

# The Littlehampton Academy

## Applicant Information Pack



### Finance Officer

#### Contents

Message from the Principal	2
Introduction to Woodard Academies Trust (WAT)	3
The Littlehampton Academy (TLA)	3
What makes TLA a great place to work?	3
Benefits	3
About the Role	4
About You	4
Job Description	5/6
Person Specification	7/8
Safer Recruitment Declaration	8
Other Pre-employment Checks	8
Equality and Diversity	8
How to apply	8

## From the Principal

Thank you for your interest in The Littlehampton Academy. This is a great time to become part of our community as we continue to make progress following our Ofsted visit and grading for the academy in February 2026. We are proud to be part of the Woodard Academies Trust which has a distinctive core ethos supporting the development of both staff and students. The group motto: 'opening minds, raising expectations, transforming lives' is at the heart of everything we do and reflects our ambitions for all our students.

The Littlehampton Academy has a long-standing reputation as a busy, vibrant school where staff and students work together with an unrivalled sense of commitment to enable the best possible outcomes - in all senses - for all students during their time with us, ready for the adventures and opportunities they embrace throughout their lives. Our students join us as children, but we aim to ensure they leave us as accomplished young adults, kind, confident and resilient, having developed strong relationships during their time with us.

Our mission is encapsulated in the Woodard Academy Trust motto: '**opening minds, raising expectations, transforming lives**'. Staff at The Littlehampton Academy, in all roles and at whatever stage of our working lives, have an essential part to play in this mission. Every role at TLA supports and contributes to the day-to-day experience and ultimate happiness and success of our students. This is not only a huge privilege for those of us who choose to work in education, but also a great responsibility.

As a member of the TLA team, you will have opportunities to develop and grow both professionally and personally, enabling you to achieve your very best both in your time with us and in future roles, wherever they take you.

If you think you like the sound of TLA, we invite you to come and see for yourself. Please contact our HR Department on 01903 711120 or via [recruitment@tla.woodard.co.uk](mailto:recruitment@tla.woodard.co.uk)

## **Introduction to the Woodard Academies Trust**

The Woodard Academies Trust is a collaboration of six schools across England working together to meet ambitious goals for students and staff and to deliver the vision:

- Opening minds: igniting a curiosity about the world, nurturing spiritual and cultural growth and developing a love of learning for life.
- Raising expectations of everyone in the Trust, staff, pupils and governors, of the standards we can reach and the outcomes we can achieve, irrespective of background.
- Transforming lives: a successful education will transform the lives of young people into adulthood so they have rewarding careers, strong relationships, and make positive contributions to their community and society.

The Trust has an impressive heritage as part of the Woodard family of schools, founded by Nathaniel Woodard in 1848 with the aim of providing an education based on Christian values. The Trust's main focus is school improvement, drawing on the skills and expertise across the Trust to ensure every school is at least 'good' and all pupils achieve well.

## **The Littlehampton Academy**

Situated on the beautiful West Sussex coast and with views of the South Downs, our academy has state-of-the-art facilities - including ample staff parking and a fitness suite. We are close to good transport links to surrounding towns, including Worthing, Chichester and Brighton.

## **Why is The Littlehampton Academy a great place to work?**

- An improving school with high expectations and high standards in all we do
- Staff who are completely committed to the academy and its students, who provide support and advice to colleagues, and whose morale is high
- A school with a strong sense of community
- A strong team of highly-skilled support staff who work together to ensure that teaching staff can deliver their lessons in a calm and well-maintained environment conducive to learning
- A growing school, attracting students from surrounding areas
- Excellent on-going CPD and career development opportunities

## **Benefits**

- A competitive salary
- A contributory pension scheme - Local Government Pension Scheme
- Occupational Sick Pay in line with local authorities
- Wellbeing support through free access to an Employee Assistance Programme
- Cycle to work salary sacrifice scheme (offers tax and NI savings)
- Free on-site parking
- Free access to Fitness Suite

## About the Role

We are seeking to appoint to our team a Finance Officer working under the direction of the Finance and Operations Manager or FBP and Head of Operations. The Academy's **Finance Officer** is the primary custodian of the Academy's financial inputting and management.

This permanent position is 22 hours per week and is 41 weeks term time only (including INSET days). The initial rate of pay is the equivalent of £15.56 per hour, paid monthly over 12 months. The pay scale has four spinal points and increments are awarded in September until the top of the pay scale is reached. The actual starting salary is £16,317 per annum.

The successful candidate will be working with colleagues who are passionate about the contribution they make to the school and its students in a very motivating, forward-thinking environment. Our school is committed to providing excellent CPD opportunities for all our staff.

**Closing Date: midday Friday 26th June 2026. *We reserve the right to close the vacancy before the closing date so please apply early.***

## About You

The successful candidate will

- Have the highest expectations and standards
- Be flexible and resilient, with a positive, "can do" attitude
- Have good communication skills, with the ability to deal with students, parents and colleagues in a professional manner
- Be committed to personal and professional development

# The Littlehampton Academy

## Job Description - Support Staff



### Finance Officer

<b>Work pattern</b>	3 days per week 8am - 4pm (22 hours per week), 41 weeks per year.
<b>Reporting to</b>	Finance and Operations Manager
<b>Grade</b>	NJC Grade F :6 spine points- £30,024 - £32,597 FTE (£16,317 - £17,715 pro-rata)

### Role Overview

The Academy's **Finance Officer** is the primary custodian of the Academy's financial inputting and management. Reporting to the Finance and Operations Manager or FBP and Head of Operations, this role is critical for healthy financial management of the academy. You are responsible for maintaining the integrity of the Academy's invoicing, reconciliation and ordering, ensuring that every penny is accounted for and that the academy operates within its means while complying with strict educational funding regulations.

### Role Purpose

The fundamental purpose of this role is to bridge the gap between educational goals and financial reality. By providing robust financial management, you enable the academy to provide the best possible resources and environment for its students. Your goal is to minimise financial risk, maximise the efficiency of available funds, and provide the leadership team with the data-driven insights they need to make informed decisions for the Academy's future.

### Key Responsibilities

This is a description of the main duties and responsibilities of the post at the date of production and may change over time as requirements and circumstances change. **These responsibilities are not exhaustive and the post-holder is expected to carry out any other related reasonable duties commensurate with their skills, abilities and grade.**

#### Financial Accounting and Record Keeping

- Ledger Management: Maintain accurate and up-to-date accounting records using the Academy's financial management system (Access).
- Reconciliations: Perform regular bank and petty cash reconciliations to ensure data integrity.
- Month-End/Year-End: Execute closing procedures including all reconciliations within trust driven closure dates.

#### Budgetary Control and Reporting

- Monitoring: Track departmental spending against set budgets, flagging significant variances to Finance Managers.
- Forecasting: Assist in the monthly cashflow by forecasting expected spend by BACs, credit cards, direct debits and invoicing requirements.

## Procurement and Transactional Services

- Purchasing: Manage the end-to-end "Purchase to Pay" process, ensuring all orders are authorised and VAT is correctly recorded.
- Value for Money (VfM): Support the Finance Business Partner with the review of contracts and supplier agreements to negotiate better rates and ensure the academy receives the best value.
- Invoicing and Cash Management: Oversee the full lifecycle of accounts payable and receivable; this includes validating supplier invoices against purchase orders, resolving billing discrepancies, and managing the recovery of outstanding debts or school fees to maintain a healthy cash flow.

## Personal Specification

This Finance Officer role will involve coordination of all finance functions of the academy and working with numerous departments.

- **Financial Processing:** Proven experience in managing accounts payable/receivable, bank reconciliations, and general ledger maintenance.
- **Budget Monitoring:** Experience in tracking expenditure against budgets and identifying variances.
- **IT:** High proficiency in Microsoft Excel (VLOOKUPs, Pivot Tables) and experience with financial management software Access. Ability to digitally manage files, folders and documents to create a robust storage repository.
- **Financial Regulations:** Knowledge of basic accounting principles, VAT (specifically for academies/charities is desirable), and financial year-end processes.
- **Compliance:** Understanding of data protection (GDPR) and the importance of financial confidentiality.
- **Procurement:** Knowledge of "Value for Money" principles and best practices in purchasing.
- **Numerical Accuracy:** Exceptional attention to detail and a high level of accuracy in data entry and calculation.
- **Communication:** Ability to explain complex financial information to non-financial stakeholders (e.g., teachers, parents, managers) clearly and calmly.
- **Organization:** Ability to prioritise. meet strict monthly deadlines, and work under pressure during audit seasons.
- **Problem Solving:** A proactive approach to investigating discrepancies and resolving billing or payroll issues.
- **Integrity:** Absolute honesty and discretion when handling sensitive salary data and academy funds.
- **Resilience:** The ability to remain professional and approachable in a fast-paced environment.
- **Collaboration:** A team-player mindset, willing to support administrative colleagues during busy periods.

## Additional Expectations

All staff are expected to

- promote the Woodard Christian ethos that embraces all faiths and none
- take responsibility for their own professional development and support that of colleagues where appropriate
- engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- have regard to guidance on keeping children safe in education
- follow Trust policy and procedures
- observe health and safety requirements and play their part in ensuring a safe working environment

### **Safeguarding Statement**

The Littlehampton Academy is committed to safeguarding and to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance on appointment.

### **Equality and Diversity**

The Littlehampton Academy is committed to equality of opportunity and applications from all sections of the community are welcomed.

# The Littlehampton Academy

## Person Specification



### Finance Officer

**A = Application R = Reference I = Interview or assessment E = Essential D = Desirable**

<b>A</b>	<b>Qualifications</b>	<b>E or D</b>	<b>Assessed via</b>
1	Hold an AAT Qualification or qualified by experience	E	A
<b>B</b>	<b>Experience and knowledge</b>	<b>E or D</b>	<b>Assessed via</b>
1	Experience gained in a financial administrative role	E	A
2	Experience of financial procedures, monthly accounts and budgeting	E	A/I/R
3	Experience gained working in a school environment	D	A
4	Experience preparing year-end accounts	D	A/I/R
<b>C</b>	<b>Skills and abilities</b>	<b>E or D</b>	<b>Assessed via</b>
1	Strong administrative skills	E	A/I/R
2	Ability to maintain data and other records accurately	E	A/I/R
3	Ability to multi-task	E	A/I/R
4	Excellent communication skills; both verbal and written	E	A/I/R
<b>D</b>	<b>Motivation</b>	<b>E or D</b>	<b>Assessed via</b>
1	Flexible approach with the ability to adapt to changing priorities	E	A/I
2	Excellent accuracy and attention to detail	E	A/I
3	Ability to work as part of a team	E	A/I
4	Positive 'can do' attitude with ability to develop new skills quickly	E	A/I
5	High level of confidentiality, discretion and tact	E	A/I
6	Ability to use initiative and work autonomously	E	A/I
<b>E</b>	<b>Personal qualities</b>	<b>E or D</b>	<b>Assessed via</b>
1	Must be friendly and approachable	E	I/R
2	Willing to support the Christian ethos of the Trust	E	I

### **Safer Recruitment Declaration**

Schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence. If shortlisted for the role, an appropriate online search will be undertaken on your name(s). Any information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied. The successful applicant will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, and will be subject to a period of probation.

### **Other Pre-employment Checks**

In addition to safeguarding checks, all offers of employment are subject to the following:

- Pre-employment health check
- Receipt of two satisfactory references, including one from a recent employer
- Overseas checks where necessary
- Presentation of appropriate qualification certificates
- Proof of right to work in the UK
- Prohibition of management checks for any leadership posts

### **Equality, Diversity and Inclusion**

The Littlehampton Academy is committed to the promotion of equality of opportunity in its employment policy, practices and procedures. No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

To help us monitor equal opportunities, please complete the separate Equal Opportunities form. This will be used only for statistical purposes and will not be available to those involved in the selection process, so will make no difference to how the application is treated.

### **How to Apply**

All applications should be submitted using the on-line application form through our Career Site: [www.mynewterm](http://www.mynewterm).

**Please note, we do NOT accept curriculum vitae as the sole means of application as they do not meet the requirements of safer recruitment.**

When applying for a role, it is important to demonstrate how your qualifications, skills, knowledge, and experience match the person's specification. You will have the opportunity to provide examples in the personal statement section of the application.

**You must complete each section of the online form. We cannot accept applications with missing information. For queries or to arrange a visit to the Academy, please contact the HR department on: [recruitment@tla.woodard.co.uk](mailto:recruitment@tla.woodard.co.uk)**

<b>Deadline for receipt of applications</b>	Friday 26th June 2026 (midday)
<b>Interview Date</b>	TBC