



Inspiring Futures Partnership Trust

Job Role: Finance Administrator

Provisional start date: 13th April 2026

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

Finance Administrator: Job Role

Inspiring Futures Partnership Trust is seeking to appoint a Finance Administrator to join our Central Team. The Trust is ambitious and growing, offering a supportive working environment and opportunities for professional development and career progression.

Does this sound like you?

- Is a good team player with strong interpersonal skills
- Is self-motivated with the ability to multi-task and prioritise
- Previous experience in a finance and/or operational administrative 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 work alongside 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 an 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

Job Title:	Finance Administrator
Hours of work:	15 - 20 Hours per week, flexibility for the right candidate
Salary:	Bucks Pay Range 2-4 (dependent on experience), pro rata to hours and weeks worked. Estimated gross salary: 15 hours per week: approx. £9,030 (Range 2) to £10,698 (Range 4) pro rata 20 hours per week: approx. £12,040 (Range 2) to £14,265 (Range 4) 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:	4 th March 2026
Provisional start date:	13 th April 2026
Interviews	Interviews will be conducted upon receipt of suitable candidates, with any outstanding interviews scheduled for the week commencing 9 th March 2026

Job Description

Job Purpose:

To provide general finance administration across the Trust, ensuring high levels of financial management at all times and maintaining the finance management system. This role includes working within the central finance team, supporting multiple trust academies through providing finance support and maintaining accurate financial records.

Key Responsibilities

Financial Purchase Processing

- To effectively manage processing of purchase orders and submitting orders with suppliers, ensuring best value for money and compliance with IFPT financial regulations
- Review and accurate coding of all transactions to the correct nominals and budgets, maintaining financial integrity
- Processing of purchase order invoices within the correct timeframe and in accordance with Trust's policies
- Manage purchase queries including returns and the relevant credits, liaising with the administration teams across the academies, Trust and suppliers.
- Supplier statement of reconciliation and the management of outstanding orders and invoices.
- Process all relevant monthly transactions, preparing the finance administration for monthly reconciliation process.
- Working collaboratively with the Finance and Operations Administrator and supporting each other during peak times during the year
- Support the BACS payment runs in line with the Trusts financial procedures

Month-End and Year-End Support

- Prepare and post manual journals, including intercompany recharges, accruals and prepayments
- Payroll reconciliations, working closely with the Trust Finance Manager to ensure accurate posting of salaries, pensions and related costs
- Reconciliation of monthly purchasing card across the Trust
- Manage the monthly balance sheet reconciliations, supporting the Finance Manager with monthly management reporting
- Support with monthly reviews of the trial balance to identify any inconsistencies or mis-postings
- Maintain the prepayments and accruals schedules, ensuring costs are spread accurately and reconciled to the general ledger
- Support with VAT preparation and the associated reconciliations
- Monitor, record and reconcile income streams such as grants, tracking and reporting in preparation for monthly management reporting
- Support the production of monthly management reports and year-end financial statements

Compliance and Audit

- Support year-end procedures and finance audits
- Ensure adherence to the Academy Trust Handbook, ESFA requirements and VAT regulations

Other Finance

- Supporting colleagues in the finance team to meet specific reporting, audit and submission deadlines
- Use financial systems effectively and contribute to process improvements, supporting implementation of new systems or upgrades
- Loading contracts, subscriptions and assets to relevant system, as appropriate
- Provide support, guidance and advice to academy-based staff on financial procedures
- Work closely with the central team to provide high levels of customer service, delivering a consistent and effective service across the Trust – enabling academy leaders to focus on education of our pupils

General

- 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 academy 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 qualification or equivalent SBM qualification		✓
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 payroll processes and VAT regulations.	✓	
Knowledge of Academy Trust Handbook and ESFA requirements		✓
Understanding of school pay and conditions		✓
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 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 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.

Early applications are encouraged, we reserve the right to interview strong applicants before the closing date of this advert.

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. Interviews may be held prior to the closing date upon receipt of strong applications.

Inspiring Future's Partnership Trust are committed to safeguarding children, promoting the welfare of children and young people, and expecting 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.