

The Kite Academy Trust



FINANCE OFFICER
Recruitment Pack

Welcome from the CEO

Dear candidate,

We are an ambitious Trust who work as one team, with our shared vision at the heart of everything we do. Our colleagues are our greatest strength — remarkable people who form the foundation of our success and enable us to achieve our vision. Together, we strive towards our collectively defined four strategic aims:

- Remarkable People
- Exemplary Education
- Exceptional Trust Services
- Stronger Communities

As part of our Remarkable People aim, we place a significant emphasis on colleague wellness by providing a range of evidence-informed wellbeing strategies, all of which are being woven through our professional development programme and complement our comprehensive colleague benefits package. This is a truly unique pledge to our people and reflects our commitment to ensuring that every member of our team feels supported, valued and able to thrive.

If you would like any further information about this exciting opportunity, please contact Gemma Golland in our HR Team on 01252 984930 or recruitment@kite.academy.

We look forward to hearing from you.

Jeremy Meek

Chief Executive Officer
The Kite Academy Trust



About The Kite Academy Trust

The Kite Academy Trust is a family of nine primary schools across Surrey and Hampshire. At the heart of our Trust is our commitment to working as one team, sharing our expertise to ensure every pupil receives an excellent education and an equal opportunity to thrive and succeed in life. Our Kite values of *positivity, integrity, resilience, respect and aspiration* underpin everything that we do.

The Trust formed in October 2015 with five schools coming together and has recently been on a rapid journey of improvement. In little over two years, the Trust has been transformed. We have an academy that was recently graded as good for the first time in its 25-year history, data outcomes that have improved from significantly below national averages to above (and notably so in areas) and we offer a range of education services externally. It is our aim to provide similar external services via our business teams and the incoming Director of Operations will contribute their leadership experience to this key priority within our Exceptional Trust Services strategic aim.

Our talented colleague team is fully aligned to our Trust vision – *for every pupil to be happy and healthy, to contribute positively to their communities and to achieve academic excellence* – and every decision we make is guided by this vision. All schools are equal partners and committed to the principles of collaboration, sharing expertise and resources to deliver the best possible education for all children in our care.

We celebrate our schools unique and individual characteristics, recognising the communities they serve. We value the contribution our staff bring to our schools and the Trust as a whole, and look to foster leadership and succession planning as well as offering greater opportunities within the Trust.

Our academies:



What do we offer

The contribution of all Kite employees is highly valued and we recognise that the recruitment of highly competent, skilled staff is fundamental to maintaining our excellent standards of service and the safe, prosperous environments in which our people and our pupils can thrive and flourish.

We offer:



Enrolment into Local Government Pension Scheme



Free VDU eye examinations for eligible employees



LGPS employer contribution up to 16%



Funded flu vaccinations



Three times pensionable salary Life Assurance cover for all staff in the Pension Scheme



Option to purchase school meals



A minimum of 24 days annual leave entitlement (pro-rata for part-time employees) plus bank holidays. Term time support staff receive the equivalent entitlement as holiday pay.



Opportunities for training and progression



Free mental health and wellbeing support through our dedicated employee assistance programme



An additional 4 days' annual leave for support staff after 5 years' continuous service



Sports and social clubs (e.g theatre, running & choir)



Generous maternity, paternity and adoption entitlements



A culture of communication



Children of staff receive priority admission to their workplace academy



Sabbatical leave



Embedded wellness training in our personal development schedule



Discounted childcare if your child attends a Kite School



One Team ethos across the Trust



An incredible range of employee benefits through our dedicated reward and recognition platform



Free Sophos anti-virus software and Microsoft Office for use at home

The Kite Academy Trust

Finance Officer

1 year, Fixed term contract

15 hours per week / 52 weeks per year

Salary: Kite Band 2 £8,475 - £10,603 (£23,859 - £29,848FTE)

An exciting opportunity has arisen within our busy Business Services Finance team for a Finance Officer. The role will report to the Finance Manager and work alongside two Finance Officers, based within the Kite Business Services Hub.

Working pattern to be agreed with flexible working arrangements available.

Key responsibilities will involve:

- Providing accounting and financial support to Academies across the Trust.
- Preparing and maintaining accurate financial records, including posting transactions, accounting adjustments, bank reconciliations, and payroll journals.
- Producing monthly management accounts and financial reports.
- Supporting budgeting and forecasting processes.
- Managing income and debtors, including raising invoices, monitoring outstanding payments, and reconciling debtor accounts.
- Leading and coordinating academy lettings, liaising with customers, agreeing terms, and ensuring all documentation and processes are completed correctly.

We are looking for someone who:

- Has good organisational skills, strong attention to detail and accuracy along with the ability to work under pressure with conflicting priorities.
- Has experience in finance, accounting, or school/trust financial administration.
- Can produce, analyse, and present financial information clearly.
- Has excellent communication and relationship-building skills, with the confidence to work effectively with academy leaders, staff, suppliers, and customers.
- Demonstrates a proactive and professional approach, maintaining confidentiality while contributing positively to a collaborative team environment.

In return we will offer you:

- A Trust which is committed to continuously improving colleague wellbeing;
- Regular support in your role as well as training opportunities;
- An incredible range of employee benefits (including retailer savings and discounts!);
- 24 days annual leave (Increasing to 28 after 5 years of service);
- Workplace pension through LGPS

Job Description

Post: Finance Officer

Responsible to: Finance Manager

Role Purpose: To contribute as part of the Kite Academy Trust, Business Services, Finance Team in delivering high-quality, comprehensive and timely financial services to academies across the Trust. The Finance Officer will support financial management, reporting, budgeting and operational finance activities, ensuring accuracy, compliance and value for money.

Role Responsibilities:

- Process financial transactions, accounting adjustments and payroll journals accurately and in a timely manner.
- Produce monthly management accounts, including budget monitoring and variance analysis.
- Complete monthly bank reconciliations and reconcile school fund income and expenditure.
- Support the preparation of annual budgets, revised forecasts and year-end financial processes.
- Produce Sports Premium and Pupil Premium expenditure reconciliations for Academy Heads.
- Support and check the Trust's monthly pre-payroll reports, including expense and mileage claims.
- Lead on academy lettings, liaising with customers, agreeing terms and ensuring all required documentation is completed.
- Raise debtor invoices and proactively monitor and recover outstanding payments.
- Reconcile debtor control accounts against aged debtor reports and investigate discrepancies.
- Raise purchase orders and process goods received where required.
- Prepare financial information and reports for the Finance Manager, Director of Finance, Executive Team and Academy Heads.
- Support grant applications and centralised procurement activities as required.

Key Outcomes:

- Accurate and timely production of financial records, reconciliations and management reports.
- Effective budget monitoring and reporting to support informed decision-making.
- Strong financial controls and compliance with Trust policies and procedures.
- Prompt invoicing and effective management of outstanding debts.
- High-quality support to academies and stakeholders across the Trust.
- Efficient administration of academy lettings and associated income streams.

General Duties:

- Comply with all safeguarding and child protection legislation, policies and procedures.
- Maintain the highest standards of confidentiality when handling financial and organisational information.
- Support a positive culture of teamwork and collaboration across the Trust.
- Work effectively with teaching staff, support staff and other professionals to achieve Trust objectives.
- Share knowledge and expertise in a professional and constructive manner.
- Take responsibility for continuing professional development and engage in relevant training opportunities.
- Comply with all Health & Safety legislation, policies and procedures.
- Undertake any other duties commensurate with the grade of the post as directed by the Finance Manager.

Additional Information: This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. It may be amended from time to time in consultation with the post holder concerned and duties may vary from time to time without changing the character or general level of responsibility.

Person Specification

The post-holder will be able to demonstrate evidence of the following qualifications, knowledge, experience, qualities and skills.

*Essential (E) or
Desirable (D)*

Qualifications

Candidates should have:

- GCSE Maths & English (Grade C/4 or above, or equivalent)
- ATT qualification or equivalent finance/accounting qualification
- Relevant finance, accounting or business administration qualification

E
D
D

Personal qualities

Candidates must be:

- Highly organised and able to prioritise workload effectively.
- Professional, trustworthy and able to maintain confidentiality.
- Proactive and able to work on their own initiative.
- Accurate and methodical, with strong attention to detail.
- Flexible and adaptable in response to changing priorities.
- A positive team player committed to supporting colleagues and the wider Trust.
- Committed to continuous professional development.

Skills and abilities

Candidates must have:

- Experience of working within a finance, accounting or financial administration environment.
- Strong numerical and analytical skills.
- The ability to interpret financial information and investigate variances or discrepancies.
- Good knowledge of Microsoft Office applications, particularly Excel.
- Excellent communication and interpersonal skills.
- The ability to produce accurate reports and maintain detailed financial records.
- Strong organisational and time-management skills.
- The ability to work effectively with a wide range of stakeholders.
- Experience of using financial management systems (**D**).
- Experience of working within an education, academy or public sector setting (**D**).

Safeguarding

Candidates must demonstrate:

- A commitment to safeguarding and promoting the welfare of children and young people.
- An understanding of their responsibility for safeguarding and child protection.
- The ability to maintain appropriate professional boundaries, acting in the best interests of children at all times.
- A willingness to undergo all safeguarding checks appropriate to the role, including an enhanced DBS check.

Guidance notes for completing your application

Please read the job description and person specification carefully. Please note that CVs are not accepted as part of our recruitment and selection process.

It is important that you clearly demonstrate how you meet the skills, knowledge and experience outlined in the person specification. Reflect on your previous work—both paid and voluntary—and highlight the skills you have developed.

Before submitting your application, we recommend preparing a draft version and ensuring that all of the following sections are completed in full:

- Personal and contact details
- Right to work confirmation
- Education
- Qualifications
- Employment history – Including current employment. *Please ensure all employment dates are accurate and listed in chronological order (most recent first) Any gaps of one month or more must be explained.*
- Personal statement - *We encourage you to include as much relevant detail as possible.*
- References – *References may be requested prior to interview. If you do not wish for one or both of your references to be contacted at this stage, please email Gemma Golland at recruitment@kite.academy when submitting your application.*
- Declaration of relationships
- Equality monitoring form – *This form is not used as part of the shortlisting process.*

By submitting our application, you are confirming that you have read, understood, and agree to the terms outlined in the Confidential Disclosure and Retention sections of the application form.

Application process

To apply, please complete an online application form at [Finance Officer, Kite](#) or contact Gemma Golland, HR Officer at recruitment@kite.academy for further details.

Application process:

Closing date for applications: Tuesday 1st September 2026

Interviews: Shortly following closing date

Start: October 2026

We look forward to hearing from you!

The Kite Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We actively support the Government's Prevent Agenda to counter radicalism and extremism.

In line with Keeping Children Safe in Education (KCSIE) guidance, successful applicants are subject to an enhanced Disclosure & Barring Service check, satisfactory employment references and online searches. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our [Safeguarding & Child Protection Policy](#).

We are an equal opportunities employer who value diversity and inclusion. Guided by our values—positivity, respect, integrity, resilience, and aspiration—we are committed to creating a fair and supportive environment where everyone can thrive. Join us and help make a difference in the communities we serve

