



Welcome to Great Learners Trust

Thank you for your interest in the role of Academies Finance Officer at Great Learners Trust. We are delighted that you are considering joining us at such an exciting and transformative time in our journey.

The Trust is currently undergoing a period of significant growth and development, as we strengthen our financial foundations and build a sustainable future for our schools and communities. This role offers a unique opportunity to contribute directly to that journey, ensuring robust financial processes and supporting the delivery of our long-term strategy.

At Great Learners Trust, we are proud to be a values-driven organisation. We are **bold** in our ambitions for our pupils and staff, **brave** in the decisions we make to secure long-term success, and **ambitious** in our vision for excellence across all our schools. As Academies Finance Officer, you will play a vital role in upholding these values through accurate financial management, attention to detail, and a collaborative approach.

We are looking for someone who shares our passion for education and who is excited by the opportunity to make a meaningful impact. If you are ready to bring your expertise, energy, and commitment to a forward thinking and supportive Trust, we would be thrilled to hear from you.

Warm regards,

Alison Swinscoe

Chief Financial Officer, Great Learners Trust



Our Mission and Vision

- **Mission:** To inspire and empower all to achieve their full potential and thrive in an ever-changing, dynamic world.
- **Vision:** Inspiring Excellence. Empowering Futures.

We will build a Trust known for educational excellence, transforming children's lives. We will create a vibrant community that inspires everyone to achieve their full potential and empowers all to manage their future with confidence and purpose.

At the **Great Learners Trust**, we recognise that it is "tough out there." But we will not be deterred. Our response will be rooted in our core values: **brave, bold, and ambitious**. These values will drive us to face challenges head-on, to innovate, and to set our sights high for every member of our community.

Levers for Lasting Change and Improvement

We know that sustainable improvement does not happen by chance. It requires a deliberate, trust-wide improvement plan, focused on four key levers:

1. **People** – We will invest in our staff through high-quality CPD, deliberate and consistent practice, and a culture of teaching for excellence. Trust-wide best practice and leadership coaching will ensure that every adult is empowered to deliver their best.
2. **Data** – We will use robust, evidence-based data to inform every decision, track progress, and identify where we can make the greatest impact.
3. **Happiness and Wellbeing** – We will prioritise the happiness and wellbeing of our pupils, staff, and wider community. By fostering positive mental health, resilience, and a supportive culture, we will create environments where everyone feels valued, motivated, and able to thrive.
4. **Community** – We will deepen our partnerships with families and the wider community, recognising that true transformation happens when we work together for the benefit of every child.

By harnessing these levers, we will drive lasting change and improvement across all our schools—ensuring that every child, every adult, and every community in the Great Learners Trust thrives.



Inspiring Excellence | Empowering Futures

GLT Strategic Vision

Trust Mission	To inspire and empower all to achieve their full potential and thrive in a dynamic world.		
Trust Vision	Inspiring Excellence. Empowering Futures We envision a Trust known for its educational excellence, transforming children's lives. A vibrant community which inspires everyone to achieve their full potential and empowers all to manage their future with confidence and purpose.		
Trust Values	Be Brave	Be Bold	Be Ambitious
Strategic Goals	Innovating to Inspire Happy Learners	Our People, Our Power	One Trust, Stronger Together
Operational Priorities	Leadership and Governance Achievement for all Pupils Pupil Behaviour, Safeguarding and Attendance Staff and Parent Engagement and Communication		

Academies Finance Officer

Location:	Across multiple Trust schools (majority on-site with occasional home-based working)
Hours:	37 hrs per week, 42 weeks per year (Term-time + 3 weeks), part time hours considered.
Pay:	GLT Scale 5 (26-30), £33,158-£35,724 FTE (£30,974-£33,089 Actual)
Reporting to:	Academies Finance Manager

Job Purpose

We are seeking a highly motivated and detail-oriented Academies Finance Officer to join our central finance team. This role is pivotal in ensuring the Trust's financial operations run smoothly and comply with statutory requirements and internal financial regulations.

This role will work across multiple trust schools, providing financial support and ensuring compliance with Trust policies and statutory requirements. The Academies Finance Officer will play a key role in maintaining accurate financial records and supporting budget holders across different sites.

Key Responsibilities

Financial Transaction Processing

- Approve purchase orders and payment runs in line with Trust financial regulations, ensuring compliance and value for money.
- Review and authorise coding of transactions to the correct cost centres and budgets, maintaining financial integrity.
- Provide assurance that financial processes are followed correctly, escalating issues where necessary.
- Oversee adherence to financial policies and procedures across schools, supporting consistency and compliance.

Month-End and Year-End Support

- Prepare and post journals, including accruals and prepayments.
- Monitor and verify bank and control account reconciliations, addressing any discrepancies or exceptional transactions.
- Support the production of monthly management accounts and year-end financial statements.

Budget Monitoring and Reporting

- Provide accurate financial data to budget holders and assist with variance analysis.
- Provide support to headteachers in financial forecasting and workforce planning, leveraging Integrated Curriculum and Financial Planning (ICFP) principles.
- Help prepare reports for senior leaders and trustees, ensuring clarity and compliance.
- Provide financial advice and support to budget holders across the Trust.

Income and Debtor Management

- Record and reconcile income streams such as grants, catering, and nursery fees.
- Monitor outstanding debts and implement effective credit control procedures.

Payroll and Staff Costs

- Provide oversight of payroll activities, including recruitment approvals, onboarding of new staff, authorisation of additional hours, and ensuring adherence to statutory and Trust requirements.
- Assist with payroll reconciliations and liaise with payroll providers to resolve queries.
- Ensure accurate posting of salaries, pensions, and related costs.

Compliance and Audit

- Maintain audit-ready records and support internal and external audit processes.
- Ensure adherence to the Academy Trust Handbook, ESFA requirements, and VAT regulations.

Systems and Process Improvement

- Use financial systems effectively and contribute to process improvements.
- Support implementation of new systems or upgrades as required.

Collaboration and Support

- Provide guidance to school-based staff on financial procedures.
- Work closely with the central finance team to deliver a consistent and efficient service across the Trust.

Why Join the Great Learners Trust?

At the Great Learners Trust, we believe that excellence is built on collaboration, support, and opportunity. As part of our team, you'll be joining a group of highly skilled, loyal, and supportive professionals who are passionate about making a difference. Our culture fosters growth, values

innovation, and celebrates success. Whether you're looking to advance your career, deepen your expertise, or contribute to a meaningful mission, the Trust offers a dynamic and rewarding environment where you can truly thrive.

What We Offer:

- **A Fantastic Team** – Work alongside a dedicated and experienced team of professionals and senior leaders who are committed to supporting each other and driving positive outcomes.
- **Professional Development** – Access bespoke training and development opportunities tailored to your career goals, ensuring you continue to grow and excel.
- **Career Opportunities** – Be part of a growing Trust with clear pathways for progression and the chance to make a lasting impact.
- **Generous Holiday Package** – Enjoy a competitive holiday entitlement that supports your wellbeing and work-life balance.
- **Pension Scheme** – Benefit from membership in the Buckinghamshire Local Government Pension Scheme (LGPS).

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 of 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	✓	