

The people behind
the magic.



JOIN OUR TEAM



Finance Officer

Salary: Band C (NJC 4-6) Actual: £13,246 - £13,669

Contract: Permanent, term time plus 5 days

Hours: 22 hours 30 minutes per week over 3 days. Ideally Wednesday – Friday 7.30am - 3.30pm

Closing Date: Thursday 11th December 2025 at 9am

Interview: Week commencing 15th December 2025

Start Date: 12th January 2026 (or as soon as possible thereafter)

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



Together
Learning Trust

THE SCHOOL



Everyone matters and every dream counts

We are proud of the high-quality education we offer at Ryburn Valley High School. We are a school of character, ensuring our students have opportunities to shine. We want them to be the best that they can be, taking risks and continually striving to develop and improve as young professionals. As Ofsted stated following our last inspection: "Pupils know the ethos of the school is based on 'everyone matters, and every dream counts.' Leaders have fostered the values of kindness, honesty, respect and endeavour, which is brought to life by the everyday interactions of pupils and staff."

Ryburn is a school which has exceptionally high standards. Ryburn students work hard, get involved with the school community and "strive to excel". We want our students to leave school with bundles of new skills and knowledge, and of course great exam results. However, we also want them to develop and grow as young people, to leave our school with the attitudes and confidence to go out into the world and make a positive impact.

We live by the values of Kindness, Honesty, Respect and Endeavour. These values are on show in our lessons, in all our conversations and in the way both staff and students work as a team: Team Ryburn.

Ryburn Valley High School is a fantastic place to work and learn and we are always aiming to develop even further. The quality of every interaction we have with students and staff establishes a culture where everyone can 'strive to excel' and achieve great things.

We are looking for an extraordinary individual to join our school and really make a difference in the lives of our young people.

Donna Watkins, HEAD OF SCHOOL



Ryburn Valley High School provides a strong, vibrant and welcoming community. Pupils swell with pride when they talk about their school. They told inspectors about the opportunities they get to develop their confidence and resilience.

- OFSTED REPORT 2022

EXPLORE MORE



www.rvhs.co.uk



[ryburnvalleyhighschool](https://www.facebook.com/ryburnvalleyhighschool)



[@RVHS_school](https://www.instagram.com/RVHS_school)



When schools collaborate, incredible things happen.

Together Learning Trust is a thriving group local family of schools. We have three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing; in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

DAVID LORD, CHIEF EXECUTIVE OFFICER



"Working with such creative, professional and dynamic staff from other schools in the trust has helped make my job much more enjoyable and manageable, whilst reducing workload."

- DAMIAN BALL

Assistant Headteacher, The Brooksbank School

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

THE JOB

Finance Officer

We are seeking an organised, proactive and detail-focused **Finance Officer** to join our busy school office and play an important role in supporting the financial operations of our school.

Working closely with the School Business & Compliance Manager and wider Trust Finance team, you will help to ensure the smooth running of our finance processes, including purchase orders, invoices, income reconciliation, and the financial administration of school trips and activities. This is a varied and rewarding role that directly contributes to the effective running of our school and the experience of our students.

What the role involves in a nutshell:

- Process and record purchase orders, invoices and credit card transactions, ensuring compliance with Trust financial procedures.
- Reconcile statements, prepare BACS payment runs, and ensure accurate coding of all financial entries.
- Support budget holders, resolve delivery queries and ensure correct VAT treatment.
- Support the financial administration of trips and events, including payment tracking and producing final financial summaries.

What you'll get in return?

At Ryburn Valley High you'll find a strong foundation where you can make a real difference to the lives of our children, this is a fantastic opportunity to join a friendly, committed and supportive team under the direction and with the support of the School Business & Compliance Manager and wider Trust Finance team.

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

In addition to this you will benefit from:

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| • Automatic enrolment to the West Yorkshire Pensions Fund | • Free Parking |
| • A Supportive and forward-thinking Leadership Team | • Cycle to Work Scheme |
| • Staff development through appraisal and CPD | • Additional holidays linked to service |
| • Working as part of a creative and supportive team who want the best for all of our students | • Eye Care |
| | • Annual Flu Vaccines |
| | • Home & Technology Scheme |
| | • Rewards and discounts |
| | • GP Online and Prescription Service |
| | • Your Care Wellbeing package |

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

Finance Officer



Responsible to:	School Business & Compliance Manager
Responsible for:	N/A
Scale/Salary	Band C (NJC points 4-6)
Hours of Work	22.5 hours per week term-time only plus 5 days
Main Purpose of the role	To support the School Business & Compliance Manager in providing an excellent financial service to the school, ensuring the best use of resources, following strict accounting and financial procedures.
Main Duties & deliverables	Finance Administration • Process and record purchase orders, invoices and credit card transactions, ensuring compliance with Trust financial procedures. • Reconcile statements, prepare BACS payment runs, and ensure accurate coding of all financial entries. • Support budget holders, resolve delivery queries and ensure correct VAT treatment. • Maintain audit-ready financial records and support month-end and year-end processes. • Manage petty cash and complete monthly recharge journals. Income & Online Payments • Administer ArborPay and other online income systems, including setting up items, reconciling income and issuing reminders or refunds. • Record and secure any onsite payments and prepare banking documentation. • Respond to parent and staff queries regarding payments and school trips. Payroll Support • Assist with checking additional hours claims, expenses and IR35 assessments. Trips & Visits • Support the financial administration of trips and events, including payment tracking and producing final financial summaries. Free School Meals • Update and maintain FSM eligibility using Local Authority information. General • Support the School Business & Compliance Manager, CFO and wider finance team with finance-related tasks. • Assist with internal and external audit requests. • Carry out general office duties as required. • Manage stationery and stock issued from the school office.
Expected Behaviours	• Work collaboratively and build positive working relationships. • Communicate clearly and professionally with pupils, parents, colleagues and visitors. • Use IT systems confidently and maintain accurate records. • Follow school and Trust policies, including safeguarding, confidentiality, data

	protection and health & safety. • Be reflective, proactive and committed to ongoing professional development. • Uphold high standards, support inclusion and protect information security. • Carry out additional reasonable duties in line with the needs of the school
Other specific duties	Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.
We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.	





Job Title

To be assessed through application, reference and interview.

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
GCSE grade C/4 or above (or equivalent) in both English and Maths	✓	
Has demonstrated further professional development through qualifications or training		✓
Accounting/finance/school business manager qualification or studying towards one		✓
Experience		
Experience of using recognised finance/accounting system	✓	
Experience of using Access Financial Software		✓
Experience of working in a busy administrative environment	✓	
Experience of working in a school admin or finance office		✓
Experience of working within a school		✓
Experience of using School Information Management System (Arbor)		✓
Experience of using IT products such as Microsoft Excel, Word and Outlook	✓	
Skills and Abilities		
Ability to cope with a busy office environment	✓	
Ability to manipulate data	✓	✓
Ability to work on own initiative and as part of a team	✓	
Good numeracy skills	✓	
Excellent communication skills		✓
Awareness and understanding of school-related policies and procedures		✓
Awareness of confidentiality issues linked to home/student/teacher/schoolwork.		✓
Personal Attributes		
Ability to remain calm and effective	✓	
Willingness to participate in further training and development opportunities offered by the school	✓	
Is committed, resilient, and resourceful		✓
Ability to work constructively as part of a team	✓	
Ability to meet deadlines	✓	
Ability to relate well to both children and adults	✓	

HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role, or have any questions, then we'd be delighted to hear from you. Please contact Carrie Burbidge our Personal Assistant to the Senior Leadership Team via c.burbidge@ryburn.tlt.school

If you're ready to apply, please complete our online application fully by clicking [here](#) before the deadline.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2025.