



Maritime  
Academy  
Trust

# Recruitment Pack

Role: Finance Officer

Date: January 2022

# Introduction

Maritime has been an adventure from day one. We are proud of how far we have come, but more than that, we are excited about where we are going.

We are passionate about breaking barriers for children and helping them realise they are capable of incredible things. We expect the same of ourselves -- thinking outside the box and achieving creativity through problem-solving. We are relentlessly focused on building a brilliant organisation to help build a solid start in life for every single one of our pupils.

This is an excellent time to join us at Maritime as we are at a key juncture in our journey. We are using a recent period of growth as an opportunity to reinvigorate our vision and goals for the future, a process currently underway. We know from this crazy Covid period we have to think differently. We need to reimagine what education can look like for our children and families and we need the determination and drive to get us there.



Tiffany Beck, Chair of Trustees



Nick Osborne, Chief Executive Officer

# Background

Maritime Academy Trust began as a partnership of three schools in Greenwich. The impact of our partnership work was striking – our schools transformed through targeted collaboration, innovative ideas and an entrepreneurial curriculum, firmly embedded in knowledge, that builds leadership and life skills into children. To secure this collaboration for the future, we created Maritime in 2016. Since then, our Trust has grown in strength, capacity and expertise.

We now serve 4000 pupils and 700 staff in thirteen schools across Greenwich, Bexley, Kent and Medway. We support the development of our schools in all aspects of education, finance, HR, IT, estates, operations and governance.

Our role as a Trust is to ensure meaningful collaboration drives improvement, innovation and efficiencies across the schools, enabling headteachers to focus on teaching and learning so every pupil can thrive.



# Maritime Mindset

We created Maritime around an idea - that education should be meaningful, that children should love learning, and that everyone who works with us should feel they make an impact. We believe in preparing children for a future we can't even imagine yet - through the life skills in a knowledge-rich, entrepreneurial curriculum: critical thinking, collaboration, creativity, character, citizenship, and communication. This is how they'll be able to adapt in an ever-changing world. Children celebrate their learning through their Big Outcomes.

We work together across our Trust through our Maritime Behaviours which frame our approach to every day, every opportunity and every challenge: collaboration, adaptability, supportiveness & trust, humour & positivity, humility & honesty, and creativity & innovation.

Each of our schools is different, but they do share three main things:

- A belief in a curriculum that is engaging for children and challenges them to develop skills as well as knowledge.
- An expectation of outstanding behaviour in school so children feel safe and are in an environment which helps them learn to the best of their ability.
- A strong belief in collaboration, looking to learn from each other and also willing to support others when they are in need.



# Our Academies

Our academies are located across London and the South East.



Barnsole Primary School



Bligh Infant & Junior School



Brooklands Primary School



Danecourt School



Ebbsfleet Green Primary School



Featherby Infant & Junior School



Greenacres Primary School



Hook Lane Primary School



Millennium Primary School



Nightingale Primary School



Timbercroft Primary School

# The Maritime Offer

The Maritime Academy Trust is able to provide our children with a phenomenal education because we employ the very best Teachers and Support Staff, who share our vision, values and behaviours. We want our employees to feel valued and offer a competitive package of benefits.

National Terms & Conditions



Well-Being Initiatives and Social Activities



Family Friendly Policies



Staff Development & CPD



Retail and Holiday Discounts in Maritime Hub



Interest free Travel to Work Loans



Teachers and LGPS Pension Schemes



Annual Flu Vaccinations



Discounted Gym Membership



Trade Union Recognition



Cycle to Work Scheme



Employee Assistance Programme



# Job Description

<b>Job Title:</b>	Finance Officer
<b>Grade:</b>	D2
<b>Academy/Team:</b>	Trust Central Team
<b>Reporting to:</b>	Purchase Ledger Supervisor
<b>Direct Reports:</b>	None

## **Purpose of Job:**

To support the delivery of a centralised finance function to the Trust and its academies. Working within the wider central administrative team supporting academy level administrative functions.

## **Specific Responsibilities**

- To support Trust finance procedures, including processing of purchase orders, invoices, payments, income and sales invoices.
- Administration of the Trust MIS system, inputting pupil and staff data and the production of reports.
- Administration of the year-end pupil promotion process on the Trust MIS systems for all schools.
- Regular and routine monitoring of parent online payment debts, and telephone and written communications to enable debt recovery.
- Supporting monthly bank and charge card reconciliations.
- Maintenance of records pertaining to schools' income streams on the Trust finance system.
- Administration of the nursery 30 Hour eligibility provisions.
- Administration of FSM eligibility checks.

## General

- To support the administrative function at academy level as and when required.
- To undertake any other work appropriate to the level and general nature of the post's duties.
- To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Trust's Equal Opportunities, Data Protection and Statutory obligations in respect of safeguarding children.

## Person specification

<b>Job Title:</b>	Finance Officer
<b>Grade:</b>	D2
<b>Academy/Team:</b>	Trust Central Team

**Method of Assessment:** AF= Application Form, T = Test, P = Presentation, I = Interview

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/ Desirable
<b>Knowledge &amp; Experience</b>		
Good level of general education.	AF/I	E
Experience of providing administrative support in an office environment.	AF/I	E
Knowledge of using databases and Management Information Systems.	AF/I	E
Specific previous experience of PS Financials and <u>Bramcom</u> .	AF/I	D
<b>Skills and Abilities</b>		
Proven IT skills to include Word, PowerPoint, Excel, and website updating.	AF/I	E
Proven excellent organisational and time management skills and the ability to manage conflicting demands.	AF/I	E
<b>Maritime Behaviours</b>		

## Person specification

<b>Adaptability</b> The ability to work flexibly to support the objectives of the Trust as these may change and develop.	AF/I	E
<b>Supportiveness &amp; Trust</b> Willing to support the work of the team and the wider Trust engaging and building relationships with a wide range of stakeholders.	AF/I	E
<b>General</b>		
Commitment to the highest standards of child protection and safeguarding.	AF/I	E
Understanding of and commitment to the Trust's equal opportunities policies and ability to put into practice in the context of this post.	AF/I	E
Understanding of and commitment to the Trust's obligations in respect of the General Data Protection Regulations (GDPR) 2018.	AF/I	D



How to  
Apply:

Please apply online via TES using the online application form.

Application

Deadline: 28th January 2022

Interviews: 1st February 2022

Further

Information:

Please visit the Maritime Academy Trust website

The Trust and its schools are committed to recruiting with care and safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our safeguarding policy can be found on our website :

[https://www.maritimeacademytrust.org/docs/policies/Maritime\\_Child\\_Protection\\_and\\_Safeguarding\\_Policy\\_2021-2022.pdf](https://www.maritimeacademytrust.org/docs/policies/Maritime_Child_Protection_and_Safeguarding_Policy_2021-2022.pdf)



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