



FINANCE OFFICER

This is a role within the Trust

Job Description & Person Specification

June 2026

Job Description

Job Title:	Finance Officer
Accountable to:	Finance and Contracts Manager
FTE Salary:	Scale 3/4
Contract:	Term time plus two weeks

Core Purpose

The Finance Officer will play a key role in supporting the delivery of high-quality financial services across Cirrus Primary Academy Trust. Working as part of the Trust Finance Team, the postholder will assist in maintaining accurate financial records, processing transactions and ensuring compliance with financial procedures, while developing their knowledge and expertise in school finance.

Key Duties and Responsibilities

The Finance Officer will:

1. Safeguard and promote the welfare of children and young people
2. Take appropriate action and report concerns to the Designated Person for safeguarding and follow the Trust's child protection and safeguarding policies.
3. Maintain an attitude of 'it could happen here' when it comes to safeguarding.
4. Identify child safeguarding concerns by being vigilant for signs of abuse or neglect. Identify child safeguarding concerns by being vigilant for signs of abuse or neglect.
5. Process purchase orders, invoices, supplier payments and staff expense claims in accordance with Trust financial procedures.
6. Manage accounts payable and accounts receivable processes, ensuring transactions are processed accurately and within agreed timescales.
7. Maintain accurate and up-to-date financial records, ensuring appropriate audit trails are in place.
8. Prepare, reconcile and input financial data onto the Trust's finance systems and other reporting platforms.
9. Support budget holders and school leaders by providing financial information, monitoring expenditure and highlighting variances where appropriate.
10. Liaise effectively with academy staff, suppliers, contractors and external agencies to resolve financial queries and provide advice on financial procedures.
11. Support internal and external audit activities, ensuring compliance with Trust policies, financial regulations and statutory requirements.
12. Ensure confidentiality, GDPR requirements and financial controls are adhered to at all times.
13. Contribute to the continuous improvement of financial systems, processes and procedures across the Trust.
14. Participate in training, team meetings, professional development activities and performance management processes.
15. Maintain an up-to-date knowledge of academy finance regulations, policies and best practice.

16. Carry out other duties commensurate with the grade and responsibilities of the post as directed by the Trust Finance & Contracts Manager.
17. Act as a positive role model, demonstrating professionalism, integrity and a commitment to high standards of service across Cirrus Primary Academy Trust.
18. Work from the Trust Central Office and provide financial support to academies across the Trust as required.

Person Specification

Essential Requirements

1. A high standard of general education.
2. Good numeracy skills and attention to detail
3. Good IT skills, including Microsoft Word and Excel
4. Ability to organise workload and meet deadlines
5. Willingness to learn and take direction
6. Ability to work both independently and as part of a team
7. Professional approach to work and communication
8. Reliable and punctual
9. Motivated and enthusiastic about developing a career in finance
10. Honest, trustworthy and able to handle confidential information
11. Positive attitude and willingness to learn

12. Ability to use problem solving skills.
13. Excellent communication skills.
14. An ability to establish positive working relationships with colleagues and pupils through modelling very high levels of professionalism, commitment and integrity.
15. A firm commitment to Equal Opportunities.

Desirable Requirements

1. Qualification or Part Qualification in relevant professional qualification, Finance (ACCA, CIMA, AAT etc.).
2. Experience in a finance role
3. Experience of using finance systems or spreadsheets
4. Interest in working within the education sector
5. Understanding of basic financial processes