



Head of Finance Application Pack



HALLAM
NURSERY & PRIMARY SCHOOL



HILLSBOROUGH
NURSERY & PRIMARY SCHOOL



MEYNELL
NURSERY & PRIMARY SCHOOL



SOUTHEY GREEN
NURSERY & PRIMARY SCHOOL



WISEWOOD
NURSERY & PRIMARY SCHOOL



BRADFIELD
SECONDARY SCHOOL



FORGE VALLEY
SCHOOL & SIXTH FORM



TAPTON
SCHOOL & SIXTH FORM



Chaucer
School



A WELCOME FROM

LEE BARBER, CHIEF EXECUTIVE



Welcome to INOVA Multi-Academy Trust and thank you for your interest in joining our organisation. I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.

At INOVA Multi-Academy Trust, our vision is clear and unapologetically ambitious: Transforming lives through the power of learning. We are a values-led Trust, committed to Innovation, Collaboration, and Excellence. These principles guide everything we do — from the way we educate and support our learners, to how we develop our staff and engage with our communities.

Each of our schools is unique, shaped by its local context, and we are proud to celebrate that diversity. But what unites us is a shared commitment to equity, high standards, and the belief that every child — regardless of background, need, or starting point — deserves a brilliant education and the opportunity to succeed.

At the heart of INOVA Multi-Academy Trust is a people-centred culture. We believe that when we invest in people, we invest in futures. That's why we have created a Trust model that is agile, responsive, and grounded in trust — one that removes unnecessary noise from schools and enables Headteachers and staff to focus on what really matters: the young people we serve.

Our central teams provide high-quality support and challenge, reducing workload and unlocking capacity at school level. From curriculum development and inclusion, to safeguarding, wellbeing, and digital transformation, we direct more resources where they matter most — into classrooms, into staff development, and into building futures full of possibility.

We also believe in doing things differently — whether that's through our Institute of Talent, our evidence-led school improvement strategy, or our collaborative leadership networks. We don't just strive for compliance — we strive for brilliance.

As CEO, I have the privilege of working alongside a deeply committed team of leaders, educators, governors, and support staff — all of whom share a common purpose: to unlock potential and create opportunity.

As a prospective staff member, or simply interested in our work, I invite you to explore our Trust and connect with our journey. Together, we are building futures worth believing in.

Thank you again for your interest in joining us and the best of luck with your application.

INOVA Multi Academy Trust

At INOVA Multi-Academy Trust, we believe wholeheartedly that our people are our greatest strength. It is our talented, dedicated and passionate colleagues—across our schools and central team—who make it possible for our pupils to flourish. When staff feel valued, supported and empowered, they create the conditions where children and young people can thrive.

We are committed to fostering a culture where colleagues feel respected, listened to and encouraged to bring their best selves to work every day. INOVA staff consistently go above and beyond, demonstrating professionalism, creativity and care in everything they do. Their commitment is the driving force behind the high aspirations we hold for every learner.

We also recognise that working in education can be fast-paced and demanding. That's why we take a solutions-focused approach, removing barriers wherever possible and ensuring our people have what they need to succeed—whether that's protected time for wellbeing, access to outstanding professional development, or simply the space to pause for a much-needed cup of tea.



OUR MISSION

To equip young people with the knowledge, skills and character to thrive in a rapidly changing world.

From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.



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Our Vision Is To Transform Lives Through The Power Of Learning

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OUR VALUES

INNOVATION

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach

COLLABORATION

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity

EXCELLENCE

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility





Working at INOVA Multi Academy Trust is a daily reminder that education changes everything. Being part of that journey — and doing it with a team that leads with heart — is what makes this place so special.

L MOORE - PRIMARY BUSINESS MANAGER



OUR OFFER

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

PRIMARY EDUCATION

One of our primary schools is graded Ofsted 'Outstanding' and all others are graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

SECONDARY & SIXTH FORM EDUCATION

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

CENTRAL SERVICES

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement



At INOVA, we build brighter futures by nurturing not just pupils, but each other. When you're surrounded by people who truly care, every challenge becomes an opportunity to shine.

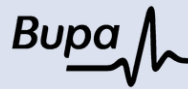


OUR BENEFITS



26 DAYS

annual leave plus bank holidays (for non term-time staff), rising to 31 days after 5 years of service



HEALTHY MINDS

24/7 confidential support for wellbeing, health, relationships, work, and legal or financial issues — including counselling, CBT, and nurse advice.



FREE PARKING

We offer free, convenient staff parking across all INOVA locations.



PENSION

Competitive pension schemes, including the Teachers' Pension Scheme (TPS) and the Local Government Pension Scheme (LGPS)



DISCOUNT

Access exclusive discount schemes for teachers and public service staff across retail, travel, and lifestyle.



CYCLE

Save on bikes and equipment through our Cycle to Work Scheme, stay active, and reduce your carbon footprint.



VACCINATIONS

Annual flu vaccinations are offered free to all staff at our school sites to help keep you healthy.



EYE-CARE

Eligible colleagues can enjoy eye-care vouchers to help with regular eye tests and maintain good vision.



HEALTH CARE

Discounted health cover through Westfield Health to support your wellbeing and provide extra care.

WE ALSO OFFER

Menopause advice and support

Support during absence

Support with short and long-term health conditions

Disability support

Neurodiversity support

Staff benefits

Mental health support

Support and advice for carers

A suite of HR policies

Reasonable adjustments

... also did I mention we're also pretty good fun. Staff socials and department gatherings are a regular feature of life at INOVA schools. We believe that fostering outside of school strengthens our community and enhances collaboration.



THE ROLE

The Head of Finance is the Trust’s senior professional lead for operational finance, financial control, and financial governance. The postholder is accountable for the integrity, accuracy, and robustness of all Trust financial systems, processes, and reporting, and for the effective leadership of the cluster-based Finance Business Partnering model.

The role ensures that Inova’s financial strategy, as set by the CFO and Trust Board, is translated into high-quality operational delivery across schools and clusters, enabling sustainable educational improvement while maintaining the highest standards of financial probity and compliance.

Salary Range	NJC Grade 11 (£57,787-£63,283 pending payrise)
Hours of Work	Full time, 52 weeks
Responsible To	Chief Financial Officer (CFO)
Responsible For	Strategic Finance Business Partners (Clusters), Central Finance Team



RESPONSIBILITIES

Financial Leadership & Governance

- Act as the Trust's lead professional on financial control, statutory compliance, and operational finance delivery.
- Ensure full compliance with:
 - Academies Trust Handbook
 - ESFA funding agreements
 - Trust Financial Regulations and Scheme of Delegation.
- Lead preparation for external audit, internal scrutiny, and regulatory assurance, ensuring timely responses and implementation of recommendations.
- Maintain and continuously improve internal financial controls, ensuring segregation of duties and risk mitigation across the Trust.

Finance Business Partnering & Cluster Model

- Lead, line manage and develop the Finance Business Partner (FBP) team, ensuring:
 - Consistent standards of financial management across clusters
 - Strong professional challenge and support to school and executive leaders
 - Clear accountability for financial performance.
- Embed a culture of financial literacy, ownership and accountability at school and cluster level.
- Act as escalation point for complex financial issues arising within clusters.

Budgeting, Forecasting & Financial Planning

- Lead the annual Trust and school budget-setting process, ensuring:
 - Alignment to Trust strategy and educational priorities
 - Robust assumptions and affordability testing
 - Clear documentation and audit trail.
- Oversee production of:
 - Monthly management accounts and complete consolidation
 - In-year forecasts
 - Medium-term financial plans (3–5 years).
- Provide high-quality financial insight and scenario modelling to support strategic decision-making.

Management Accounts & Reporting

- Ensure accurate and timely financial reporting to:
 - CFO and Executive Team
 - Trust Board, Finance Committee and Audit & Risk Committee
 - Executive Directors and Cluster Leaders.
- Oversee consolidation of Trust accounts and ensure consistency of reporting across clusters.
- Produce financial reports for the Executive Team, CFO and Trust Board committees (e.g. Finance & Resources Committee).
- Completion of statutory returns including monthly VAT returns



RESPONSIBILITIES

Leadership & Development

- Provide strong professional leadership to the finance function, including coaching and mentoring of FBPs.
- Lead continuous improvement in systems, processes and ways of working, including digital finance systems.
- Contribute to wider Trust transformation activity, including growth, school onboarding and operating model development.

Communication and Collaboration

- Make a positive contribution to the wider life and ethos of the Trust.
- Liaise with external auditors to ensure that Annual Report and Financial Accounts are
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.



THE PERSON

<p>SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<p>Essential</p> <ul style="list-style-type: none"> • Strong understanding of financial governance, controls, and audit requirements. • Ability to operate credibly with Trustees, Executives and senior school leaders. • Significant senior finance leadership experience, ideally within education, public sector or regulated environments. • Proven experience leading and developing finance teams. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of DfE funding, GAG, and education finance regulations. • Experience within a Multi Academy Trust or maintained schools environment. • Experience of cluster or devolved financial operating models.
<p>QUALIFICATIONS</p>	<p>Essential</p> <ul style="list-style-type: none"> • Fully qualified accountant (CCAB recognised: ACA, ACCA, CIMA or CIPFA).
<p>WORK RELATED CIRCUMSTANCES (INCLUDING WORKING CONDITIONS)</p>	<ul style="list-style-type: none"> • The role will be based at the Trust office and may involve travel across school sites. The post-holder must be able to travel independently between locations in an efficient and reliable manner. Where driving is the chosen method, a valid driving licence and access to suitable transport will be required.



HOW TO APPLY

Applications for this role must be made via our Employment Application Form, available from our website. Applications should be emailed to execadmin@inovamat.org.

The closing date for applications is **23.59 on the 1st July July 2026** and interviews will be held **3rd July 2026** at the Trust offices.

SAFEGUARDING

INOVA Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

SHORTLISTED CANDIDATES:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or to working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.

SUCCESSFUL CANDIDATES:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts)
- Pre-employment medical screening.

Please Note: Canvassing of any employee, Trustee or member of the Local Governing Board, directly or indirectly, and your application will be disqualified.



HOW TO APPLY

POLICIES

Our approach to safeguarding and school safeguarding policies can be found on the Trust website: [Safeguarding | INOVA Multi-Academy Trust](#)

EQUALITY AND DIVERSITY

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

DATA PROTECTION

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies](#) page of our website.

