



Beamont Collegiate
Academy

20th July 2026

Finance Officer

Job Description and Person
Specification



'I can, I do & I will be!'

POST OVERVIEW

Finance Officer

Beamont Collegiate Academy is a vibrant and dynamic school community with a strong emphasis on high expectations and aspirations. The academy is part of the Challenge Academy Trust (TCAT, popular and oversubscribed and was judged 'good' by Ofsted in July 2022.

We are looking to appoint a dedicated and enthusiastic Finance Officer to work within the admin and operations team to provide efficient and quality finance support to the leadership, teaching and support staff in line with the school's vision and values. This position is permanent and is suited to an individual with drive, passion and commitment who may be keen for a career within the education setting.

The successful candidate will be required to apply for an enhanced DBS Certificate from the Disclosure & Barring Service. Details can be found on <https://www.gov.uk/disclosure-barring-service-check>.

Terms and Benefits

- 1) Salary: TCAT Support Staff Scale – Grade 5 SCP 8-14 (Pro-rata: £25,439 - £28,647)
- 2) Full time (37 hours per week) Term time Only plus 5 Weeks (43 weeks) / Permanent
- 3) Eligible for Local Government Pension Scheme (Cheshire Pension Fund Scheme)
- 4) Occupational Sick Pay Scheme (entitlements based on service)
- 5) Access to TCAT+ our Reward, Recognition and Wellbeing offer including access to retailer discounts and benefits, Cycle to Work scheme, Smart Tech Pack, Car Benefit Scheme and online resources to support physical, emotional, professional, financial and social wellbeing.
- 6) Training and development opportunities / CPD
- 7) Any other benefits.

Applications should be submitted by visiting our Vacancies page and completing the online application form: <https://bcawarrington.org.uk/about-us/vacancies/>

The closing date for applications is 9:00am on Monday 3rd August 2026.

Start Date: Immediate Start or September 2026

Interview date to confirmed.

POST DETAILS

Location:	Beamont Collegiate Academy
Job title:	Finance Officer
Salary:	TCAT Support Staff Scale Grade 5 SCP 8-14 (Pro-rata: £25,439 - £28,647)
Hours of Work:	Full time (37 hours per week) Term time Only plus 5 Weeks (43 weeks) / Permanent
Reporting to:	Business Operations Manager
Responsible for:	Providing finance support for the whole school
Job purpose:	Responsible to Business Operations Manager for designated aspects of the day-to-day operations of all areas of finance within the Academy and to assist the Finance Cluster Manager of the Trust (TCAT)
Professional Conduct	• To ensure that staff, students and relevant stakeholders receive an excellent level of finance support and services at all times. • Treat pupils and staff with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position. • Having regard to the need to safeguard pupils' wellbeing in accordance with statutory provisions. • Show tolerance of and respect for the rights of others.

	• Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. • Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
General Responsibilities	• To support Academy activities, attending appropriate Academy events. • General housekeeping • Any other duties deemed reasonable, as directed by the Principal. • To work consistently to uphold Academy's aims. • To work in a co-operative and polite manner with all stakeholders. • To work with student s and parents in a courteous, positive, caring and responsible manner at all times. • To take an active and positive role in the Academy's commitment to developing staff, and the annual review procedures. • To work with visitors to the Academy in such a way that it enhances the reputation of the Academy. • To seek to improve the quality of the Academy's service. • To present oneself in a professional way that is consistent with the values and expectations of the Academy.

JOB DESCRIPTION

- Provide efficient and professional finance support to senior leaders, teaching and support staff, suppliers and other stakeholders.
- Process purchase orders, invoices and supplier payments accurately and in a timely manner, ensuring compliance with academy financial procedures.
- Manage the collection, banking and reconciliation of all academy income, ensuring that all monies are accounted for in line with financial regulations.
- Raise sales invoices and support the effective collection of outstanding debts.
- Administer and reconcile the academy's petty cash account.
- Complete regular bank reconciliations for all academy bank accounts, including month-end reconciliation requirements.
- Process financial journals and other accounting adjustments as required.
- Maintain accurate Fixed Asset, Contract and Service Level Agreement (SLA) registers.
- Assist in the preparation of monthly management accounts by maintaining accurate month-end schedules and supporting financial reporting processes.
- Produce financial reports and budget information for budget holders to support effective financial monitoring and decision-making.
- Prepare financial information, returns and reports as requested by the Business Operations Manager, Principal or Trust.
- Support compliance with academy financial regulations, audit requirements and internal controls.
- Assist with the preparation for internal and external audits and provide supporting documentation when required.

- Supervise and support finance assistants or other staff working within the finance function, providing guidance and training where appropriate.
- Maintain confidentiality and handle sensitive financial information with professionalism and discretion.
- Contribute to the continuous improvement of finance systems, processes and procedures to enhance efficiency and effectiveness.
- Undertake any other duties commensurate with the grade and responsibilities of the post, as reasonably requested by the Principal or Business Operations Manager.

PERSON SPECIFICATION

Criteria		Essential	Desirable	Assessment Method
Relevant experience				
1	Experience of working in a finance function.	x		A
2	Experience of operating sales, purchases, bank and purchase ordering ledgers.	x		A/I
Qualifications				
3	Good basic education to GCSE standard or equivalent.	x		A
4	Working towards a finance qualification or willingness to undertake further training as appropriate.	x		
Knowledge and Understanding				
5	Should have the knowledge and understanding of the nature of the routine tasks that need to be completed on a daily basis.	x		A/I

6	Understanding of the extent and nature of the role, and the commitment and flexibility required to fulfil it.	x		A/I
7	Understanding of what is required in being part of the finance/admin team.		x	A/I
Competencies				
8	Strong organisation and prioritisation skills.	x		A/I
9	Communicate clearly, accurately and helpfully with staff, children, parents, visitors and contractors, and handle all phone enquiries in the same way;	x		A/I
10	Work effectively and efficiently under pressure.	x		A/I
11	Take personal initiatives in liaison work within a team of teaching and support staff;	x		A/I
12	Willingness to undergo further administrative training, when appropriate.	x		A/I
13	Good communication skills, orally and written.	x		A/I
14	Ability to work well as part of a team, and to build trust and openness.	x		A/I
15	Discretion, courtesy, honesty and integrity.	x		A/I
16	Reliable, punctual and diligent.	x		A/I
17	Commitment to safeguarding and the welfare of pupils.	x		A/I
18	Willingness to be involved in the wider life of the school		x	A/I
Commitment to Equal Opportunities				
19	Understanding of and commitment to the principles and practice of equality, diversity and inclusion, both in relation to employment issues and to service delivery	x		A/I

Key: A = Application; I = Interview; T = Task

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked as 'essential' are the key requirements for the role. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.