

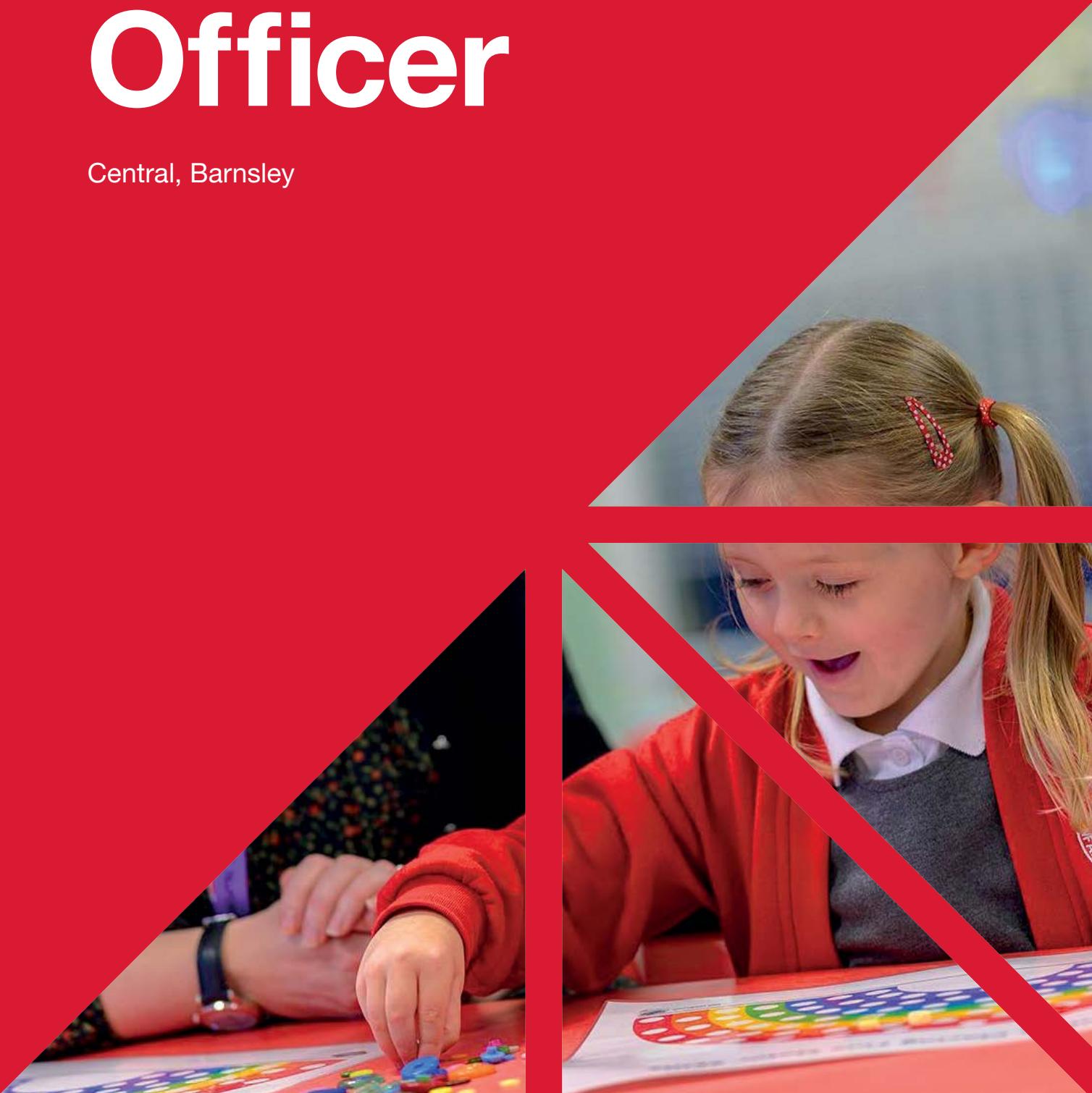


WELLSPRING

We Make A Difference

Finance Officer

Central, Barnsley



Why Wellspring?

Wellspring Academy Trust is a highly successful organisation, renowned for an unwavering commitment to inclusion and our distinct social purpose. We are committed to making a difference to the lives and life chances of the young people and communities we serve.

As a large and growing Multi Academy Trust our Primary, Secondary, Special and Alternative Academies span across Yorkshire, Lincolnshire and the Humber. They are all vibrant, autonomous, highly successful and community focused.

The Trust strives to be a diverse and inclusive place where we can all be ourselves. We are defined by our values which are our guiding lights, and we are not afraid to take the harder path to remain true to them.

As the Trust continues to develop, there is a broad range of roles and opportunities that offer pathways for ambitious and dynamic individuals. We value our people: relationships are central to our culture. High quality induction training and ongoing professional development support is guaranteed.

We want our people to reflect the diversity of our communities. Through our inclusive practices, we aim to break down barriers and ensure that all individuals have the opportunities to succeed.

We aim to raise expectations and ambitions for every young person in our care. We make a difference.



What We Offer



About the Role

Join a brilliant team and organisation who really support your development.

Wellspring Academy Trust is looking to recruit a self motivated, customer-focused, organised individual to this post within a dynamic growing organisation. The Finance Team undertakes the financial processing and budget monitoring support currently for 33 academies

and a number of internal business units. Candidates must have experience within a finance office in the education sector and be minimum of AAT qualified level 4.

Job Description

Purpose of the Post

The role involves working as part of the Trust's Central Finance Team, supporting the Senior Finance Officers, Financial Controller and Chief Financial Officer, in delivering all aspects of financial support within the Multi-Academy Trust.

Responsibilities

The post holder will support the Senior Finance Officers, whilst overseeing a portfolio of Academies and business units to whom they will provide direct financial support. This includes:

- Working alongside Principals to prepare and monitor Academy budgets, preparing monthly budget monitoring reports and scrutinising budget variances.
- Development and review of multi-year budgets linked to Academy strategic and operational plans, estates strategies, asset replenishment cycles, and the Trust long term plans.
- Maintaining multi-year budgets and undertaking financial modelling and scenario planning using the Trust budget modelling software.
- Undertaking month end processes including reconciliation of account balances, processing of journals and in depth review of the financial position, updating future forecasts as required.
- Ensuring compliance with the Trust Financial Regulations.
- Ensuring compliance with the Trust Financial Assurance Framework incorporating the requirements of the DfE Academy Trust Handbook.
- Provision of financial support to schools outside of the Trust as required.
- Supporting financial due diligence checks of new schools joining the Trust.
- Supporting the bidding for and securing of external funding.

- Promoting Value for Money and maximising the impact of limited resources within Academies.
- Assisting with the year end processes, collation of audit evidence.
- Preparation of a small business unit payroll, providing cover for payroll team.
- Undertake any other financial administration tasks, commensurate with the grade as part of a flexible team.

Standard Duties in all Trust Job Descriptions

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.

Method of Working

Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with the Trust guidelines, policies and procedures. Wellspring team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the team must project a positive image of the trust at all times and through all activity.

DBS Certificate

Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All team members are required to undertake a Disclosure and Barring Service (DBS) check.

Person Specification

Section	Information	Essential / Desirable	How Identified
Education and Training			
Formal qualifications and relevant training.	Part Qualified Accountant or equivalent (AAT Level 4)	E	Application Form
	Qualified Accountant	D	Documentary Evidence
	Six GCSE passes including English and Maths	E	References
Experience			
Ability to undertake duties of the post	A minimum of three years' experience in an accountancy/finance office	E	Application Form
	Experience providing excellent customer service	E	Interview
	Experience in preparing management accounts (accruals basis accounting, and processing month end journals)	E	
	Experience maintaining an accounts system and processing day-to-day transactions	D	
General and Specialist Knowledge			
Includes abilities and intellect	Experience in Education Finance (funding requirements, budget monitoring, sector challenges)	E	Application Form
	A good level of computer literacy, including being an expert with Microsoft Office software, especially Excel	E	Interview
	Full UK Driving Licence and own vehicle	E	
	Experience across Primary, Special/Alternative, and Secondary settings.	D	
Personal Qualities			
Includes any specific physical requirements of the post – (subject to the provisions of the DDA Act)	Excellent communication skills	E	Application Form
	Proactive and forward thinking	E	Interview
	Ability to work as a team member and use own initiative	E	
	Able to work with minimum supervision	E	

Person Specification

Section	Information	Essential / Desirable	How Identified
Personal Qualities (continued)			
Includes any specific physical requirements of the post – (subject to the provisions of the DDA Act)	Rigorous and methodical with the ability to manage own workload and meet deadlines. Ability to multi-task is essential as is the ability to prioritise and effectively manage large volumes of requests.	E	Application Form Interview
	Structured and organised	E	
	Confident in providing training, advice and support to colleagues	E	
Suitability to work with children, young people and vulnerable adults			
Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults	Satisfactory DBS disclosure to work in an environment dealing with young people	E	DBS Disclosure Interview References
Additional Requirements			
	Operate with the highest standards of personal/professional conduct and integrity	E	Interview
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	E	
	Willing to undertake training and continuous professional development in connection with the post	E	
	Work in accordance with the Trust's values and behaviours	E	
	Able to undertake any travel in connection with the post	E	
	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	
	A commitment to safeguarding and promoting welfare for all	E	



WELLSPRING

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Applications

If you would like any further information on the role please contact Rhian Gregory at r.gregory@wellspringacademies.org.uk

Post Title: Finance Officer

Reporting to: Senior Finance Officer

Department: Central Finance Support Team

Duration of Post: Permanent, 37.5 Hours per week, 52 weeks per year

Start Date: As soon as possible

Closing Date: 26 January 2026 (9am)

Interview Date: 30 January 2026

Salary: £33,368 - £38,980, range subject to qualifications and experience.

Location: Predominantly Digital Media Centre, County Way Barnsley, S70 2JW, some travel to Grimsby offices and assigned schools.

How to Apply

Further information on how to apply for this role can be found on our website:

<https://wellspringacademytrust.co.uk/careers/current-vacancies/>

Further Information

Wellspring Academy Trust is committed to safeguarding and promoting the welfare of our pupils. All posts are offered subject to enhanced DBS checks. As this role involves working with children and vulnerable adults in regulated activity, please note that it is an offence to apply for the role if barred from engaging in regulated activity with children and vulnerable adults.

References will be requested and an online search carried out for shortlisted candidates, prior to attendance at interview. Further pre-employment checks, including prohibition from teaching, childcare disqualification and section 128 checks, if deemed relevant for the role, will be completed for the successful candidate upon acceptance of the post.

We are committed to equal opportunities and to promoting diversity. We want our people to reflect the diversity of our communities, and we welcome applications from people from all backgrounds, especially from under-represented groups, including those from Black, Asian and minority ethnic communities. If you require any support with completing your application, please do not hesitate to get in touch.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/ countries you have resided in, if you are the preferred candidate for the post.

Wellspring Trust

Digital Media Centre, County Way, Barnsley, South Yorkshire S70 2JW

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Discover how we make a difference at wellspringacademytrust.co.uk