



ROLE PROFILE

#RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



www.rklt.co.uk/careers



*Red Kite Learning Trust is committed to supporting work–life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

Job Title:	Finance Officer	School:	Red Kite Learning Trust – Central Team
Salary Grade:	Band 12 SCP 28 -31	Working Hours:	30 hours a week, TTO + 2 weeks
Contract Type:	Permanent	Location:	Harrogate

Responsible to: Financial Controller

Role summary:

We are looking for a skilled and motivated Finance Officer to join our central finance team, playing a key role on a part-time basis.

Finance Officers partner closely with Headteachers, school leaders and school operational staff to deliver high-quality financial management, including budget setting, forecasting and longer-term financial planning. You will provide clear financial insight and challenge to support sustainable decision-making and drive value for money across schools.

The role also ensures strong financial control and compliance, including responsibility for month-end close processes, balance sheet reconciliations, and the accurate and timely preparation and submission of VAT returns.

This is an excellent opportunity for a finance professional who enjoys working in a collaborative environment and wants to make a meaningful impact in education.

Although this role is advertised as 30 hours per week, term-time (plus two weeks), we welcome applications from candidates seeking flexible working arrangements.

Special conditions of service: No smoking policy, including e-cigarettes/vaping.

Role specific responsibilities:

- Partner with Headteachers, school leaders and operational staff to deliver high-quality financial management
- Support budget setting, forecasting and longer-term financial planning



Learning Trust Alliance Teacher Training Teaching School Hub

Learning Trust Alliance Teacher Training Teaching School Hub

- Provide insight into staff costs and assist with curriculum staffing planning and monitoring using appropriate scenario modelling
- Ensure that the central finance policies and procedures are adhered to in schools to safeguard the schools' assets and ensure financial compliance
- Drive value for money across schools through robust financial oversight
- Ensure strong financial control and compliance across the Trust
- Review catering, utility and maintenance expenditure in schools - and provide timely management information as required
- Prepare reports for Local Governing Bodies
- Complete balance sheet reconciliations and support month end close processes
- Prepare and submit VAT returns in line with regulatory requirements
- Support with BACS run processing and support colleagues with transactional postings
- Provide training and support to school-based colleagues
- Undertake any other duties required to support the effective operation of the finance team and wider Trust

All colleagues, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

RK People responsibilities:

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.

Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



Our Trust Values



Collaboration
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



Integrity
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



Respect
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals



We champion learning
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



We promote wellbeing
Ensuring the wellbeing of every child and member of staff in our Trust.



We invest in our people
Supporting every member of staff throughout their career to be the best that they can be.



We innovate with technology
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



We are our Trust
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.



PEOPLE PROFILE		
Aptitudes and Characteristics	Essential	Desirable
Ability to work both independently and collaboratively within a team, with a clear understanding of team roles, responsibilities, and individual contribution.	*	
Able to use own initiative and motivate others	*	
Ability to plan effectively using a cross-curricular skills-based approach	*	
Willingness to proactively take part in training. Take responsibility for and be keen to improve upon own professional development	*	
Ability to investigate, evaluate, solve problems and make decisions	*	
Ability to demonstrate a commitment to equality of opportunity for all pupils	*	
Ability to contribute to wider school life	*	
High level of skill in dealing with issues relating to student behaviour	*	
Ability to work under pressure and to meet deadlines	*	
Excellent written and oral communication and organisation	*	
Ability to present financial information either independently or with support to audiences with a mix of financial knowledge	*	
A high degree of systems literacy, able to consolidate and process information from various sources and to analyse financial information and present appropriately in both written and verbal forms	*	
A collaborative, resilient, can-do approach to problem solving	*	
Work to high levels of accuracy	*	
Qualifications, Knowledge and Experience	Essential	Desirable
Professional accounting qualification at AAT, CIMA, ACA, ACCA or CIPFA level, or working towards and or relevant financial management and accounting experience.	*	
Degree level qualification		*
Full driving licence	*	
Knowledge of a Financial Management accounting system	*	
Excellent MS Office Excel skills	*	
Working knowledge of relevant policies, codes of practice and legislation		*
Knowledge and practical experience in working with numerical and statistical data, including analysis, interpretation, and manipulation	*	
Safeguarding and Promoting the Welfare of Pupils	Essential	Desirable



An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

