



The **GALLERY TRUST**



A community of special schools

Finance Officer

Candidate Information Pack

January 2022

Finance Officer

Contract Type: Full time, permanent (39 weeks per year, term time only, plus inset days)

Salary Type: Grade 9

Actual Annual Salary: £24,241.37 to £26,609.49

(Full time equivalent: £27,741 to £30,451)

The Gallery Trust, a Special Multi Academy Trust based in Oxford, wishes to recruit a Finance Officer to provide high quality financial, business and accounting support to schools within The Gallery Trust.

You will be based in the Trust's Central Services Team, working with an experienced Finance Manager. You will liaise with a range of colleagues in member schools across the county, and will play a vital role in ensuring that we continue to meet our statutory responsibilities and deliver an effective and efficient service. The management of all financial transactions underpins the preparation of monthly and annual accounts, and the finance team strive to provide accurate, timely and reliable reports for all stakeholders. Confidentiality and security of information are important aspects of the role.

You will demonstrate thorough attention to detail, a clear understanding of financial controls, and take a methodical and flexible approach to all areas of your role. You will use financial accounting software to promote the effective day-to-day operation of the finance function and will need to be a proficient user of Microsoft Excel. A professional qualification in accounting, such as AAT, is considered desirable but is not essential. Previous work experience in a finance role would be an advantage.

In return, we can offer you membership of the Local Government Pension Scheme, paid holiday, free on-site parking, and the opportunity to work in an experienced and supportive team in a thriving organisation. There may be some scope to negotiate flexible working hours.

The Trust is dedicated to improving outcomes for learners with special needs in Oxfordshire, and all staff in our Trust are committed to this aim. If you would like the opportunity to work in a successful and thriving Multi Academy Trust where you can contribute to enhancing the lives of young people with special needs and disabilities, we would be delighted to receive your application.

Application process

To apply for this post, please download an application form and job pack from our website: <https://thegallerytrust.co.uk/recruitment/current-vacancies/>

If you have any questions on the school or the role, please telephone 07944 901169 or email application@thegallerytrust.co.uk

Please submit your application form by email no later than **5pm on 1 February 2022** to application@thegallerytrust.co.uk or by post to Recruitment, The Gallery Trust, c/o Northern House Academy, South Parade, Oxford, OX2 7JN.

Please ensure you detail any gaps in employment, and use the person specification and selection criteria contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs on their own, but by all means include one with your fully completed application form if you wish. If you are shortlisted, we will take up written references before your interview so please provide permission for this along with phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school or Trust, must include your current Head Teacher or Trust Executive.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and require all staff to share this commitment. The successful candidate will be subject to an Enhanced Disclosure check from the Disclosure and Barring Service (DBS), and Occupational Health check. The Gallery Trust is an equal opportunities employer and we welcome applications from all ethnic and community backgrounds.



About The Gallery Trust

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Specialist Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2024
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision of Orion Academy)

The Trust's vision is to continue to consolidate our recent growth by securing effective systems that deliver school improvement through all academies whilst continuing to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.



JOB DESCRIPTION

Finance Officer

Responsible to: Finance Manager

Job Purpose

To advise and support the Chief Executive Officer in furthering the Trust's aims, vision and ethos.

Introduction

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. The performance of all duties and responsibilities shown below will be under the reasonable direction of the Chief Executive Officer. The Chief Executive Officer will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The Trust's grievance procedure would be used to resolve any disagreement arising out of the job description

General Tasks

- Assist the Finance Manager in the implementation of robust systems to ensure that the Trust complies with statutory guidance and relevant financial regulations, in accordance with its status as a Multi Academy Trust, an exempt charity and a limited company;
- Assist the Finance Manager in the operation of the finance department, undertaking a wide range of financial processing and related activities;
- Run an efficient purchase ledger with day-to-day responsibility for the management of financial transactions and procedures;
- Run an efficient sales ledger with day-to-day responsibility for the management of financial transactions and procedures;
- Assist with payroll process (payroll is fully managed by an external payroll provider)
- Keep accurate records for all transactions;
- Liaise with colleagues in the Trust, member schools and external professionals: promoting effective ways of working, and providing an efficient service to member schools;
- Provide complex administrative and organisational support to colleagues throughout the Trust;
- Assist stakeholders including suppliers, parents, staff and students with queries and resolving issues;
- Undertake specific projects and initiatives;
- Deputise for finance, payroll and administration colleagues as necessary.

Specific Responsibilities

- Operate the Trust's financial software to undertake a range of tasks, processing transactions, including purchase orders, GRNs, invoices, payments, journals and income; sales invoices and nominal receipts: preparing reports, returns; and reconciliations;
- Assist in ensuring all financial transactions and processes comply with the Trust's Scheme of Financial Delegation: financial procedures and policies, and external guidance and regulations;

- Provide advice, training and guidance to colleagues throughout the Trust to ensure policies and procedures are followed;
- Build positive and professional relationships with colleagues to promote effective ways of working, building capacity and sharing knowledge;
- Liaise with internal budget holders and answer queries from a range of stakeholders;
- Assist with the preparation of monthly and termly management accounts and budget monitoring;
- Assist with internal and external audit preparation and visits;
- Assist the Finance Manager in the control and co-ordination of purchasing within the Trust including orders, quotations and administering the tendering process;
- Make purchases on behalf of the Trust, complying with the procurement processes designed to deliver value for money;
- Reconcile bank accounts, process charge card transactions and review the processing and post of all transactions through ParentMail;
- Manage his/her own workload whilst working accurately and observing deadlines;
- Proactively identify financial risks and implement procedures to mitigate risks;
- Compliance with Data Protection regulations;
- Report any irregularities to the Chief Operating Officer.

General Responsibilities

- Remain aware of changes to statutory requirements and policies affecting finance;
- Carry out other duties as may be reasonably assigned by the Chief Operating Officer;
- Take on additional responsibilities, commensurate with the level and responsibility of the post, which might from time to time be determined;
- Be aware of and support diversity, and contribute to ensuring equal opportunities for all;
- Contribute to the development and implementation of the overall ethos and aims of the Trust;
- Develop constructive relationships and communicate with other agencies and professionals;
- Attend meetings as required;
- Participate in training and other learning activities and performance development as required;
- Recognise own strengths and areas of expertise and use these to advise and support others;
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, financial probity, and data protection, reporting all concerns to the Chief Operating Officer;
- Safeguard and promote the welfare of all pupils;
- Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and colleagues in accordance with the requirements and Trust policies; including taking responsibility for raising concerns with the Chief Operating Officer.

**Selection Criteria
Finance Officer**

Qualifications and training		
	Essential	Desirable
GCSEs to include English and Maths A* to C or equivalent	X	
AAT qualified or qualified by experience		X
Experience in processing financial transactions		X
Trained in the use of PS Financials		X
Committed to Continuing Professional Development	X	
Experience and knowledge		
Competent in Microsoft Office, particularly Word and Excel	X	
Numerate, with an ability to work confidently with numbers	X	
Experience of working in a professional business environment	X	
Knowledge of financial principles and methods of financial control		X
Experience of working in a team and of providing advice and guidance to colleagues	X	
An understanding of Academy funding: experience of finance operations in an education environment.		X
Experience of using PS Financials and Orovia BPS		X
Skills and Attributes		
Exemplary standards of personal integrity, behaviour, professionalism, and discretion	X	
A good level of ICT skills and willingness to learn new packages	X	
A clear understanding of the need to complete detailed work with a high standard of accuracy	X	
Ability to work under pressure with competing priorities and meeting deadlines	X	
Excellent interpersonal skills: able to work and communicate effectively with varied groups of stakeholders: and good team working skills	X	
Methodical, systematic and careful approach to tasks, efficient and well organised	X	
Able to adapt and implement change: a flexible approach to tasks and the working day	X	
Self motivated, able to work on own initiative with an ability to prioritise a varied workload	X	
Willingness and ability to travel to different locations in Oxfordshire	X	
A respectful approach to children and young people with SEND	X	
Commitment to safeguarding, and the welfare of children and young people	X	

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