

Finance Officer

Actual Salary Range: N5 £26,873 - £28,770 pa

37 hours per week, all year round

Permanent

Required: ASAP



ACHIEVEMENT, STUDENTS
& LEADERS MATTER

CANDIDATE
INFORMATION PACK



Kenton School, Drayton Road,
Newcastle upon Tyne, NE3 3RU



Learning that Connects

Studio West, West Denton Way,
Newcastle upon Tyne, NE5 2SZ



INTRODUCTION

From the Chief Executive Officer

Dear Applicant

Northern Leaders Trust, formerly Kenton Schools Academy Trust, formed in 2014, is a growing, passionate Trust in the North East of England. Our eyes are firmly fixed on providing the best education possible for young people in our city, our region and nationally.

Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum that enables all students to excel academically and socially.

We are seeking Finance Officer to join our team. Working under the direction of the Head of Finance, the Finance Officer will support the finance function with the timely processing day to day transactions. They will also assist the Head of Finance with monthly tasks.

Candidates must possess strong IT skills including Excel skills, ability to work with lookups and pivot tables, and Microsoft Outlook. Candidates must have meticulous attention to detail, budget management skills, excellent analytical and interpretive ability.

If you have the skills, commitment and enthusiasm to succeed in this role, we want to hear from you. In return we can offer you:

- The opportunity to join us at an exciting time based between either Kenton School,- a vibrant and inclusive large secondary school, or Studio West- one of the most successful studio schools in the country.
- Access to the Local Government Pension Scheme
- Salary sacrifice schemes including, car and cycle to work schemes
- Free on-site parking
- Free gym access at Kenton School
- Fantastically resourced schools with easy access to both A1 and A19

Yours Sincerely

Lee 

Chief Executive Officer

Finance Officer

Job Description

Pay Range: N5

Responsible to:

Head of Finance



Job Purpose

To ensure effective financial administration and services to support all academies within the Trust.

Main Responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Key Accountabilities

The postholder will be accountable for the following:

- To support the Trust with the accurately and timely processing of the day-to-day financial transactional processing, under the direction of the Head of Finance.
- To undertake tasks associated with the purchase ledger processing of the Trust, including sourcing suppliers, checking requisitions, raising purchase orders, matching delivery notes and processing purchase invoices ready for payment.
- To liaise with various internal and external stakeholders regarding purchase orders and invoices.
- To scrutinise suppliers' statements and reconcile to the finance system. Investigating any queries and liaising on more complex cases with the Head of Finance.
- Monthly reconciliation of the credit card statements.
- Make appropriate purchases for the Trust ensuring the relevant financial procedures and processes are being followed and liaise effectively with suppliers and vendors with regards to billing and invoicing. Liaising on more complex cases with the Head of Finance.
- To process and reconcile all cash income from academies and prepare for banking.
- To monitor the finance email inbox, responding to and answering queries and forwarding emails where necessary.
- To contribute to the monitoring and maintenance of the Trust's budget. This will include accounting for expenditure and for income in the form of cash/cheques, invoices, direct debits etc. in accordance with Financial Regulations.
- To comply with the Trust's Financial Management Policy and the Academy Trust Handbook.
- Responsible for reviewing the accuracy of all General Ledger and VAT codes entered for purchase orders and both supplier and customer invoices..
- Assist with monthly accruals and prepayments processing.
- Process purchase orders in a timely manner, ensuring that all purchasing is authorised and approved in accordance with the Trust's Scheme of Delegation and associated Finance policies and procedures.
- Process supplier invoices, ensuring that all goods have been matched to purchase orders and delivery notes.
- Handle enquiries from various stakeholders in connection with orders and purchase ledger. This could include enquiries from colleagues regarding orders in progress or enquiries from suppliers regarding payment of invoices.

Finance Officer

Job Description continued

Pay Range: N5
Responsible to:
Head of Finance



Job Purpose

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Main Responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Key Accountabilities

The postholder will be accountable for the following:

- Maintain supplier records within the finance accounting system, including setting up new suppliers and amending any changes of details where necessary.
- Prepare supplier payment runs, ensuring invoices are paid promptly and in line with the terms of sale.
- Receipting of monthly bank statements and analysis sheets into the finance system.
- To work flexibly and provide administrative support within the wider Finance Team e.g. filing, scanning and preparation of spreadsheets
- Assist the Head of Finance in preparing the monthly management accounts which include, reconciliations to the trial balance, accruals, pre-payments, and payroll journals.
- Assist the Head of Finance with commercial activities. Liaising with colleagues and external companies to ensure efficient collection of any outstanding commercial hire balances via telephone and email.
- Assist the Head of Finance with the development and maintenance of robust and effective processes and procedures.
- Maintaining effective working relationships; ensuring delivery of a professional service focused on achieving a high level of customer satisfaction
- Promote the safeguarding and welfare of the children and young people the postholder comes into contact with.
- To promote and implement the Trust's equal opportunities policy in all aspects of employment and service delivery.
- To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.
- Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures.
- The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for or come into contact with.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Finance Officer

Person Specification

Application and Assessment Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1. Good general education with GCSE's or equivalent in English & maths (A to C / 9 to 4) or be able to offer evidence of commensurate experience
2. Experience of working within a finance department
3. Experience of accounting systems
4. Experience of purchase ledger processing
5. Experience of Microsoft Office packages (including Word and Excel)
6. Ability to prioritise workload effectively to meet deadlines
7. Ability to communicate with to a range of stakeholders, through excellent written and oral communication skills.
8. Ability to work on own initiative and to organise/prioritise own workload
9. Ability to maintain confidentiality
10. A supportive and cooperative team member with a flexible approach
11. Highly motivated showing resilience and reliability
12. A positive attitude and commitment to equality
13. Ability to travel to trust academy locations as required
14. Should indicate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the Trust.
15. Commitment to the protection and safeguarding of children and young people
16. Have an up-to-date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting.
17. Successful candidate will be subject to an enhanced Disclosure and Barring Service Check

Desirable

1. A recognised accounting qualification e.g. AAT
2. Evidence of continued professional development
3. Experience of school/academy finance operations
4. Experience of supervising staff
5. Ability to work outside normal trust hours if the need arises

Finance Officer

Person Specification continued

Application and Assessment Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage

1. Ability to maintain confidentiality, as appropriate.
2. Proactive with a flexible approach to work.
3. Effective oral communication and interpersonal skills with the ability to communicate with all stakeholders professionally and effectively.
4. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
 - a) motivation to work with children and young people
 - b) ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - c) emotional resilience in working with challenging behaviours
 - d) understanding of behaviour management strategies.
5. No disclosure about criminal convictions or safeguarding concerns that makes applicant unsuitable for this post.

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1. Enhanced Certificate of Disclosure from the Disclosure and Barring Service*
2. Additional criminal record checks if applicant has lived outside the UK
3. Children's Barred List Check*
4. Confirmation of qualifications as outlined on the application form
5. Medical clearance
6. Identify and Right to work in the UK check
7. A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).

*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process

About our Schools

Kenton School



Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve.

With just over 1800 students, Kenton is amongst the largest schools in the North East. However, despite the size, the school prides itself on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by the strong pastoral team.

Our Kenton team are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.



For further information, please visit our website

www.northernleaderstrust.org

About our Schools

Studio West



Studio West opened in 2014 as a 13 to 19 studio school but, with effect from September 2017 and due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7.

The school now has around 550 students with a PAN of 90.

The ethos of Studio West is enshrined in 'Learning that connects.' The principle that learning must constantly connect school with the real world and the full range of work-related learning and career progression, towards university, an apprenticeship or other destination tailored to the needs of the individual.

Graded as 'Good' by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.



For further information, please visit our website

www.northernleaderstrust.org

About our Trust

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school.

Under the leadership of Chief Executive Officer Lee Kirtley, the Trust's main objectives are encompassed in its vision statement, which is 'Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum. This enables all students to have high aspirations and to excel academically and socially.'

Each academy is unique and retains its own identity whilst aligning with our Trust vision and values. Each academy's motto summarises this.

Kenton School

'All Different, All Equal.'

Studio West

'Learning that connects.'

Our Trustees

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

TRUST SHARED VALUES

Shared Expectations – The One Trust Rule

Every student and adult is expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people and their wellbeing at all times.

Leadership – Leaders help themselves and others to do the right thing. We firmly believe that all students and staff within our Trust are leaders.

Excellence – We are a Trust that strives to achieve excellence in academic, sporting and artistic pursuits.

Integrity – We are honest and driven by a clear moral purpose. Acting with integrity means we strive to do the right thing at all times.

Kindness – We value being kind to one another, using our manners and being considerate of each other's feelings.

Inclusivity – All students are welcomed into our classrooms and their uniqueness is celebrated. We have high aspirations for all students: no groups or individuals will be left behind.

Humility – We are humble in both success and failure. We acknowledge that our successes are achieved through the hard work of our students, parents, teachers and community.

Together – We believe that the Trust is stronger together and that collaboration is always more effective than competition.

Reflectiveness – We value reflection as a way to achieve improvement. We believe in inspiring all our learners to question, research, engage and therefore thrive,

Additional Information for Applicants

Terms and Conditions of Employment

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions set by Northern Leaders Trust

Salary

The grade of the post is N5, equivalent to local government pay spine points 30 -34, with current corresponding full-time salary of £26,873 to £28,770 pa.

Progression through the grade will be on 1 April annually, however where 1 April falls within the probationary period, the first increment will be payable on 1st of the month following successful completion of probation, then 1st April thereafter until the top of the grade is reached.

Annual Leave Entitlement

Annual Leave entitlement with less than 5 years' Local Government Service is 25 days

Annual Leave entitlement with more than 5 years' Local Government Service is 29 days

Employment Status

This is a permanent post . New entrants to the Trust will be subject to a six month probationary period.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out).

Further information can be found at www.twpf.info.

Safeguarding

Northern Leaders 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 are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Equal Opportunities

Northern Leaders Trust is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.



Application Process

If you feel you have the experience, skills and attributes to succeed as part of our team, please download and complete our application form and return it to hr@northernleaderstrust.org



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