



Inspiring Futures Partnership Trust

Job Role: Trust Finance Officer

Provisional start date: June/July 2026 Pending satisfactory clearance of all pre-employment checks

For further information please visit the following website: <https://www.ifptrust.co.uk/>
To discuss the role further please contact our Trust Business Manager, Vicky Munday
vmunday@ifptrust.co.uk or call 01494 535564 option 5

Inspiring Future's Partnership Trust are committed to safeguarding children, promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Online searches will be completed prior to shortlisting and an enhanced DBS and qualifications check will be carried out upon appointment of all successful candidates.

A welcome from the CEO of IFPT, Jon Mason



It gives me great pleasure to welcome you to Inspiring Futures Partnership Trust (IFPT).

Inspiring Futures Partnership Trust is a flourishing collaboration of academies, ITT provider and professional development centre working in partnership to secure the best educational provision possible for the children of the communities we serve. Inspiring Futures Partnership Trust is also committed to providing our staff with working conditions and professional support that result in extremely high levels of job satisfaction and wellbeing.

We are driven by a shared passion to do our very best for the children in our care. Every day, each member of staff strives to add value to our academies to ensure they are vibrant, exciting, welcoming and nurturing places for our child to be inspired and excel.

We are very proud of that our Trust serves a number of different communities and we recognise that each academy is unique and we value and celebrate their differences and the communities they serve. The individual characteristics of our academies, together with the diverse skills of our inspirational leaders and talented staff makes IFPT an exciting place to work, collaborate and professionally grow as we create rich learning opportunities for all our children.

This is an exciting time for IFPT as we continue to grow and support schools, academies and other multi-academy Trusts across Bucks and England. IFPT has developed the capacity and capability to raise standards collectively and have made a demonstrable impact on our learning communities. Our academies benefit from ambitious leadership and governance, robust business management and outstanding professional development.

IFPT welcomes both faith based and non-faith-based academies/schools into the Trust. Please contact us if you wish to discuss any aspect of joining us as a parent, pupil, member of the team, or as a school looking to join a collaborative MAT that can support you on your journey to becoming exceptional. I look forward to welcoming you into Inspiring Futures Partnership Trust family.

Jon Mason
Chief Executive Officer

Trust Finance Officer: Job Role

IFPT are seeking two highly motivated and detail-oriented Trust Finance Officers to join our central finance team. These new roles have been developed to support Trust growth and will be pivotal in ensuring the Trust's financial operations run smoothly and comply with statutory requirements and internal financial regulations. The Trust is ambitious and growing, offering a supportive working environment with opportunities for professional development and career progression.

Does this sound like you?

- A good team player with strong interpersonal skills
- Self-motivated with the ability to multi-task and prioritise
- Previous experience in a finance role
- Excellent IT skills with finance system experience
- Excellent customer service and communication skills
- Strong organisational and time management skills
- Excellent attention to detail.

In turn, we offer you:

- A chance to directly contribute to the education of amazing children who are keen to learn and have high aspirations
- An opportunity to work alongside a highly professional, committed and talented team
- A vibrant and inclusive community
- An opportunity to work and develop in a Trust with a strong sense of moral and educational purpose, with an embedded Trust culture of learning from one another
- A commitment to well-being and reduced workload.

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|-------------------------|---|
| Job Title: | Trust Finance Officer |
| Hours of work: | 25 - 37 Hours per week, flexibility for the right candidate |
| Salary: | Bucks Pay Range 5 (dependent on experience), pro rata to hours and weeks worked. Estimated gross salary: 25 hours per week: approx. £20,245 (Range 5:26) to £21,812 (Range5:30) pro rata 37 hours per week: approx. £29,963 (Range 5:26) to £32,282 (Range 5:30) pro rata |
| Weeks: | 40 weeks (38 term time, plus 2 weeks to be worked flexibly across academy holidays) plus annual leave entitlement |
| Location: | High Wycombe |
| Closing date: | 19 th June 2026 |
| Provisional start date: | ASAP, Pending satisfactory clearance of all pre-employment checks |
| Interviews | Interviews will be conducted upon receipt of suitable candidates, with any outstanding interviews scheduled for the week commencing 29th June 2026 |

Job Description

Job Purpose:

The role of Trust Finance Officer is to work across multiple trust academies, providing financial support and ensuring compliance with Trust policies and statutory requirements. The Finance Officer will play a key role in maintaining accurate financial records and supporting budget holders across different sites. The Finance Officer role will include key monthly management reporting which will form part of the Trusts overall monthly management accounts and reporting to Board of Trustees.

Transactional Processing

- Approve purchase orders for relevant academies expenditure, ensuring adherence to annual budgets and in line with Trust financial regulations
- Work closely with the Finance & Operations Administrator supporting the ordering process and value for money
- Credit Card processing and reconciliation

Income and Debtor Management

- Raise sales invoices for Nursery, lettings and recharges, and ensure all grant income is posted to the correct project codes
- All income processing for assigned academies including extended services, LA income, GAG
- Prepare and post journals (including payroll, accruals, and prepayments)
- Assist the Finance Manager in maintaining and updating the IRIS Financials system templates
- Monitor outstanding debts and implement effective credit control procedures

Month-End and Year-End Support

- Prepare and post journals, including payroll, accruals, and prepayments
- Monitor and verify bank and control account reconciliations, addressing any discrepancies or exceptional transactions
- Production of assigned academy monthly management accounts and year-end financial statements
- Lead the month-end closure process, ensuring all bank and payroll reconciliations are completed accurately
- Prepare monthly variance reports for each assigned academy
- Track restricted spending (e.g., Pupil Premium, PE & Sports Premium) to ensure it aligns with the budget and grant conditions

Financial Quality Control & Oversight

- Review the Trust's accounts weekly to identify and correct any miscoding or errors.
- Ensure that journal descriptions and narratives are clear, consistent, and provide a proper audit trail
- Ensure the integrity and accuracy of the trial balance across all our academies
- Support strategic analysis and review of budgets and KPI's
- Support the operation of robust internal financial controls and proactively identify and escalate financial risks, irregularities, or control weaknesses

Compliance and Audit

- Prepare financial schedules and files for the external accountants to assist with statutory accounts prep.
- Assist in conducting internal financial checks to ensure compliance with the Academy Trust Handbook
- Maintain audit-ready records and support internal and external audit processes
- Ensure adherence to the Academy Trust Handbook, DFE requirements, and VAT regulations

Systems and Process Improvement

- Use the Trust financial systems effectively and proactively identify and contribute to process improvement
- Actively support the training and development of academy staff in financial procedures, systems, and best practice.
- Actively participate in relevant training relevant to the role, systems development and process improvement

Collaboration and Support

- Provide guidance to academy-based staff on financial procedures
- Work closely with the central finance team to deliver consistent, effective and efficient financial services across the Trust

General Expectations

- To professionally embody the Trust's values in all aspects of your work
- To undertake other work of an appropriate nature and in the interests of the Trust as directed by the Trust Business Manager and Finance Manager
- To participate in the Trust appraisal system
- To be aware of, and comply with Trust and Academy policies and procedures on child protection, health and safety, security, confidentiality and data protection, reporting any concerns to the Trust Business Manager or designated person
- To be aware of and comply with Trust policies and procedures, specifically the IFPT Financial Procedures Manual
- Traveling to other Trust sites if required

This document does not form part of the contract of employment.

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

The Trust has, at its discretion, the right to ask you to work in different academies locations across the Trust, if the need arises and any such occurrences would be discussed, and agreed in advance.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Trust Business Manager in consultation with the postholder. In these circumstances it will be the aim of reaching agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Person Specification

| Education and Qualifications | Essential | Desirable |
|--|-----------|-----------|
| Minimum 5 GCSEs including English and Maths | ✓ | |
| AAT Level 4 qualification or Part-Qualified Accountant (ACCA/CIMA/ACA) | | ✓ |
| Experience | Essential | Desirable |
| Proven experience in finance administration or accounting. | ✓ | |
| Experience working in an educational or Multi-Academy Trust setting | | ✓ |
| Knowledge and Skills | Essential | Desirable |
| Strong numeracy skills and attention to detail | ✓ | |
| Proficiency in Microsoft Excel and financial software | ✓ | |
| Ability to work independently and meet deadlines | ✓ | |
| Excellent communication and interpersonal skills | ✓ | |
| Understanding of payroll processes and VAT regulations. | ✓ | |
| Knowledge of Academy Trust Handbook and DFE requirements | | ✓ |
| Personal Attributes | Essential | Desirable |
| Able to build positive relationships and communicate effectively at all levels | ✓ | |
| Proactive, structured, and organised | ✓ | |
| Self-motivated and adaptable to changing priorities | ✓ | |
| Commitment to safeguarding and equality | ✓ | |
| Full UK driving licence and access to a vehicle | ✓ | |

Further Information:

For more information about our Trust please visit our website: <https://www.ifptrust.co.uk/>

Or to discuss the role further please contact Vicky Munday or Holly O'Hagan via email vmunday@ifptrust.co.uk or telephone 01494 535564 option 5

Visits:

Visits to the Central Team are welcomed but need to be arranged in advance.

Please email vmunday@ifptrust.co.uk or telephone 01494 535564 option 5 to arrange a visit.

Application & Selection Process:

Interested candidates should complete the online My New Term application form, please include a personal statement that should outline your suitability for the post by referring to the job description and person specification enclosed in the recruitment pack.

In compliance with Safer Recruitment guidelines, CVs cannot be accepted and you will need to complete an online My New Term application form to be considered for this position.

Shortlisting:

Candidates will be notified if they have been successful for interviews. Early applications are encouraged, we reserve the right to interview strong applicants before the closing date of this advert

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