

CANDIDATE  
**RECRUITMENT  
PACK**

Trust Finance Officer

March 2025



AMBITION INCLUSION ASPIRATION COMMUNITY BELIEF

# MESSAGE FROM THE CEO

## Welcome to Achieve and Learn Trust “Ensuring the best outcomes for children and young people”

### Our History

Altrincham College was established as a single academy trust in 2012 before quickly expanding to include another secondary school, Reddish Vale High School in Stockport.

Today our Trust is moving into the next phase of its journey with a newly established CEO, a renewed vision, set of values and plans for growth in our locality.

Previously known as South Manchester Learning Trust, our trust now has a new identity, which has been designed to show our commitment to working together for school improvement.



Ms Kim Earle, CEO  
Achieve and Learn Trust

### Our Vision

At the heart of the Trust's vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

The Trust acknowledges that each school has its own unique culture, identity and traditions which must continue to be embraced and celebrated. However, our team of Trust schools are committed to working together to drive school improvement and secure the best possible outcomes for all our students.

### Our Values

We believe that the Trust's values should be clearly evident across all schools, demonstrated by students and staff alike:

**Ambition:** we instil a lifelong love of learning and nurture skills and talents.

**Inclusion:** we welcome and respect people from all backgrounds, valuing and celebrating diversity.

**Aspiration:** we want people to be the best that they can be, and for everyone to achieve their potential.

**Community:** we develop local and global citizens of the future, always committed to working in partnership.

**Belief:** we encourage everyone to believe in themselves and their future, providing opportunities to excel.

### Our Aims

Our aim is to ensure that all schools within the Trust aspire to be 'Outstanding' and, with our support, hold a minimum of a 'Good Provider' rating from Ofsted.

### Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.

### Our Governance

We have three members who hold the board of trustees to account for the performance of the trust. In addition to the trust board, each member school has its own local governing body.

Kim Earle

A handwritten signature in black ink, appearing to read 'Kim Earle', written in a cursive style.

CEO, Achieve and Learn Trust and Headteacher of Altrincham College



# ROLE OVERVIEW

## Trust Finance Officer

### CONTRACT TERM:

Permanent, – term time, plus 1 week  
(39 weeks in total)

### HOURS:

36.25 hours per week (08:00 – 16:00)

### PAY SCALE:

NJC Band 4 Points 12-17  
(Actual Salary £23,835 – 25,855)

### LOCATION:

Altrincham College, Trafford  
LA, South Manchester

### START DATE:

As soon as possible

If you would like to apply to be part of our Trust at this exciting time, please visit the 'Job Vacancies' page on our school websites [Altrincham College / Reddish Vale High School](#) where you will find an application form and more information on the schools within our Trust.

Please send your completed application form to:  
[recruitment@altrinchamcollege.com](mailto:recruitment@altrinchamcollege.com)

### CLOSING DATE:

Friday 4 April 2025 at 12:00

### INTERVIEW DATE:

W/C 7 April 2025

The Achieve and Learn Trust has an exciting opportunity to recruit a Trust Finance Officer to join the centralised Trust finance team based mainly at Altrincham College in Timperley.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Therefore, online searches, including social media, will be carried out as part of our recruitment process.

The Trust Finance Officer will assist with the operating and monitoring of the Trust school accounts and budgets ensuring the safe receipt and handling of cash and the reconciliation of transactions. They will complete administrative routines relating to orders, invoices, cheques, BACS, income and the receipt and distribution of goods and services.

The successful candidate will be enthusiastic, highly motivated and efficient with excellent IT skills and experience of working in a finance role. Please see the job description/person specification for more information.

If you would like to apply to be part of our Trust, please visit the 'Job Vacancies' page on our school websites Altrincham College / Reddish Vale High School where you will find an application form and more information on the schools within our Trust.

# JOB DESCRIPTION

|                        |  |
|------------------------|--|
| <b>JOB TITLE:</b>      | <b>TRUST FINANCE OFFICER</b>   |
| <b>JOB PURPOSE:</b>    | <b>Assist the Trust Finance Manager/Deputy CFO and the Business Managers with all aspects of the effective operation of the finance function within the Trust's schools.</b> |
| <b>ACCOUNTABLE TO:</b> | <b>Trust Finance Manager/Deputy CFO</b>  |
| <b>SCALE:</b>          | Band 4 Points 12 – 17  |

## **Achieve and Learn Trust Vision:**

Personal and academic achievement within a safe, inclusive and enriched learning environment: open minds and open doors.

## **Our Values**

**Ambition:** we instil a lifelong love of learning and nurture skills and talents

**Inclusion:** we welcome and respect people from all backgrounds, valuing and celebrating diversity

**Aspiration:** we want people to be the best that they can be and for everyone to achieve their potential

**Community:** we develop local and global citizens of the future, always committed to working in partnership

**Belief:** we encourage everyone to believe in themselves and their future, providing opportunities to excel.

In all things, we expect our staff to work towards achieving the vision for our Trust, embracing our values and showing ethical leadership at all times.

## **Duties and Responsibilities:**

Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The Trust Finance Officer will assist with the operating and monitoring of the Trust school accounts and budgets ensuring the safe receipt and handling of cash and the reconciliation of transactions. The Trust Finance Officer will complete administrative routines relating to orders, invoices, cheques, BACS, income and the receipt and distribution of goods and services.

The role will be based at the Trust Hub at Altrincham College with occasional travel to other Trust schools as and when required.

## **Core Duties Include:**

To assist the Trust Finance Manager/Deputy CFO and Business Managers, to include:

- Ensure the School's Financial Procedures, Academies Financial Handbook and Funding Agreement are adhered to
- Assist with the operating and monitoring of school accounts and budgets
- Ensuring the safe receipt and handling of cash

- Complete administrative routines relating to orders, invoices, cheques, BACS, income and the receipt and distribution of goods and services.
- Ensure that staff follow the correct procedure/guidelines when ordering goods and services, making sure that best value is achieved.
- Process orders, ensuring sufficient funds are available beforehand and process invoices following the required authorisation has been obtained.
- Chase up non-deliveries, deal with queries and check supplier statements.
- Process payments following required authorisation and ensure cards/cheques/BACs are signed and authorised by relevant signatories
- Issue petty cash payments ensuring required receipts and signatories are obtained for all purchases
- Ensure the safe receipt, handling and banking of monies and cheques received. Record and bank all income.
- Process and record all bank and charge card statements.
- Provide assistance to staff with regard to financial issues, for example, placing and following up orders, advising on best value, providing details of alternative suppliers.
- Liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required by the line manager
- Assist in organising the letting of school premises as required
- Check that all trip costs are included in trips prior to the trip being made available to parents
- Monitor income and expenditure for trips and produce reports for Trip Leaders
- Assisting with maintaining the Inventory, recording acquisitions, disposals and transfers
- Contribute to the evaluation and development of financial systems and procedures
- With the support of the Chief Finance Officer, deputise in the absence of the Trust Finance Manager/Deputy CFO
- Provide support as required to the end of year accounts and audit processes.

### **Other Duties and Responsibilities**

All Trust staff are expected to:

- Take appropriate responsibility and action for safeguarding.
- Be prepared to provide additional support to the central Trust team and schools of the Trust as required.
- Support the vision and values of the Trust and demonstrate a collaborative team working approach to school and trust improvement.
- Promote and act in accordance with the Trust's Staff Code of Conduct and all key policies.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers, colleagues and visitors.
- Work within the Trust's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Work within the Trust's Health and Safety policy to ensure a safe working environment for staff, students and visitors to our schools.
- Attend Trust and school events as required and make a positive contribution during such events.
- Participate in training and learning activities and performance development as required.
- Be proactive in seeking appropriate advice and guidance where required.

- To undertake any other duties commensurate with the grading of the post as directed by the Chief Executive Officer.

**Review:**

This job description is not necessarily a comprehensive definition. It will be reviewed as and when deemed appropriate in line with the needs of Achieve and Learn Trust. It may be subject to change or modification at any time following consultation.

**Name of Postholder:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Line Manager:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PERSON SPECIFICATION  
FINANCE OFFICER**

|  | <b>METHOD OF ASSESSMENT *</b> | <b>ESSENTIAL / DESIRABLE</b> |
|--|-------------------------------|------------------------------|
| <b>1. Qualifications/Training etc.</b>   |                               |                              |
| GCSE Grade C or higher in English and Maths or equivalent                              | A/C/I                         | Essential                    |
| <b>2. Experience</b>   |                               |                              |
| Two to three years' experience of working in a finance office using financial software | A/I                           | Essential                    |
| Using school finance systems   | A/I                           | Desirable                    |
| Cash handling and banking procedures   | A/I                           | Essential                    |
| Placing orders and processing payments   | A/I                           | Essential                    |
| Adhering to financial procedures   | A/I                           | Essential                    |
| Experience of working as part of a team  | A/I                           | Essential                    |

|   |     |           |
|---|-----|-----------|
| Working in a school environment   | A/I | Desirable |
| <b>3. Knowledge</b>   |     |           |
| Knowledge of a range of financial procedures, including order and invoice processing                      | A/I | Essential |
| <b>4. Skills &amp; Abilities</b>  |     |           |
| ICT literate – very good keyboard skills, accuracy and able to use a variety of Microsoft Office packages | A/I | Essential |
| Good interpersonal skills   | A/I | Essential |
| Able to work as part of a team and independently  | A/I | Essential |
| Able to keep accurate records   | A/I | Essential |
| Able to work to deadlines   | A/I | Essential |
| Excellent telephone manner  | A/I | Essential |
| Enthusiastic and positive attitude  | A/I | Essential |
| Ability to communicate at all levels  | A/I | Essential |
| <b>5. Attitude and Approach</b>   |     |           |
| Smart, professional appearance  | A/I | Essential |
| Enthusiasm, energy and vision; resilience and 'can do' approach.  | A/I | Essential |
| Positive and proactive approach to continuous improvement.  | A/I | Essential |

**\* Method of Assessment**

**A** = Application form, **C** = Certificate, **I** = Interview, **T** = Task



## ADDITIONAL INFORMATION

### BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Holiday entitlement of 26 days, plus Bank Holidays, increasing to 31 days after five years of service.
- ❖ Membership of Greater Manchester Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ Supported by a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ CPD opportunities for all staff.
- ❖ A great place to work.

### APPOINTMENT TERMS

Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by 12:00 midday on **Friday 4 April 2025**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post.

Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

### CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the appointment as soon as possible.
- ❖ The post is based on 36.25 hours per week. The post is a salaried position and overtime is not paid unless due to exceptional circumstances.
- ❖ The holiday year runs from 1 September to 31 August each year.
- ❖ The position will be based at Altrincham College working alongside the rest of the finance team, but travel to other schools may be required from time to time to offer support when needed.
- ❖ All our schools operate a no-smoking policy on the whole of its sites.

Thank you for your interest in a position within Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process, you have to be right for us, but the trust also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email [recruitment@altrinchamcollege.com](mailto:recruitment@altrinchamcollege.com).