



FINANCE OFFICER (Maternity Cover)

Status: Fixed Term - 12 months

Working Hours: 37 hours per week, 52 weeks per year

Salary: SC4, SCP11 – SC6, SCP19 (£28,142.00 - £32,062.00)

Primary location: Assay Studios, 141 Newhall Street, Birmingham, B3 1SF

Start date: As soon as possible



Central Region
Schools Trust

Founded by the RSA

ADVERT

Central Region Schools Trust is delighted to offer an exciting opportunity to join our Central Finance Team as a Finance Officer on a fixed term period of maternity cover, expected to last 12 months.

Reporting to the Senior Finance Officer, and accountable to the Head of Finance and Chief Finance Officer (CFO), this role is integral to the efficient operation of the Trust's finance function. The successful candidate will support the delivery of high-quality financial services across the Trust, ensuring the accurate and timely processing of financial transactions while maintaining compliance with Trust policies and financial regulations.

Working closely with colleagues across our academies and central services, the Finance Officer will be responsible for managing day-to-day finance activities, including accounts payable and receivable, invoice processing, bank reconciliations, credit control, and financial record keeping. The role also involves responding to finance queries, supporting month-end and year-end processes, and helping to maintain excellent standards of financial administration and customer service.

As part of Central Region Schools Trust, you will work alongside a dedicated team committed to supporting our academies and enabling excellent educational outcomes for pupils. This is an opportunity to contribute to a values-driven organisation that places continuous improvement, collaboration and service excellence at the heart of everything it does.

If you are looking to enhance your finance career within a supportive and ambitious multi-academy trust, we would be delighted to hear from you

Application Process

Interested candidates who wish to have an informal conversation about this role, and/or a tour of the Site are welcome to contact HR@crst.org.uk for further information.

Our ideal candidate should possess a commitment to working with children, a willingness to be reflective, be committed to continual improvement through professional dialogue and exploration and enjoy working flexibly as part of a team.

Closing date for applications: Friday 31st July 2026

Central Region Schools Trust is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the successful candidate will be subject to an enhanced DBS check and satisfactory pre-employment checks in accordance with Safer Recruitment practices. All candidates shortlisted for interview will be subject to an online check and will be required to declare they are suitable to work with children.



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Job Description

Job Purpose

Working closely with colleagues across our academies and central services, the Finance Officer will be responsible for managing day-to-day finance activities, including accounts payable and receivable, invoice processing, bank reconciliations, credit control, and financial record keeping. The role also involves responding to finance queries, supporting month-end and year-end processes, and helping to maintain excellent standards of financial administration and customer services.

Key responsibilities:

- Process supplier invoices, credit notes, and payments accurately and on time.
- Maintain and reconcile accounts payable and accounts receivable ledgers.
- Perform bank reconciliations and investigate discrepancies.
- Responsible for accounts receivable, to include generating invoices and the reconciliation of payments.
- To ensure the credit control and "bad debtor" processes are managed effectively.
- Ensure compliance with internal controls, company policies, and relevant regulations.
- Support month-end and year-end closing activities.
- Respond to supplier and customer queries promptly and professionally.
- Maintain accurate records and documentation for audit purposes.
- Maintain a quality service via the Finance helpdesk and all associated group email accounts.

Other duties

- To actively participate in personal and professional development opportunities, attending training activities to ensure the changing demands of the job are met.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To promote the vision and values of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct
- Support Academies within Central Region Schools Trust where appropriate.
- To actively participate in the performance management process.
- To role model professional and positive behaviours to all students in our care.
- To carry out any other reasonable duties as directed by the Senior Finance Officer, Head of Finance and Chief Finance Officer.

Safeguarding

Central Region Schools Trust is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the successful candidate will be subject to an enhanced DBS check and satisfactory pre-employment checks in accordance with Safer Recruitment practices. All candidates shortlisted for interview will be subject to an online check and will be required to declare they are suitable to work with children.

Values

The postholder will demonstrate a commitment to the Trust's values and mission, ensuring that all financial decisions support the delivery of high-quality education and positive outcomes for pupils across the Trust.



Person Specification

Criteria	Essential	Desirable	Method of Assessment
Education and Qualifications 	- GCSE Grade C/4 or above (or equivalent) in English and Mathematics. - Evidence of continuing professional development relevant to finance and accounting.	- AAT qualification (Level 2, 3 or 4). - Qualification in Accounting, Finance, Bookkeeping, or Business Administration. - Training or certification in Sage, Access Education, or similar finance systems.	Application form, Interview and certificates
Qualities and Attributes 	- High levels of integrity, professionalism and discretion when handling confidential information. - Strong attention to detail and commitment to accuracy. - Excellent verbal and written communication skills. - Strong problem-solving and analytical skills. - Ability to build and maintain positive working relationships with colleagues, suppliers and stakeholders. - Proactive and self-motivated with a positive, can-do attitude. - Ability to work independently and use initiative while also contributing effectively as part of a team. - Flexible and adaptable in response to changing priorities and business needs. - Well organised with the ability to manage multiple tasks and meet deadlines. - Committed to continuous improvement and delivering high-quality service. - Commitment to the values, vision and ethos of Central Region Schools Trust. - Commitment to safeguarding and promoting the welfare of children and young people. - Ability to maintain appropriate professional boundaries when working within an educational environment.	- Experience of supporting colleagues and stakeholders with finance-related queries. - Interest in developing finance systems, processes and ways of working. - Experience of working within an education or public sector environment. - Commitment to ongoing professional development	Application form, references and interview

Person Specification

Criteria	Essential	Desirable	Method of Assessment
Skills 	• Strong numerical and financial administration skills. • Good understanding of accounting principles and financial processes. • Ability to process financial transactions accurately and efficiently. • Ability to reconcile financial records and identify discrepancies. • Strong attention to detail and a high level of accuracy. • Excellent organisational and time management skills. • Ability to prioritise workloads and meet competing deadlines. • Strong written and verbal communication skills. • Ability to build positive working relationships with colleagues, suppliers and stakeholders. • Excellent customer service skills and a commitment to providing a high-quality service. • Ability to work independently with minimal supervision. • Ability to work collaboratively as part of a team. • Strong problem-solving and analytical skills. • Proficient in Microsoft Office applications, particularly Excel. • Ability to maintain accurate financial records and documentation. • Ability to handle confidential information with discretion and professionalism	• Experience using Sage, Access Education, or similar finance systems. • Strong Excel skills, including the use of formulas, pivot tables and financial reporting tools. • Knowledge of accounts payable, accounts receivable and credit control processes. • Understanding of VAT and relevant financial regulations. • Experience of supporting month-end and year-end finance activities. • Experience working within the education sector or a multi-academy trust	Application form, Interview and certificates
Personal qualities 	• A commitment to the vision, values and ethos of Central Region Schools Trust. • High standards of integrity, honesty and professionalism. • Commitment to safeguarding and promoting the welfare of children and young people. • Commitment to equality, diversity and inclusion.	• Enthusiasm for developing knowledge and skills within a finance environment. • Experience of working within an educational or public sector setting.	Application form, references and interview

Person Specification

Criteria	Essential	Desirable	Method of Assessment
Personal qualities 	• Positive, proactive and flexible approach to work. • Strong work ethic with a willingness to take ownership of tasks and responsibilities. • Reliable, trustworthy and able to maintain confidentiality. • Self-motivated with the ability to work independently and use initiative. • Resilient and able to remain calm under pressure and meet deadlines. • Commitment to continuous improvement and personal development. • Ability to adapt to changing priorities and organisational needs. • Takes pride in delivering accurate, high-quality work. • Collaborative and supportive approach to working with colleagues and stakeholders.	• Interest in contributing to service improvement and operational efficiency.	Application form, Interview and certificates

Central Region Schools Trust
B.06 Assay Studios
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centralregionschoolstrust.co.uk

