



Vacancy Pack

Trust Finance Officer



Aletheia

Academies Trust





Our Vision  
Our Schools  
Our Central Team  
The Post  
About You  
Vacancy Information  
The Application Process

## Our vision

Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting an ethos based on a belief in the value and potential of every student to achieve excellence academically and in their wider studies and become fully the best person they can be.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.
- Providing a sustainable model to support a self-improving school system.



## Our Schools



### Saint George's Church of England School

Number of pupils: 1146

[Click here for the Saint George's school website](#)



### Shorne Church of England Primary School

Number of pupils: 210

[Click here for the Shorne school website](#)



### St Botolph's Church of England School

Number of pupils: 449

[Click here for the St Botolph's school website](#)



### Stone St Mary's Church of England Primary School

Number of pupils: 635

[Click here for the Stone St Mary's school website](#)



### Sutton-At-Hone Church of England Primary School

Number of pupils: 409

[Click here for the Sutton-At-Hone school website](#)



### Horton Kirby Church of England Primary School

Number of pupils: 264

[Click here for the Horton Kirby school website](#)



### Rosherville Church of England Primary School

Number of pupils: 143

[Click here for the Rosherville school website](#)



### Holy Trinity Church of England (VA) Primary School

Number of pupils: 488

[Click here for the Holy Trinity school website](#)



### Cliffe Woods Primary School

Number of pupils: 392

[Click here for the Cliffe Primary school website](#)



### Halling Primary School

Number of pupils: 344

[Click here for the Halling Primary school website](#)

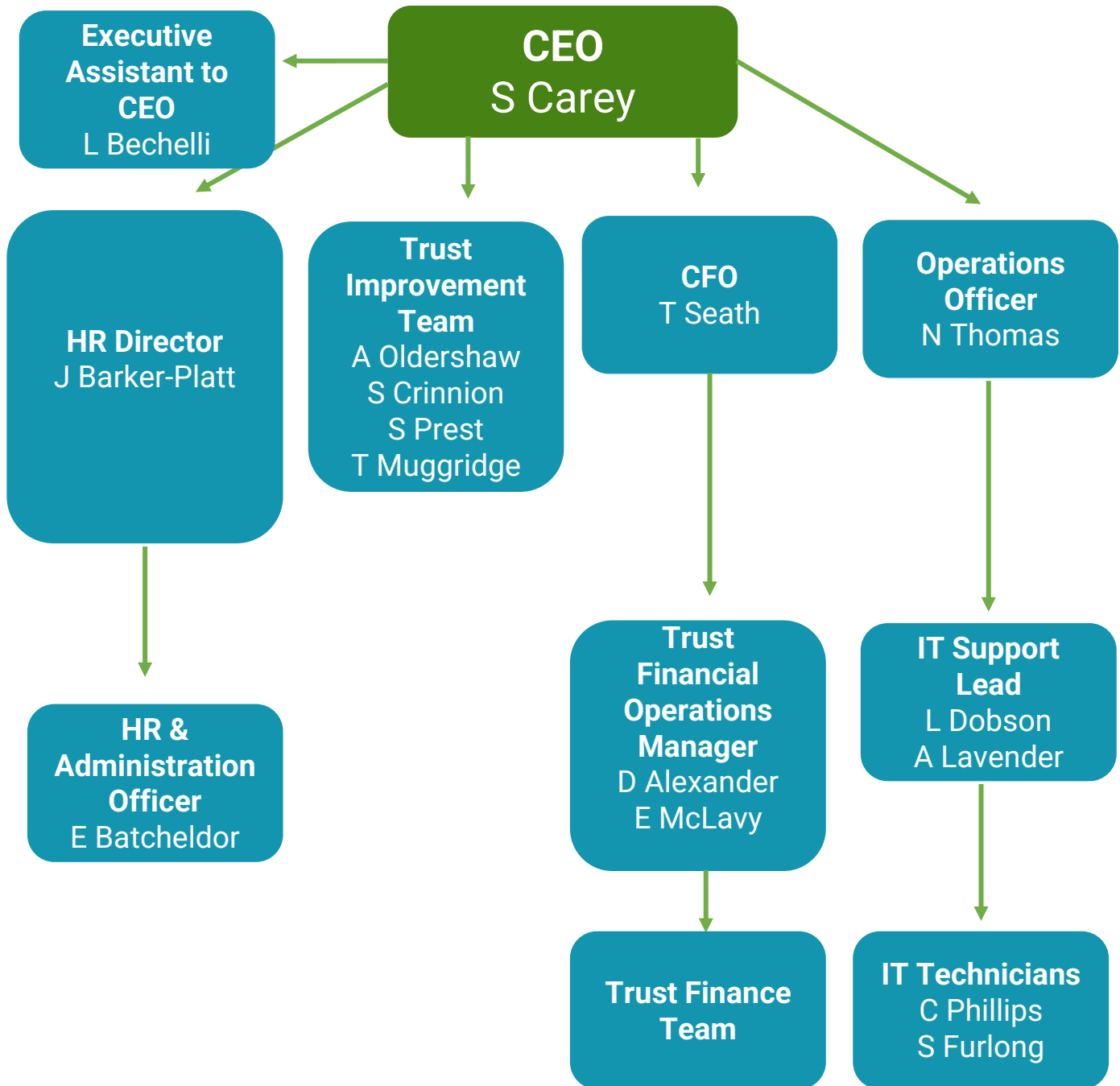


### Sedley's Church of England Primary School

Number of pupils: 94

[Click here for the Sedley's Primary school website](#)

## Our Central Team



# Job Description

## Trust Finance Officer

**Responsible to: Chief Finance Officer (CFO)/Trust Financial Operations Manager**

**Main objective - To provide a wide range of administrative duties within the Finance team and to support the Central Finance Team within the expanding Trust.**

### **Principal Accountabilities and job context**

- Maintain financial systems and procedures in accordance with Trust financial regulations in order to ensure the effective financial operation of the academy.
- Assist with the preparation of periodic reporting at academy and Trust levels.
- Assist with the input of payroll variances ensuring the accuracy of the monthly payroll for centralised academies.
- Process orders, delivery notes, credit notes and invoices.
- Assist with the collections of monies for school day trips, residential school journeys and school fund activities as requested by the Senior Finance Officer.
- Respond to general enquires from various sources ensuring that all queries are dealt with effectively and in accordance with Trust financial procedures in order to maintain an efficient service.
- Assist with the reconciliation of reports within the school computerised systems to ensure that all information is processed accurately and on time.
- Maintain the Central Finance Team filing system archiving /destroying documents as necessary in line with the schools document retention policy.
- The post holder is responsible for ensuring that invoices/ receipts and staff payments are processed and recorded in the school computer systems within strict deadlines and in accordance with Trust Financial Regulations.
- The post holder is expected to comply with any reasonable request from Senior Management to undertake work of a similar level that is not specified in this job description.

### **Essential Experience & Skills**

- Good general standard of secondary education - the post holder must be numerate.
- Must be computer literate and had other office experience within an accounts department.
- Good communication and organisational skills.
- Ability to prioritise own workloads and to work to deadlines.
- Ability to work individually or as part of a team.

### **Desirable Experience & Skills**

- Schools finance or other public sector accounting experience would be an advantage.
- Awareness of Financial Regulations and able to adhere to Trust guidelines and other relevant policies.

### **Continued Professional Development - Personal**

- Take responsibility for personal professional development.
- Attending relevant training courses.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

# The Application process:

## Trust Finance Officer

**Kent Range 5 (KR5) - £20,595 to £21,693 per annum**

**37 hours per week (52 weeks per year)**

**Initial maternity leave cover with prospect of leading to a permanent role. Required to start as soon as possible.**

We are seeking a Finance Officer to join our busy and expanding Multi Academy Trust Central Finance Team.

Your main duties will involve the day-to-day transactional finance for our schools, ensuring all systems are up to date and reporting is timely and in line with our financial returns.

The Trust comprises of Saint George's All-Through School and ten local primary schools. We are a friendly, family of schools and pride ourselves on our commitment to ensuring all children progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

**Please email Tony Seath, CFO at [seatht@aletheiastrust.org.uk](mailto:seatht@aletheiastrust.org.uk) if you have any queries.**

**Please download a vacancy pack and application form below or at <https://aaat.uk/recruitment/> and return your application by e-mail to Elise Batcheldor, HR & Administration Officer at [batcheldore@sgsce.co.uk](mailto:batcheldore@sgsce.co.uk)**

**Closing Date: Monday 26<sup>th</sup> September 2022 - Midday**

**Interview Date: To be confirmed.**

Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

The Trust's Child Protection Policy can be viewed at <https://aaat.uk/about/policies/>

The Trust's Policy Statement on the Recruitment of Ex-Offenders can be viewed at <https://aaat.uk/recruitment/>