT Office, Trust school sites and central meeting venues as required. A proportion of remote working with the agreement of the Director of Finance.
Reports To:	Director of Finance
Salary Range:	Partnership Learning Main Scale Points 44-48 - £57,915 to £62,691 + Essential Car User Allowance of £1,460

CORE PURPOSE

To work with the Director of Finance to provide strategic and operational advice to the CEO and other senior colleagues of the Trust on all aspects of financial management.

To contribute towards the continual development of the Trust's financial practices and policies; ensuring the Trust maintains consistent internal controls and accurate accounting records.

To support the Director of Finance in the consolidation of accounts, managing of the Trust's funds and the preparation and consolidation of all financial returns to the DfE and connected government departments.

KEY RESPONSIBILITIES

To work with the Trust's Director of Finance to:

- ensure effective financial controls are in place to support robust financial management across the Trust;
- support/prepare central Trust operations and individual schools for internal audit and assist with the response to any subsequent recommendations as required;
- support and co-ordinate the preparation for annual external audit of the Trust – preparing accounts in readiness for audit and liaising with auditors;
- support and advise each school in the preparation of annual budgets, monthly management accounts and cash flow forecasts; including the central operating fund and any other Trust affiliated budgets as required;
- ensure consolidated Trust budgets and monthly management accounts are produced and presented to Trustees and Local Governing Boards as required - attending meetings across Trust sites as needed and/or at the request of the Director of Finance;

- ensure completion and submission of all financial returns in a timely and accurate manner, including returns to Companies House and Budget Forecast Returns to the DfE;
- monitor income and expenditure of the Trust's Capital Funding;
- maintain and update the Trust's Fixed Asset Registers in line with the Trust's fixed asset policy;
- support and develop the Trust's risk management strategy and procedures to ensure that key operational and financial risks are identified, assessed and managed;
- support with the effective purchasing, negotiating and procurement of products and services across the trust – ensuring compliance with the Scheme of Financial Delegation and Academy Trust Handbook;
- support the operation, maintenance and development of the Trust accounting system - including system security/user permissions and providing support/training to other users as required;
- assist in devising and implementing programmes/guidance documents to support staff with financial management;
- monitor cash flow and assist with treasury management, ensuring the Trust's reserves are managed effectively;
- maintain the Trust's banking arrangements, including bank mandates, online banking and purchase cards;
- support the completion of relevant HMRC and pension returns as required including VAT returns;
- assist with the day-to-day functions of the MAT Central Team and line manage the Trust Finance Officer, Trainee Accountancy Officer & Apprentice as required.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Director of Finance to carry out appropriate duties within the context of the job, skills and grade.

Partnership Learning is committed to safeguarding and promoting the welfare of children and young people and anyone applying to work at the Trust is expected to share this commitment. This position is subject to a satisfactory fully enhanced DBS check and references being received. All positions are subject to the satisfactory completion of a 26 working week probation period.

This job description is current at the date shown, but, in consultation with the postholder, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

WORKING TIME

- This is a full-time post, 35 hours per week, year-round; unless negotiated otherwise
- A minimum of 31 days annual leave – rising to 34 days after 5 years of service

TERMS OF EMPLOYMENT

All offers of employment are subject to the Trust receiving proof of identity, two satisfactory references, a pre-employment medical check, an enhanced DBS disclosure, a social media check, a signed Code of Conduct, evidence of relevant qualifications and successful completion of a 6-month probation period.

Partnership Learning is committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives.

This job description is subject to change with the agreement of the post holder.

PERSON SPECIFICATION: FINANCIAL ACCOUNTANT

	Essential	Desirable	Method of Assessment
Qualifications			
Degree or Equivalent to Level 6 Qualifications	✓		Application
ACCA/ICAEW, CIMA or equivalent - completed or almost completed	✓		Application
Knowledge & Experience			
Preparation of budgets and management of the budgeting process	✓		References & Interview
Creation and presentation of robust management accounts	✓		References & Interview
Production of financial statements, including statutory accounts and other returns		✓	References & Interview
Track record of dealing with internal and/or external audit	✓		References & Interview
Proven experience of working with computerised financial and management information systems	✓		References & Interview
Advanced excel skills	✓		References & Interview
Ability to analyse and interpret complex financial information, assess the implications and identify corrective action	✓		References & Interview
Experience working in the Education sector		✓	Application
Working with PS Financials accounting software		✓	Application
Knowledge of the principles which underlie the budget management process	✓		References & Interview
Working knowledge of VAT, tax, and other legislative matters		✓	References & Interview
Excellent communication skills, including the ability to communicate financial issues to non-financial people	✓		References & Interview
Independent decision-making skills	✓		References & Interview
Ability to work with and influence senior colleagues	✓		References & Interview
Ability to plan, prioritise and organise workloads, showing resilience and ability to work under pressure to meet deadlines	✓		References & Interview
Can consistently practice collective responsibility	✓		References & Interview
Knowledge of public sector funding processes and requirements		✓	Application & Interview

Professional Development			
Evidence of keeping up to date with relevant training	✓		Application
Commitment to further professional development	✓		Interview
Personal Characteristics			
Excellent interpersonal skills and ability to establish and maintain excellent working relationships with others	✓		Interview
Proactive pleasant, friendly manner	✓		Interview
Team player, with ability to build relationships with a wide variety of stakeholders including demanding internal clients	✓		References & Interview
Ability to initiate and manage change effectively		✓	References & Interview
Possession of vision and ability to think creatively		✓	References & Interview
Willingness to travel across London & Essex to visit schools	✓		Application
Other			
This post is subject to an Enhanced Disclosure & Barring Service check for children	✓		Interview
Commitment to safeguarding and promoting the welfare of children and young people	✓		Interview
This candidate must be committed to equality and diversity in the workplace.	✓		Interview
Excellent communication and presentational skills	✓		Application & Interview
An enthusiastic and flexible approach to working routines and practices	✓		Application, Interview & References
Commitment to uphold the Ethos of the Trust	✓		Application, Interview & References