



RECRUITMENT PACK

Senior Finance Officer

Our Trust



I am proud to welcome you to Impact Education. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale, Kirklees and Bradford, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality and inclusive education that impacts positively our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share, and learn from each other and the wider system through agile professional learning communities. They have access to high-quality professional development through our **Institute of Learning**. We work hard, but not at the expense of wellbeing, and we want all our people to feel valued, respected, and happy in their work.

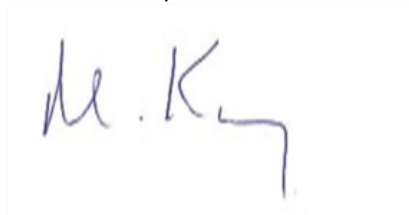
Our **values** of **Heart**, **Mind** and **Connect** underpin everything we do, and our **core principles** articulate how we will live these out across our Academies.

We have entered an important phase of our continued development having undertaken the process of merging with Pennine Academies Yorkshire, who share a strong commitment to inclusive, high-quality education, particularly for disadvantaged pupils and those with special educational needs.

This partnership has created one of the largest non-faith Trusts in West Yorkshire, with 18 academies, 8,200 pupils, and over 1,200 staff. Rooted in shared values of inclusivity, collaboration, and excellence, this is a natural partnership and an exciting time to be joining our Trust.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

A handwritten signature in blue ink, appearing to read "M. Kay". The signature is written in a cursive, flowing style.

Mick Kay
Chief Executive Officer

Benefits of Joining

All colleagues receive a planned induction to ensure the best start possible. We are also very proud of the professional learning opportunities across our Trust which are part of our Canopy offering. Canopy means professional learning for everybody across Impact Trust – whatever your school, whatever your role and whatever your interest. A place which inspires us all to grow and develop and pushes us all to be our professional best. These opportunities vary from ITT Training, NPQ's, HLTA, SEND TA, Wellbeing Champion Apprenticeships and many more. Early Career teachers are supported through a range of networks and have access to fully trained mentors and coaching opportunities.

Colleague Voice and wellbeing is really important to us. Colleagues new to the Trust will be able to access a range of benefits outlined below. We also complete an annual Trust listening survey and our Colleague Ambassadors support the development of action plans to help us work towards our goal of being a Great Place to Work.

In addition, we offer the following incentives:

- Salary Sacrifice Car Scheme
- Cycle to Work Scheme
- Employee Assistant Programme (Including health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)

For further information about Impact Education MAT, please visit our website:

www.i-mat.org.uk



Central Finance Department

Impact Education has recently expanded to a family of 18 schools following the successful partnership with Pennine Academies Yorkshire. As we continue to grow, we are seeking a talented and enthusiastic Senior Finance Officer to join our central team and play a key role in supporting the financial success of the Trust.

This is an exciting opportunity to contribute to the delivery of an outstanding finance service across our schools in Kirklees, Calderdale and Bradford. Working as part of a supportive and collaborative finance team, you will provide high-quality financial transaction processing and respond effectively to queries from school leaders and managers.

The role offers a diverse range of responsibilities across the finance function, including:

- Purchase order and invoice processing
- Sales invoicing and credit control
- Bank and control account reconciliations
- Financial administration and reporting support
- Providing excellent customer service to schools and stakeholders

Who We Are Looking For

We are keen to hear from individuals with exceptional attention to detail, strong organisational skills, a positive approach to problem-solving, and a genuine willingness to learn and develop. You may already be working in a finance administration role and looking to take the next step in your career. However, we would also welcome applications from experienced administrators who may not yet have finance experience but possess the aptitude, commitment and transferable skills needed to develop into a finance professional.

What We Offer

At Impact Education, we are proud of our commitment to professional development. We offer an excellent learning environment and would support the successful candidate in gaining finance qualifications through our apprenticeship and professional development pathways.

If you would like to find out more about the role or what it is like to work within the Finance Team at Impact Education, please contact **Lindsey Denton** at ldenton@i-mat.org.uk to arrange an informal discussion.

Join us and be part of a growing Trust that is making a difference to the lives of children and young people across our communities.

Job Description

Post:	Senior Finance Officer
Salary:	Scale 6, SCP 18-22 (FTE £31,537 - £33,699)
Actual Salary:	£28,868 (based on 37 hours)
Hours:	30 or 37 (flexible to suit work needs)
Contract:	Permanent, Term Time Plus 15 Days
Responsible to:	Trust Accountant
Closing Date:	Friday 25 September 2026 at 9am
Interview Date:	Thursday 1 October 2026
Start Date:	ASAP

Core Purpose

To be part of the Trust's Central Services Team providing financial support to academies and the central trust, working across all main finance ledgers.

Duties and Responsibilities

Month end

- Support the Trust Accountants and Chief Finance and Strategy Officer with month end activities including but not limited to fixed asset register updates, control account reconciliation, prepayments & accruals.
- Support the management of all academy's month end processing, ensuring all identified tasks are complete and reports are run, reviewed, reconciled and electronically filed for audit
- Support the reconciliation of Trust bank accounts
- Monitor aged creditors and assist in the clearing of old or erroneous account balances
- Monitor aged debtors and assist in the clearing of old or erroneous account balances

Undertake financial transactions processing for agreed academies (including but not limited to):

Purchase Ledger

- Review requisitions and convert to purchase order, sharing with suppliers if approved
- Process invoices accurately and ensure approval is sought by appropriate budget holder
- Support with BACs payments
- Handle and resolve purchase order/invoice/payment queries
- Review statements and supplier accounts and identify and resolve outstanding issues.

- Maintain the supplier database including adding authorised new suppliers and changes to supplier details.

Sales Ledger

- Create sales ledger invoices from information provided by the trust and its academies
- Issue invoices to customers
- Receive sales ledger payments and match to invoices
- Chase overdue payments
- Resolve queries relating to sales invoices
- Maintain the customer database including adding authorised new customers and changes to customer details

Cash Book

- Reconcile accounts held by academies and post transactions to the system
- Reconcile credit card statements for accounts held by the academies and post transactions to the system

Nominal Ledger

- Draw up nominal ledger journals for low value basic errors
- Post authorised journals to the system.
- Review transaction listing and ensure coding is accurate

Other Finance Duties

- Assist fully with any requirements asked by auditors relating to duties and systems.
- Maintain finance files in a recognised system to audit standard
- Maintain an orderly and efficient working environment
- Support the CFSO and Trust Accountants with additional reporting

Other responsibilities

- To treat people fairly, equitably and with dignity and respect to create and maintain a positive organisational culture
- To respond calmly to the challenges of the work and working environment
- To ensure effective planning of work undertaken
- To develop and maintain a culture of high expectations for oneself
- To undertake any other professional duties that are reasonably delegated to the post holder
- To always represent the trust and its academies in a positive manner
- To participate fully in Performance Management Review and other trust performance and development initiatives as appropriate.

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications	GCSE English and Maths or equivalent, eg. Adult Literacy/ Numeracy at Level 1	- AAT Qualified or working towards AAT qualification - Other relevant qualifications relating to the post	- Application - Certification
Experience	- Proven experience of working in a finance environment - Strong ICT skills and experience with software packages, eg. Microsoft Word and Excel, - Experience of working in an effective team	- Worked in a school or Trust setting - Experience of audit and audit expectations	- Application - Interview - References
Knowledge and skills	- Ability to accurately process documents with accuracy and speed, and without error - Appreciation of the need to maintain strictest confidentiality about matters concerning the Trust and how this relates to the duties of the post - Ability to relate well to colleagues and to work as part of a team - Ability to take responsibility and work autonomously within agreed boundaries and expectations - Ability to take initiative and prioritise own workload to meet the needs of the organisation	Knowledge of and ability to work competently in core financial ledgers, e.g. purchase ledger and sales ledger	- Application - Interview - References
Character	- Strong moral purpose and drive for improvement - Values-aligned & resilient - Flexible - Motivated and enthusiastic - Excellent interpersonal skills - Excellent communication skills - Excellent numeracy and literacy skills - Good sense of humour - Desire to develop yourself - Ability to receive and act on feedback - Strong attention to detail - Ability to work under pressure		- Application - Interview - References



How To Apply

To apply, please visit MyNewTerm at the following link:

<https://mynewterm.com/jobs/16681/EDV-2026-IEMAT-82940>

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.