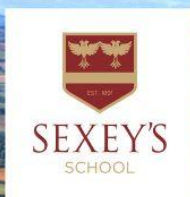
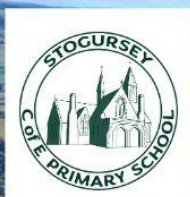




Finance Business Partner



A Message from Chrysta Garnett, CEO of Quantock Education Trust

Thank you for your interest in the role of Finance Business Partner at Quantock Education Trust (QET). This is an incredibly exciting time for our Trust as we continue to grow and evolve, and I am looking for a talented individual to join our executive leadership team to help shape the future of our organisation.

Quantock Education Trust is currently a small but ambitious Trust committed to championing the needs of all children in our school communities, with a clear focus on achievement and character. Close relationships, a focus on standards, and meaningful collaboration provide our member schools with a tangible sense of belonging, where mutual support and high expectations helps us to maintain a 'family' and 'one team' culture. QET was founded in 2019 and in just five years grew to be a Trust of eight schools. At QET we value and celebrate the diversity and distinctiveness of our schools, given the different age range from early years to sixth form; church and non-church status, which also includes state boarding provision.

As CEO, my priority is ensuring that our Trust remains unwavering in its commitment to delivering a high-quality educational experience for every child across our schools. The role of Finance Business Partner will play a vital role in supporting our vision by ensuring we operate with financial probity, sustainability and integrity.

We are looking for someone who can be more than just a financial expert; we need a team player who shares our passion for education and understands the importance of aligning financial strategies with the QET's mission and aims. You'll need to bring robust financial expertise, strategic thinking, and the ability to navigate the complexities of a growing multi-academy trust. Together with our colleagues in the executive team, we'll ensure the Quantock Education Trust continues to thrive and deliver outstanding outcomes as well as flourishing communities.

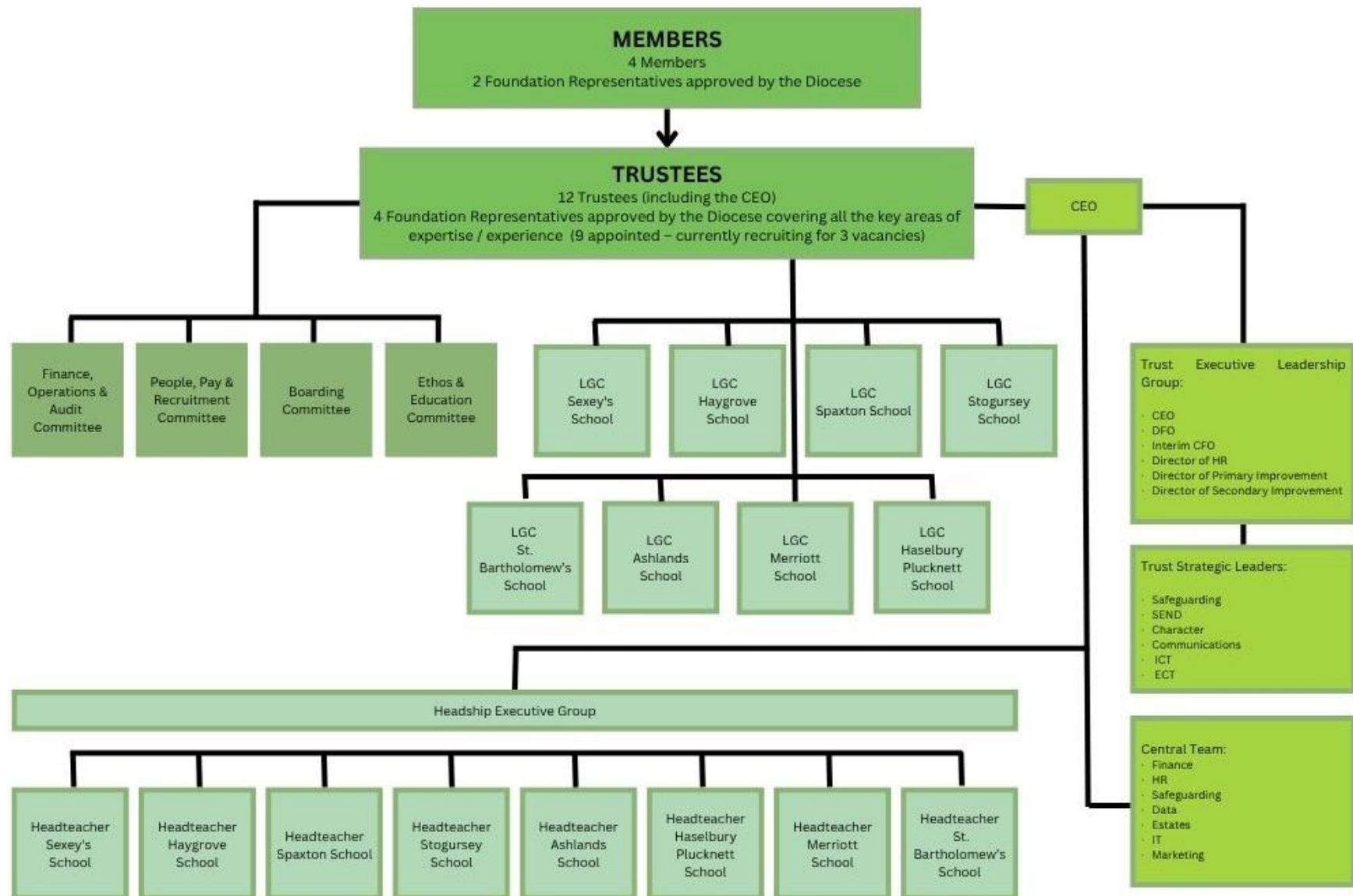
You'll have a strong eye for detail, an ability to balance the big picture with operational needs, and a mindset that embraces innovation and continuous improvement. Our Trust believes in system leadership, partnership and collaboration, and we are looking for a Finance Business Partner who can communicate complex financial matters clearly, build strong relationships with our schools and Trustees, and work in close partnership with a high-performing finance team that shares these values.

This is a significant role, and we want to encourage applicants who aren't afraid to challenge, innovate, and lead with confidence. You'll work closely with myself, Trustees, Headteachers, Governors and other senior leaders to shape our strategy and deliver on our ambitions. As we expand as a Trust, we will look to you to provide the financial insights and management accounting expertise needed to ensure every decision is grounded in sustainability and impact and facilitates the educational experience our children deserve.

If you are excited by the prospect of making a tangible difference, working collaboratively with a passionate team, and bringing vision and financial stewardship to an ambitious and growing trust, I'd love to hear from you.

Warm regards,
Chrysta Garnett
CEO, Quantock Education Trust

Governance Leadership Structure





Finance Business Partner

Job Description

Job Title
Finance Business Partner
Location
QET Central Offices within Haygrove School, Bridgwater, TA6 7HW
Salary
NJC Point 39 with full-time equivalent salary £50,388pa Actual Salary: £40,855pa
Hours
Part-time – 30 hours per week, all year round
Contract type
Permanent Hybrid Remote with a minimum of 3 days per week on site in the QET Central Offices or in Trust Schools
Responsible to
Chief Executive Officer

Job Purpose
Reporting to the Chief Finance Officer, the Finance Business Partner must ensure accurate and timely financial management information is prepared with detailed analysis of spend. Working in close partnership with Headteachers, Central Budget Holders and the Trust finance team to provide accurate, timely and comprehensive annual budgets as well as monthly re-forecasts.

Main responsibilities and duties
The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role. • Prepare a monthly management pack including commentary for discussion with the CFO, to include ○ Management accounts incorporating accruals, prepayments and depreciation for the MAT and the Trading Subsidiary ○ Monthly cash flow forecast ○ Balance Sheet • To conduct termly review meetings with Headteachers and to act as a key point of contact to support them with cost review/variance analysis. • To support the CFO with Central Trust budget holders acting as a key point of contact to support them with cost review/variance analysis • To support the CFO with the annual budget for the MAT including preparation of Board Papers. • System administrator for the finance and budgeting systems, ensuring both are maintained for compliance with processing and reporting requirements. • Develop reports from both systems to provide the Executive team and Board with detailed financial analysis. • Prepare benchmarking reports, including support on the Integrated Curriculum and Financial Plan for the DfE

- Prepare various returns required by the DfE for discussion with CFO (i.e. Annual Accounts Return, Budget Forecast return and Budget Forecast Outturn reports)
- Work closely with Trust Finance Manager to maximise understanding of the day-to-day financial processes.
- Collaborate with Trust Finance Manager to ensure Balance Sheet review is carried out monthly.
- To build strong relations and provide financial support to commercial decision making.
- To support the wider Finance team, acting as a first point of escalation for queries and sharing professional guidance and support.
- Challenge current ways of working, driving efficiencies and cost savings wherever possible
- Support internal and external audits

Special notes of conditions

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

To be a team player and contribute towards the vision, culture and ethos of the Trust

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

Uphold the principles of safeguarding and promoting the welfare of children and be aware that safeguarding is everyone's responsibility.

To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses

To undertake such duties as are reasonably expected by the Chief Executive Officer.

Review

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

Finance Business Partner Person Specification



Key Criteria	Essential	Desirable
Qualifications	• AAT Qualified or Equivalent. • Evidence of continuing professional development	• Chartered Management Accountant or part qualified
Knowledge, skills and experience	• Evidence of continuing professional development • Experience of procurement and principles of best value for money • Experience of budget management and financial reconciliations, forecasting and cash flow • Commercial acumen • Prior experience of Management Accounts is essential • Experience of successfully delivering Finance projects and change initiatives • Excellent analytical ability with a good attention to detail - synthesises complex or diverse information, collects and researches data, uses intuition and experience to complement data and recommend solutions. • Evidence of innovative thinking and creative approaches • Excellent IT skills, including the ability to use Office 365 software packages such as Word, Excel and Outlook	• Experience of working in a multi-site organisation • Experience of working within the education sector particularly schools
Interpersonal and communication skills	• Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the Trust • Strong communication skills with the ability to present plans to support business decisions. • Determined and assertive, prepared to get into the detail to understand the complex cost drivers of the business. • Good time management skills, ability to prioritise workload and ability to work to strict reporting deadlines.	

	• The ability to work to deadlines, adapt to changing conditions and generate effective solutions to new situations and problems as they arise • The ability to quickly establish credibility and build strong working relationships at all levels • Effective oral and written communication skills, with proven ability to negotiate and influence change with sensitivity and emotional intelligence • Highest levels of integrity and honesty and a commitment to focus on standards • Able to maintain confidentiality and manage sensitive information appropriately. • Able to challenge and influence others, to contribute professional and technical expertise to effective decision making	
Additional requirements	• Must be eligible to work in the UK • An Enhanced DBS check • 2 professional references • Driving licence and own transport	

WORKING for The Quantock Education Trust (QET)

Conditions of Service

This post is subject to the School Teachers' Pay and Conditions Document. Full details of conditions of employment will be set out in a Statement of Main Terms and Conditions of Employment, which will be issued to the successful candidate on appointment.

Fitness for Employment

The successful candidate will be required to complete a medical questionnaire which may result in a check by the Occupational Health Physician. Satisfactory clearance with police records will also be necessary (please see Disclosure procedure).

Remuneration/working hours/annual leave

Teachers' pay, working hours and annual leave are all set within the national framework of the School Teachers' Pay and Conditions Document.

Flexibility

As a condition of employment, the post holder may be required to undertake such other duties as may reasonably be required, in addition to the major tasks outlined in the job description.

Smoking Policy

All sites within the QET is a non-smoking site and all prospective employees are expected to accept this as a condition of working within the Trust.

Equal Opportunities

The Trust is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Health and Safety

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding and Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children. The post you have applied for falls into one of these categories and, therefore, requires a criminal background check.

If a job offer is made you will be asked to apply for a Disclosure Certificate from the Criminal Records Bureau. This certificate will contain details of all convictions held on the Police National Computer including current and 'spent' convictions as well as details of any cautions, reprimands or final warnings. It will also indicate whether information is held on government department lists held by the Department for Education and Skills (List 99) and the Department of Health, or those individuals who are barred from working with children. The information provided on the certificate will be considered by the local authority to ensure that children remain adequately protected. A criminal record is not necessarily a bar to obtaining a position. Further information about Disclosure can be found at www.disclosure.gov.uk

Safe Recruitment

The Trust committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Professional Development

The Trust values professional development highly. All members of the Central Team are encouraged to take an active role in planning their own CPD through the school's performance management procedures.

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

Interview

1. Those shortlisted will take part in an in-depth selection process which will include formal interviews and other relevant activities
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates and where necessary, employers may be contacted to gather further information.

Online Searches

Shortlisted candidates may be subject to online searches.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with students.

Working Within the Quantock Education Trust

This job needs to be considered in the context of a changing and evolving Multi Academy Trust and therefore the duties detailed here will need to be adjusted to meet the needs of the Trust. Whilst this post will be based in the Trust's Central Offices at Haygrove School, this is a Trust wide post and there will be a requirement for regular travel across the Trust Schools.



APPLICATION

To apply, please download an application from our website

<https://www.quantockedtrust.co.uk/vacancies>

Should you require further information or wish to discuss the role in more details, please contact the QET HR Department, details below

Completed application forms should be sent, together with a supporting letter, by email or post to:

 getrecruitment@quantockedtrust.co.uk

 HR Department
The Quantock Education Trust
Durleigh Road
Bridgwater
Somerset
TA6 7HW

Please ensure your application form has your email address and also the e-mail addresses of your referees.

Closing Date: noon on 28 October 2025
Interview date: week commencing 2 November 2025

