

# LIPA MULTI-ACADEMY TRUST

## **Academy Finance Officer**

£29,269 - £31,364 (NJC SCP 18- SCP 22) per annum (52 weeks)

Full-time 37.5 hours per week (Monday to Friday)

12 months fixed term

Due to the continued success and ongoing expansion of LIPA School and LIPA Sixth Form, we are looking to appoint an Academy Finance Officer to join our team on full-time, fixed term basis.

We are looking for a highly motivated and enthusiastic individual to join our Trust's Central Team. Reporting to the Chief Finance Officer you will be responsible for efficient and effective provision of quality statutory financial information, provide support to the Trust Board, Chief Finance Officer, budget holders and other relevant stakeholders of the Multi Academy Trust.

The postholder will be responsible for ensuring all income is received, coded and accounted for, preparing weekly/monthly bank statement reconciliations and VAT returns, preparing and co-operating with termly ISRs, annual audits, deal with all finance queries with staff, suppliers and stakeholders, support in preparation of updating financial policies across the Trust and develop services offered by the Trust's Central Team.

The successful candidate must have a business or accountancy qualification and hold membership of a relevant professional body. You will have a high degree of numeracy, accuracy and attention to detail and be organised and methodical in your approach to work. Experience of working in a school, college or sixth form is essential as the post holder will need a good understanding of Trust finance/funding arrangements. Excellent knowledge of Microsoft Excel and an accounting software (Xero, Approval Max, Edupay, Budget planning or similar) are essential. In addition, you will be approachable, with a positive, hand-on attitude and the ability to work well within a team. You will need good interpersonal and communication skills as you will be required to communicate with a range of individuals at all levels within the business and answer queries effectively with tact and diplomacy.

You will need be able to obtain satisfactory DBS clearance for this position.

In return we offer a competitive salary, Employee Assistance Programme, Local Government Pension Scheme, 24 days holiday per year plus bank holidays,

Closing date for applications: Friday 23<sup>rd</sup> August 2024 at 12pm.

41 Upper Duke Street  
Liverpool L1 9DY  
T: 0151 958 0020

Company no: 08825752 [Registered in England & Wales]

You can download the attached application form and further details for this post. CVs will not be accepted. Please can you send your application to [hr-enquiries@lipaprimary.org](mailto:hr-enquiries@lipaprimary.org).

### **Our commitment to Equal Opportunities**

As an equal opportunity's employer, LIPA is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We are committed to working together to create an inclusive environment that offers equitable opportunities for all, pursuing our vision to be a leading vocational training institution.

As part of our Strategic Plan, we are seeking to increase the diversity within our community and would particularly encourage applications from under-represented groups, such as people from Black, Asian and minority ethnic groups, people with disabilities and those identifying as female, non-binary or trans-gender.

Appointments will always be made on merit.

***LIPA Multi Academy Trust*** – company No. 08825752.