



*Achieving excellence together*

*The Great Heights Academy Trust strives  
to always provide an inspirational, positive and welcoming environment  
where there is a sense of pride and fun and where everyone works together  
with confidence, enthusiasm and mutual respect.  
We aim to nurture academic, personal, spiritual and social  
development in a caring and professional manner  
so that all achieve their full potential  
and all can reach GREAT heights.*



**AA Teamworks**  
WEST YORKSHIRE SCITT



**Great Heights**  
Research School  
West Yorkshire  
Supported by the Education Endowment Foundation

**English Hubs**  
Great Heights English Hub

Providing a stronger, broader 2-18 trust offer in West Yorkshire

## Finance Officer

CANDIDATE INFORMATION PACK



## ► Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

## ► We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

## ► Our Vision and Values Statement

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## Current Trust Academies and Designations

**Our mantra across our partnerships embraces the following themes:**

**G**

Great teaching and learning opportunities for all in the partnership

**R**

Real life opportunities to develop an understanding of the wider world

**E**

Enthuse a love of learning and mutual respect

**A**

Academic development to nurture potential for all

**T**

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



### Mirfield Free Grammar Academies Trust (The MFG MAT) joining Great Heights Academy Trust (GHAT) - UPDATE:

Following public consultation processes The Mirfield Free Grammar and Marsden Junior School joined GHAT on 01/02/23. Colne Valley High School will be also joining GHAT in the near future.



## Finance Officer Job Description

<b>Post</b>	Trust Finance Officer
<b>Pay range</b>	Scale 6
<b>Hours of work:</b>	Full time or part time (minimum 25 hours); Term time only + 20 days/full year – to be negotiated
<b>Responsible to:</b>	Finance Manager

### Prime Objectives of the Post:

- To support the CFO with all aspects of the development and effective operation of the Trust finance function.
- To assist the Finance Manager and CFO with the operation and monitoring of the Trust's constituent academies and designations' accounts and budgets.
- To assist the Finance Manager with academy budget updates to ensure accurate future financial forecasting.
- To assist the Finance Manager and CFO in the production of accurate information for a wide range of accounting purposes.
- To provide oversight of the financial management of the constituent entities of the Trust to ensure sound and appropriate financial governance arrangements are in place.
- To support wider business functions of the Trust and academies and to work effectively within the Trust team.
- To contribute to the collective responsibilities of the finance team.

### Main Duties and Responsibilities of the Finance Team:

#### Contribute to the Operational Finance Team Requirements:

- Responsible for ensuring accurate reporting of budgetary expenditure throughout the year.
- With the Finance Manager, assist in the accurate reporting of budget forecasting and Key Performance Indicator analysis.
- Assist the Finance Manager with the development of the central finance team and staff with finance responsibilities within academies and designations.
- Undertake the efficient and accurate preparation, input and maintenance of information and data into the financial systems, responsible for and carrying out any required journals to ensure the integrity of cost centre, ledger and fund accounting.
- Support the Finance Manager and CFO in the production of financial information for a range of purposes, including year-end, auditors, the ESFA and DfE.
- Responsible for the production of budget monitors contributing to the Monthly Management Accounts, including any accrual adjustments.
- Supporting the maintenance of the academies budgeting software, including monitoring and evaluating actuals to forecasts and updating, as required.
- Providing the MAT Core Team with a range of financial and budgetary information, as required
- Operating the Trust's financial procedures in accordance with Trust and ESFA guidelines



- Bank reconciliations, monitoring cash flow, as appropriate.
- Support the processing of central orders, invoices and preparation of central BACS payments ensuring all transactions have the appropriate authorisation.
- Process Trust journals as required e.g. direct debits / credits; receipt remittances.
- Monthly VAT return and any required partial VAT calculations
- Responsible for the reconciliation of the central Business Card statement ensuring transactions are appropriately evidenced, authorised and entered onto the finance system accurately; reconcile academy credit card processing.
- In liaison with the Finance Manager undertake monthly post payroll checks and subsequent journal postings.
- Support the inter-company journals process, ensuring appropriate authorisations, and integrity of consolidated accounting across the entities.
- Supporting accurate updates to the Trust Asset register including depreciation calculations, in liaison with the Finance Manager and CFO.
- Support the submission of accurate staff absence insurance claim returns across the Trust.
- Support the financial process for the Trust designations to include budget monitoring updates.
- Contributing to the monitoring of the accuracy of administrative staff financial processes across the Trust – providing support, challenge and guidance as appropriate to ensure Trust financial integrity.
- Monitor the control accounts across the Trust, independently identifying any issues and liaising, as appropriate, to correct.
- Supplier set up maintenance on the finance system.
- Work and communicate effectively within the finance team; wider business support team of the central Trust; and with academy staff in order to ensure team working and support to achieve whole Trust priorities.
- Liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required; at all times ensuring a professional approach, as an outward facing representation of the Trust.

**Administrative:**

- Ensure accurate maintenance of filing, archiving and data storage, complying with GDPR requirements.
- Maintain both manual and computerised record systems in line with audit requirements such as the Financial Scheme of Delegation; Academies Financial Handbook; Trust Financial Procedures Manual.
- Deal with correspondence and enquiries promptly from both internal and external stakeholders.
- Answer incoming and external telephone calls, dealing with requests and enquiries and taking messages, as required.

**Membership of the Trust:**

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to, as requested from the Trust post holders.

**Safeguarding:**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

**General:**

- Provide administrative support, as and when needed, to the smooth running of the second-floor offices.
- To undertake any other duties as may be reasonably required by your line manager.
- The role may require working in situ across the offices of the Trust, providing administrative cover, as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- Keep abreast of developments and changes in fields relevant to the role and communicate to staff / line managers as appropriate.
- To undertake any such duties commensurate with the post as directed by the Core Team.
- To act at all times as an Ambassador for the MAT actively promoting its values and vision with all stakeholders.
- To ensure that you take care of your own health and safety and that of your colleagues in line with the Academy's Health and Safety Policy.

This job description is not intended to be comprehensive and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

**Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Person Specification: Finance Officer****Key to Identification:** A = Application I = Interview R = Reference

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Minimum AAT qualified, or equivalent (experience maybe considered if clearly identifiable)	✓		A/I
Evidence of education to include at least a B level or equivalent in Mathematics and English at GCSE	✓		A/I
Evidence of personal commitment to CPD		✓	A/I
Willingness to attend appropriate training	✓		A/I
<b>Work Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Previous finance and accounting experience (at least four years)	✓		A/I/R
Experience of working in a busy office environment and dealing with multiple work streams to achieve deadlines	✓		A/I/R
Experience of using software systems for finance administration	✓		A/I/R
Experience of producing financial information for a range of stakeholders	✓		A/I/R
Experience of supporting colleagues' financial development	✓		A/I/R
Experience of working in an academy or similar establishment		✓	A/I/R
Involvement in year-end accounts production		✓	A/I/R
Experience of payroll administration and processes		✓	A/I/R
<b>Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Be adept at problem solving, including being able to identify and resolve issues in a timely manner, using own initiative	✓		A/I/R
Possess strong interpersonal skills with the ability to build and form good relationships with colleagues and pupils and work as part of a team	✓		A/I/R
Be able to communicate clearly, both written and orally	✓		A/I/R
Effectively read and interpret information, present numerical data in a resourceful manner and gather and analyse information	✓		A/I/R
Be organised, accurate and thorough in their work	✓		A/I/R
Be dependable, able to follow instructions and respond to management directions	✓		A/I/R





Have excellent working ICT knowledge, particularly excel and Microsoft Office	✓		A/I/R
The ability to record and analyse data using different systems	✓		A/I/R
Ability to deal with confidential information	✓		A/I/R
Working knowledge of Access accounting or similar school accounts system		✓	A/I/R
Intermediate excel		✓	A/I/R
Full Current Driving Licence and use of a car which is insured for business use		✓	A/I/R
<b>Personal Qualities</b>			
A warm, engaging and transparent personality	✓		A/I/R
The ability to remain calm under pressure and work to deadlines	✓		A/I/R
The ability to work independently	✓		A/I/R
A willingness to 'go the extra mile' with enthusiasm	✓		A/I/R
An ability to quickly adapt to changes	✓		A/I/R
Initiative and ability to prioritise one's own work	✓		A/I/R
Able to work flexibly to meet deadlines and respond to unplanned situations	✓		A/I/R
Efficient and meticulous organisation	✓		A/I/R
Desire to enhance and develop knowledge through CPD	✓		A/I/R
Commitment to the highest standards of child protection and safeguarding	✓		A/I/R
Recognition of the importance of personal responsibility for health and safety	✓		A/I/R
Able to attend evening meetings, if required		✓	A/I/R



## ► Reasons to work at Great Heights Academy Trust



### A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



### Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



### Career Opportunities

Career opportunities across the MAT.



### Cycle to work scheme

Tax free cycle scheme.



### Holiday package

The Trust provides staff with a generous holiday entitlement.



### Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

