

Recruitment Pack

Trust Finance Officer

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I believe that our greatest strength is the integrity and passion of all our staff.

Steve Evans
CEO Polaris Multi-Academy Trust

Welcome



Welcome to the Polaris Multi-Academy Trust

Polaris Multi-Academy Trust, where our guiding principle is inspired by the North Star. Just as Polaris has served as a beacon for explorers throughout history, our Trust is committed to guiding our schools, our people, and our children and young people towards excellence and purpose. Our mission is to create a culture that enables everyone in the Trust to be the best they can be, while celebrating the unique identity of each school as the foundation for success.

At Polaris, we value high expectations, honesty, compassion, and fairness. We foster curiosity and a love of learning, encouraging everyone to embrace new ideas and opportunities. Our vision is clear: everyone in the Trust will develop the confidence, resilience, and aspiration to reach their full potential. We provide a broad and balanced education that inspires future generations and instils a lifelong love of learning.

Our support structures are designed to empower school leaders and staff. From governance and school improvement to finance, HR, estates, IT, and catering, we deliver comprehensive services that reduce workload, enhance efficiency, and provide excellent service. We place strong relationships, transparency, and clarity at the heart of everything we do, ensuring that our resources are aligned with the needs of our schools.

We are also deeply committed to professional development and collaboration. Through CPD programmes, networking opportunities, and trust-wide initiatives, we invest in the growth of our staff and the continuous improvement of our schools. Our approach is research-informed and impact-driven, with a clear focus on succession planning and talent retention.

As we continue to grow, we do so with both care and ambition, ensuring our expansion strengthens sustainability, supports academic success and wellbeing, and enhances our strong regional presence and reputation.



Steve Evans

CEO Polaris Multi-Academy Trust





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“Principles are the basis for developing a vision and value system for all.”


Visions & Values






Our Mission

-  To create a culture that enables everyone in the trust to be the best they can be
-  To ensure that each school's unique DNA is used as a platform for the success of the children and young people we educate and care for

Our Vision

-  Everyone in the trust has the confidence, resilience and aspiration to reach their potential

Our Values

-  We have high expectations
-  We are honest, compassionate and fair
-  We are curious, we embrace learning and new ideas

The Polaris Family



Schools within the Polaris Multi-Academy Trust



Field Lane Primary
Rastrick



The Polaris Family



Our schools are located across West Yorkshire.

Staff from across the Trust can share expertise, practice, and resources because of the close proximity of each of our schools. Our schools are accessible from Junctions 24 and 25 of the M62, and is just 25 minutes from Leeds and 35 minutes from Manchester.





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We have a happy workplace. The group of staff have moulded together well and we have fun while we are here.

Carole - Payroll Manager

What's it like to work for our Trust?

Our Trust has a reputation as an outstanding employer. This great reputation is built on the culture of support we offer our team. We have an outstanding induction programme, that will ensure that you make a great start to your career with us.

As well as the training highlighted above, our Trust offers apprenticeships in a wide range of areas of the business, from Site and Facility roles to Administration and Finance.

We work closely with Teaching School Hubs and other Initial Teacher Training providers to enable staff to train to teach. We always promote and provide opportunities for our staff to work together and collaborate. This commitment comes from our belief that we can all benefit from each other's experience and expertise, in turn this team approach helps ensure that you feel listened to, valued and supported.

We pride ourselves on staff wellbeing being at the centre of Trust and our School Leaders decision making, this why we work hard to ensure that staff know they are appreciated and rewarded for the excellent work they do.



What's it like to work for our Trust?

The Trust Central Team supports our schools and employees through the running of a high-quality services, designed to deliver you important information to your fingertips. This includes integrated payroll that enables you to view and store all your salary documents digitally on your phone. The Trust's HR support dovetails with this easy to reach approach, ensuring that if/when you need more advice and guidance, it's there for you when you need it.

The communities we serve have individual identities which reflect our vision for celebrating the uniqueness of each school in our Trust. Our schools have the autonomy to learn, explore and develop their practice, led by committed and highly skilled Heads of School. Alongside this autonomy, our schools are committed to collaboration and the sharing of resources and best practice.

The Polaris Multi Academy Trust is committed to recruiting staff who are passionate about providing every child and young person the opportunities and experiences, that give our children and young people the skills, knowledge and confidence to reach and go beyond their potential.



Our Benefits

and why they matter

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The CPD on offer at the Trust is second to none.

Lucy - Year 1 Teacher

The Polaris Multi-Academy Trust is a great place to work and we really hope you'll agree. In addition to your competitive salary and a talented team of colleagues to work alongside, we offer a wide range of benefits to save you money, keep you healthy and help you enjoy your time at work. You'll also find plenty of opportunities to develop and progress your career at the Polaris MAT. We strive to develop and promote our own. We encourage professional development and promote internal growth, but not just upwards. We want you to have the chances to move into broader roles across our Trust and into different areas.

Professional Development opportunities

We offer regular training and access to a range of internal and external programmes tailored to your learning throughout your career, including NPQs and other professionally accredited qualifications. There are opportunities for career progression with your home school or in other schools across the Trust as well as opportunities to move from our support team to a teaching role.



Professional Development
Opportunities



Opportunities for
Progression



Performance Management
Process

Financial

We offer a competitive salary for both teaching and support staff, whereby pay progression is possible on an annual basis.

Access to and auto enrolment into a highly attractive pension plan for all staff.



Pension



Competitive Salary

Wellbeing

A generous holiday allowance for support staff and all our school calendars are designed to fit well with the 1265hrs allowance for teachers.

Training day events specifically designed to support staff wellbeing.

Staff feedback events designed to enable you to share how we can be even better at what we do.

Access to the cycle to work scheme.



Wellbeing



Flexible Working

Facilities

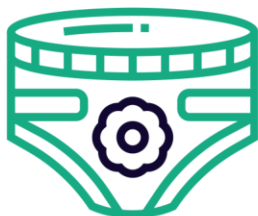
We have great school buildings with well-maintained and modern facilities.

On-site catering with great food, reasonably priced for staff.

Free car parking at every school.

Access to the fantastic Rastrick High School gym on weeknights.

Preferential access and a discounted rate to the outstanding Smarties Nursery based in Rastrick.



Discounted Nursery



On-site Gym



On-site Parking



On-site Catering



Modern Facilities

Rewards & Recognition



YouStar is the home of employee benefits, to recognise and reward our staff. With access via the app, staff can save or say “thank you” on the go.

Save money with exclusive employee discounts

The **SmartSpending™** app gives staff access to YouStar discounts and offers on the go. Browse the deals of the week and top offers to see what’s available, or search by retailer or category to find the retailers and discounts you’re looking for. Staff can also click the star at the top of any retailer page on the app to make them your ‘favourite,’ then you’ll be notified when they go on special promotion.



Sometimes recognition just can't wait!

Through **Connect+ app** staff are able to say “thank you” or recognise a colleague for a job well done, anytime and anywhere.

Job Description



Job Title	Trust Finance Officer
Reporting To	Trust Finance Manager
Scale / Salary Range / Contract	NJC scale points 12 - 18 £28,598 - £31,537 per annum. Permanent, full time, all year round, 37 hours per week.
Responsible For	Supporting 1 Secondary School, 5 Primary Schools and Trust Nurseries
Location	Polaris Multi Academy Trust – Centralised Finance Department. Based in Trust centralised finance team, with occasional travel to Trust schools as required

Job Purpose

To work in the centralised finance team at Polaris Multi Academy Trust, to deliver efficient, accurate and timely ledger processing support for schools within the trust. The postholder will be responsible for day-to-day transactional finance activity, including purchase ledger, sales ledger, nominal ledger, credit card and school fund processing, and will provide multi-site support to Trust schools when required.

Key Responsibilities

Ledger and Transaction Processing

- Process purchase invoices accurately and promptly, ensuring correct authorisation, coding and supporting documentation
- Maintain the purchase ledger, including supplier setup, statement reconciliations and resolution of routine queries
- Process sales invoices and income postings, allocating income accurately to the correct school and cost centre
- Maintain debtor records and support credit control processes
- Post routine journals as directed

Purchase Order Processing

- Raise, review and process purchase orders via the centralised finance ordering system in line with Trust financial procedures
- Ensure purchase orders are correctly authorised, accurately coded and issued promptly
- Match purchase orders to invoices and delivery notes, via the online finance ordering system, resolving discrepancies where necessary
- Support schools with purchase order processes and compliance requirement
- Monitor outstanding purchase orders and follow up as required

Job Description



Credit Card Processing

- Process and reconcile Trust and school credit card transactions
- Ensure receipts and supporting documentation are provided, coded correctly and approved
- Support compliance with Trust credit card usage policies

School Fund Processing

- Process school fund transactions in line with Trust and school fund procedures
- Reconcile school fund accounts and ensure balances agree to supporting records
- Post agreed school fund transfers to the Trust accounting system

Banking and Reconciliations

- Post receipts and payments accurately to the ledger
- Support reconciliation of control accounts, including creditors and debtors
- Process and reconcile petty cash accounts

Monitoring of Cashless Payment Systems (e.g. ParentPay)

- Support Trust-wide monitoring of school-based cashless payment systems, such as ParentPay or similar platforms
- Reconcile cashless system reports to the Trust finance system to ensure income is complete and accurately recorded
- Investigate and resolve discrepancies between cashless systems, bank statements and ledger postings
- Support schools with routine queries relating to cashless payments, refunds and reporting
- Ensure documentation and audit trails relating to cashless income are maintained in line with Trust procedures

Multi-Site Support to Schools and Nurseries

- Provide finance support across multiple Trust sites, including occasional on-site working at schools and nurseries when required
- Act as a first point of contact for routine finance queries from school-based staff
- Support schools with invoice submission, credit card procedures and school fund documentation
- Build effective working relationships with staff across all Trust schools

Job Description



Systems, Controls and Compliance

- Ensure all transactions comply with Trust financial policies, procedures and authorisation limits
- Maintain accurate records and audit trails
- Assist with internal checks and respond to audit queries as requested
- Support compliance with the Academies Trust Handbook

General Duties

- Assist with month-end and year-end ledger processing tasks
- Support with finance based tasks related to internal and external audit.
- Contribute to continuous improvement of finance systems and processes
- Maintain confidentiality at all times
- Undertake other duties appropriate to a ledger-processing role as required

Other Specific Duties:

- The Trust Central team are located on site at the Polaris Multi Academy Trust Offices. There will be a requirement for multi-site working at academy / school level, based on the needs of the Trust and requirements of the role.
- To attend team meetings and staff meetings and maintain confidentiality inside and outside the workplace.
- To continue personal and professional development as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required by the Trust, commensurate with the salary grade of that post if it is higher than the employee's current salary.
- To work in the best interests of the Trust, its pupils, parents and staff.
- To adhere to the Trust's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown, but, in consultation with you, may be changed by the Trust to reflect or anticipate changes in the job commensurate with the grade and job title and/or Trust.

Safeguarding

Polaris Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced DBS checks and satisfactory references.

Person Specification



Job Title: Trust Finance Officer		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Experience in a finance, accounts or administrative role involving transactional processing • 	<ul style="list-style-type: none"> • AAT Level 2 or equivalent experience (or willingness to work towards)
Experience	<ul style="list-style-type: none"> • Experience of purchase ledger processing • Experience of credit card or petty cash processing 	<ul style="list-style-type: none"> • Experience working in a school, academy trust or public sector environment • Experience of transactional finance processing • Experience using school finance systems (e.g. PS Financials, Access, Iris) • Experience supporting multiple schools or cost centres
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent attention to detail and accuracy • Strong numeracy and data-entry skills • Good IT skills, including Microsoft Excel • Ability to follow financial procedures and meet deadlines • Understanding of confidentiality and data protection 	
Personal Attributes	<ul style="list-style-type: none"> • Well-organised, reliable and methodical • Able to manage routine processing tasks across multiple sites • Good communication skills and a customer-focused approach • Flexible and willing to travel between Trust schools when required • Team-focused with a positive attitude 	