

Welcome to our Trust

Finance Officer
Recruitment Pack



Contents

03

Welcome from the Chief Executive Officer

05

About Anglian Learning

07

Working for Anglian Learning

09

Role Summary

10

Job Description and Person Specification

14

How to Apply

Welcome to Anglian Learning



Thank you for your interest in the position of Finance Officer at Anglian Learning.

We are an ambitious, outward looking school trust consisting of seven secondary schools and eleven primary schools, the latest to join our community being Stour Valley Community School and Clare Community Primary School in March 2025. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Stacie Cox, Financial Controller, at scox@anglianlearning.org.

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.



**Jonathan Culpin,
CEO, Anglian Learning**

Our Values:

Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together



Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds



About Anglian Learning

Founded in September 2016 of four community-facing secondary schools seeking to share knowledge and provide mutual support, Anglian Learning has grown over the past seven years to be one of the leading school trusts in the region.

Educating more than 9000 pupils and employing over 1000 staff across three counties and eighteen academies, the Trust's mission is to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for all of our learners, people and communities.

Alongside this, the Trust remains committed to its heritage which is rooted in local communities and several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under the banner of Anglian Leisure. Local, high quality and representative governance of schools is a key aspect of our leadership structure and we are recent winners of the NGA National Outstanding Governance Award as a reflection of this commitment.



In addition to our commitment to celebrating our community ethos, we believe strongly in empowerment: of pupils, our people and, crucially, our leaders. As recent research has reiterated, headteachers are incredibly influential in the success of schools and of their learners. The role of the Trust is therefore to provide the environment in which our leaders can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, finance, ICT, estates and operations. Therefore, our school leaders have the space and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.

Educating more than

9,000

pupils

Employing over

1,300

members of staff

3

counties

18

academies

Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a myriad of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact Stacie Cox, Financial Controller, at scox@anglianlearning.org.

Benefits

Other benefits and support available to all Trust employees include:



Career Average
Revalued Earnings
Pension Scheme
(CARE)



Cycle to Work Salary
Sacrifice Scheme



Free membership to all
Anglian Learning Sports
Centres



20% discount on
Anglian Learning Adult
Education Courses



Professional Development
Scheme Policy



Employee Assistance
Programme



Specsavers VDU Vouchers



Boots Flu Vouchers



Perkbox – a benefit, reward and
recognition platform offering a
wide range of discounts on high
street and online shopping



Role Summary

We are seeking a Finance Officer to join our Central Finance Team at Anglian Learning, this role will be based at Stour Valley Community School. You will report into the Finance Business Partner and will work closely with our growing team, comprised of knowledgeable professionals who are passionate about Finance and school improvement, this will allow you the opportunity to work alongside a flexible, inclusive and supportive team.

SALARY:	Scale 5, point 12 (£27,711 FTE) - point 17 (££30,060 FTE) pro rata for part time contract
HOURS:	32.5 hours per week, 42 weeks per year <i>(Please note we can be flexible with both the working pattern and hours/weeks)</i>
PENSION:	LGPS Pension Scheme
DISCLOSURE LEVEL:	Enhanced DBS plus Barred List Checks
LOCATION:	The post holder will be based at Stour Valley Community School but will be expected to work across the Trust and to travel between sites.
RESPONSIBLE TO:	Finance Business Partner

MAIN RESPONSIBILITIES

Bank and Income Management

- Management of bank accounts and timely recording and reconciliation of all monies for allocated schools
- Operation of school income and cashless catering systems
- Ensure invoices are raised on a timely basis and appropriate credit control procedures are in place for hub schools
- Support hub schools with income and banking queries

Purchase orders and expenditure

- Ensure that goods and services are procured and authorised in line with the Trust's internal financial regulations.
- Ensure invoices are processed on a timely basis, dealing with invoice queries
- Reconcile and post expenditure paid via Equals cards
- Reconcile and post expenditure paid via Barclaycard for hub schools
- Support requests for new suppliers and making amendments to existing suppliers, ensuring that the Trust's requirements are met and that it is protected against potential fraudulent setup or change of supplier details.

Other Responsibilities

- Manage allocated school and hub central finance mailboxes, and other correspondence, taking a proactive approach to resolving queries and referring on to more senior staff if appropriate.
- To provide task-based support to other colleagues across the Trust if required.
- Any other duties commensurate with the post, as directed by the Financial Controller, Finance Business Partners and in consultation with Headteachers.

Qualifications and Training

Essential:

- GCSE English and Maths at Grade C(4)

Desirable:

- AAT Professional Diploma in Accounting (Level 2) or equivalent qualification
- Educated to A level standard

Experience

Essential:

- Use of email and telephone to respond to queries in a timely manner
- Supporting colleagues to adhere to financial procedures and regulations

Desirable:

- Experience of using Sage Intacct, including purchase and nominal ledger.
- Experience in Education or other publicly funded, charitable or service based organisation
- Supporting a multi-site organisation

Skills and Knowledge

Essential:

- Ability to manipulate data in Excel (use and write basic formulae)

Desirable:

- Accounting for VAT
- Financial regulatory environment for academy trusts including the Academy Trust Handbook

Personal Qualities

Essential:

- The ability to establish effective working relationships at all levels within an organisation and external to an organisation
- Resilience and ability to meet deadlines
- Enthusiastic, highly motivated with an enquiring mind and passion for excellence
- Ability to challenge or query transactions/processes not in accordance with stated processes and regulations
- A commitment to safeguarding and promoting the welfare of children and young people

Desirable:

- Ability to move between Anglian Learning sites in a timely manner

How to apply

Dates

CLOSING DATE:	Midnight 15th August 2025
INTERVIEW DATES:	To be confirmed
START DATE:	As soon as possible, subject to safeguarding checks

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about Finance Officer and meet the person specification we invite you to apply for this exciting opportunity via our [recruitment system](#).

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact Stacie Cox, Financial Controller, at scox@anglianlearning.org.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.



Get in touch

Anglian Learning
Lode Road
Bottisham
Cambridge
CB25 9DL

PHONE: 01223 340340

EMAIL: hr@anglianlearning.org

WEBSITE: www.anglianlearning.org

SOCIAL MEDIA:

