



Active  
Learning  
Trust

**Candidate Pack**  
Trust Finance Officer  
May 2026



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# Dear applicant



*Thank you for your interest in joining the Active Learning Trust. I know that choosing where to build your career is a big decision, and before I share the details of the role, I want to tell you why this is such a special place to work.*

*At ALT, we do things differently. We are a values-led organisation that believes our people are our greatest strength. We invest deeply in the adults who work with us, because when we help our colleagues grow, our pupils thrive. Ours is a community built on trust, care and ambition – where every member of staff is encouraged to discover their strengths, take opportunities, and know that their work is shaping brighter futures for the children in our care.*

*We don't see education as just a system; we see it as a moral mission. Every day, our staff bring energy, compassion and commitment to their roles, united by the belief that every child deserves the very best. We stand alongside you with high expectations, professional development, and unwavering support so that together we can achieve extraordinary things.*

*If you share our values and our passion for making a difference, we would be delighted to hear from you. I look forward to the possibility of welcoming you into our Trust – a place where people matter, potential is nurtured, and purpose drives everything we do.*

*With warm regards,*



**Lynsey Holzer**  
Chief Executive Officer

# Active Learning Trust

## Overview

Our multi-academy Trust was originally established in 2012 and is currently made up of 1,600 staff across 21 schools in East Anglia, serving over 8,600 young people and their families. Our shared Trust mission of delivering excellence to ensure our young people can thrive and prosper is at the heart of everything we do.

Our trustees fulfil their duties through our Trust Leadership Team, which includes our central team and school leadership teams, working together as one unified organisation with joint accountability. We have an established central team that is not only knowledgeable but also driven by an imperative to deliver the very best for the young people in our care.

At Active Learning Trust, we are restless for excellence and improvement so that our children can thrive and prosper. Deeply rooted in the heart of our communities, people choose to join our trust because we make a difference. We explore the art of the possible to find the right solutions for our children, our people and the wider education sector.

## Our Team

Our team is made up of experts across all specialist areas, including education, finance, HR, communications and marketing, estates, governance, procurement, data and IT. Their skills allow us to deliver shared savings and, more importantly, provide essential services to schools, enabling school-based leadership to focus on improving outcomes for pupils in the broadest sense.

- We know our schools exceptionally well and we offer both honest reflection and evaluation of our strengths and areas for improvement.
- We have clear and appropriate plans for continuing to improve the quality of education and pupil achievement.
- We encourage and celebrate the individual characteristics of each of our schools and provide them with a good balance of autonomy central oversight and accountability.

## Our People-First Philosophy

At Active Learning Trust, we invest in you from day one. We love working with specialists that are united by their skills and passion for shaping the future of education. We provide tailored coaching, leadership training and clear progression pathways that turn roles into fulfilling, lifelong careers. Guided by our values of open dialogue, bold thinking and supportive teamwork, we put your growth and well-being at the heart of everything we do - so you can focus on making a real difference in our schools and beyond.

## Our Values

At the heart of our Trust are five core values that shape our culture and guide every aspect of our work. They influence our interactions, decisions and strategic direction, and they unite our school communities.



**I aspire, we achieve**



**We're curious, creative and bold**



**A family, not a house share**



**Comfortable being candid**



**Humour, humility, humanity**



“

*ALT creates environments where professionals can be bold and courageous in their practice, bringing about excellent outcomes for both students and staff. Our students receive the best standard of education from practitioners who are motivated to give their best as they are supported by a Trust that treats all with humanity, humility and humour!*

*More personally, I'm grateful for the CPD and career opportunities presented to me, that have allowed me to grow from an NQT into a Headteacher in 8 years.*

**Louise Creed**  
Headteacher, The Albert Pye  
and Ravensmere Schools Federation

# Our Schools

Active Learning Trust encompasses 21 schools across East Anglia – eight in Cambridgeshire, 12 in Suffolk and two in Norfolk.

Our schools fall naturally into three designated geographical sub-regions – Ipswich, Norfolk & North Suffolk, and mid Cambridgeshire. This allows the Trust to apply 'hub' level school-to-school support and collaborative working along with other mutually supportive arrangements. The synergy this creates has become a key way of working for our teams and continues to develop further over time.

For more information on our schools, please visit our website.

[View our schools](#)



# Job Vacancy

## Trust Finance Officer

### Supporting great schools through confident, purposeful financial practice

We are looking for a Trust Finance Officer to play a central role in ensuring that income and expenditure across the Active Learning Trust are managed accurately, promptly and in line with our high standards of accountability. Based at our Central Office at Neale Wade Academy, this role supports colleagues across our academies by maintaining robust financial records, delivering a responsive and professional service, and helping to ensure public funds are used effectively for the benefit of our pupils. It will suit a detail-focused, organised team player who values accuracy, collaboration and making a meaningful contribution behind the scenes.

### Summary of Key Responsibilities

- Process and record all Trust and academy expenditure accurately, ensuring timely payments and correct coding.
- Raise and manage sales invoices and income collection, actively monitoring and reducing outstanding debt.
- Maintain accurate financial records, including reconciliations, to support reporting and audit requirements.
- Ensure compliance with financial regulations, internal controls, and audit standards, maintaining clear audit trails.
- Provide responsive, professional support to colleagues and suppliers, resolving queries and improving processes where possible.

### Why Join Our Trust?

- Belong to a compassionate and inclusive trust that values you and the role you play.
- Join an experienced group of people that are fully dedicated to delivering the best for our children.
- Gain access to our VivUp employee benefit system, Cycle to Work scheme and local government pension scheme.

### Contact

If you would like an informal discussion about the role, or for more info, please contact Nicki Mayne, Assistant Director of Finance at: [nicola.mayne@activelearningtrust.org](mailto:nicola.mayne@activelearningtrust.org).



### Location

Central Team office at  
Neale-Wade Academy,  
March (Cambs) - Hybrid

### Contract

Full time, Permanent

### Salary

ALT Grade F  
£29,071- £31,015

### Interviews

05 June 2026

### Start Date

01 September 2026

# Job description

## Trust Finance Officer

**Salary:** ALT Grade F

**Academy Site:** Central Office, Neale Wade Academy

**Reporting to:** Assistant Director of Finance

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### Main purpose

To ensure the Trust meets its financial commitments and collects income receivable accurately, promptly, and in accordance with the Trust's financial regulations, scheme of delegation, and DfE requirements. The role supports strong financial stewardship across the Trust, enabling academies to operate effectively while maintaining robust financial control and public accountability. The role contributes to the achievement of the Trust's Key Performance Indicators.

### Duties and responsibilities

#### Timely and Accurate Processing and Payment of Expenditure

Ensure all approved Trust and academy expenditure is recorded accurately and paid correctly, within agreed terms

- Suppliers and service providers are paid on time, supporting continuity of provision across academies.
- Credit card and expenses are processed accurately and promptly.
- Errors, duplicate payments, and missed invoices are avoided or swiftly resolved.
- All expenditure items are coded accurately in line with the chart of accounts to support benchmarking.
- The Trust maintains credibility and positive relationships with suppliers.

#### Timely and Accurate Raising and Collection of Income

Ensure all approved Trust and academy sales are raised promptly and accurately and paid correctly, within agreed terms

- Sales invoices are raised promptly, and customers are supported to pay on time, supporting cashflow and low levels of debtors through the active management and pursuit of aged debt.
- Errors, duplicate payments, and missed invoices are avoided or swiftly resolved.

- Non-sales invoice income such as grants and donations are promptly and accurately recorded with any discrepancies with expected receipts investigated and resolved.
- Very few debts are written off.

### **Compliance with Trust and Regulatory Requirements**

Support compliance with the Academy Trust Handbook, Trust financial regulations, and internal control frameworks

- All payments are supported by appropriate authorisation in line with the scheme of delegation.
- Clear and complete audit trails are maintained for all transactions.
- The risk of fraud, irregularity, or non-compliant expenditure is minimised.

### **Reliable Financial Records and Reporting**

Maintain accurate accounts payable records to support Trust-wide financial reporting and statutory returns utilising the Trust's finance systems effectively

- Ledger balances, including the sales and purchase ledger, are accurate and regularly reconciled.
- Bank and credit card accounts are reconciled regularly and accurately.
- Month-end and year-end processes support timely management accounts and statutory financial statements.
- Finance teams and academy leaders can rely on payment data for budget monitoring and decision-making.
- Documentation and financial records are retained in line with the Trust's data retention policy.

### **Excellent Service to the Trust and External Stakeholders**

Provide a responsive and professional accounts payable service to academies and central Trust functions

- Colleagues receive clear guidance on invoicing, approvals, and payment timelines.
- Queries and issues from staff and suppliers are resolved efficiently, consistently, with clear communication.
- The finance function is seen as supportive, knowledgeable, and solution focused.
- Work closely with colleagues from across the Trust to collaboratively resolve any issues.

### **Value for Money and Continuous Improvement**

Contribute to achieving value for money and improving the efficiency of Trust-wide financial processes

- Opportunities to streamline processes or improve use of finance systems are identified and shared including ways to reduce overall invoice volumes.
- Work supports Trust approaches to centralisation, standardisation, and automation where appropriate.
- The Trust Finance function remains resilient during peak periods such as year-end and audit.

### **Generic responsibilities of all Active Learning Trust employees**

- To consistently uphold the Trust's Aims, Visions and Values.

- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed annually in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.*

# Person Specification

## Trust Finance Officer

**E** = Essential / **D** = Desirable

<b>Qualifications &amp; Training</b>		
GCSE/GCE/O Level pass in English Language & Maths, minimum C grade or equivalent	E	
A business administration or finance related qualification		D
<b>Experience</b>		
Previous use of finance and data management systems software	E	
Previous experience developing knowledge and understanding of financial processes, division of duties, best value	E	
Experience of following and adhering to written procedures	E	
Experience of sourcing goods to achieve best value		D
Experience of assisting in the preparation for trust wide activities e.g. termly trust finance leads meetings		D
Experience of providing advice and guidance to staff on range of financial and administrative issues and procedures		D
Experience of assisting with/contributing to induction training for new staff		D

<b>Skills and Knowledge</b>		
Understanding of accounts payable within a public sector or academy trust environment	E	
Awareness of financial controls, authorisation frameworks, and audit expectations	E	

Strong attention to detail and ability to manage competing priorities	E	
Confidence using financial systems and digital workflows	E	
A high standard of numeracy and the ability to create and maintain financial records	E	
Ability to work to deadlines and ensure routine and non-routine orders and correspondence are produced on time	E	
Accuracy and attention to detail	E	
Able to make day-to-day decisions about own workload	E	
Understands and demonstrates qualities of an effective team player	E	
Knowledge of financial procedures specifically within schools		D
Knowledge of related policies and procedures		D

<b>Personal Qualities</b>		
<p>Embodies of the Active Learning Trust's values:</p> <ul style="list-style-type: none"> <li>- I aspire, we achieve</li> <li>- We're curious, creative and bold</li> <li>- A family, not a house share</li> <li>- Comfortable being candid</li> <li>- Humour, humility, humanity</li> </ul>	E	
Commitment to uphold the seven principles of public life (the <a href="#">Nolan principles</a> ) at all times	E	
Commitment to maintaining confidentiality at all times	E	
<b>Equal Opportunities</b>		
Commitment to inclusion, equality and diversity	E	
<b>Safeguarding</b>		
Commitment to safeguarding and promoting the welfare of children and young people.	E	

# Application Process

## How to Apply

You can browse and apply for all Active Learning Trust vacancies by clicking the link below to access our recruitment platform. Once you have found the corresponding vacancy, click on the 'Apply Now' button to begin your application. You can save your application and return to it at any time. Please ensure you have completed and submitted your application before the deadline shown on the job advert.

[View current vacancies](#)

## Hints and Tips

To increase the chance of your application being considered for the role, please follow these steps:

- Use the Person Specification document to write your application. Consider using the headings and give examples where possible.
- Check for punctuation and grammar errors.
- Ensure your first referee is from your current or most recent employer. If you are employed within a school or academy, ensure you list your Headteacher as your first referee.
- All gaps in employment history must be explained. This should start from the date you left full-time education, including the summer holiday.



## Useful Information

As an equal opportunities employer, we welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

No CVs are accepted in line with requirements of Keeping Children Safe in Education, therefore all applications are required to be completed using the MyNewTerm platform.

The Active Learning Trust reserves the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject to pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance in line with the need to create and maintain a safe culture. Please be advised that references may be requested prior to interview for roles within our academies, where permission has been given to do so via MyNewTerm.

Candidates are advised that, if shortlisted for interview, they will be subject to an online search of information in the public domain.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

