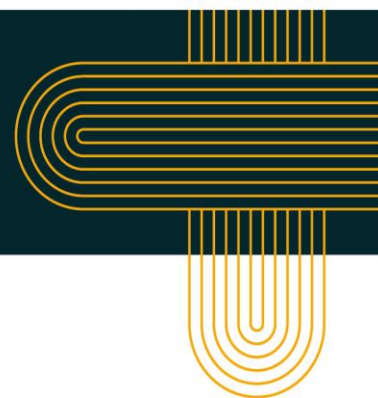




JOB DESCRIPTION

Job Title: Finance Officer
Grade: SO1-SO2 SCP 23-28
Reporting to: Chief Accountant
Responsible for: Finance Administrators

Job Purpose:

To ensure the smooth and efficient operation of the Trust's day-to-day financial and accounting processes, maintaining the accurate and timely recording and reporting of financial information. To allocate and coordinate the work of Finance Administrators, ensuring compliance with trust Financial Procedures, controls, and accounting requirements. To provide advice and support to finance colleagues across the trust to deliver an effective financial administration service and produce financial reports and management information for internal stakeholders as required.

Key Responsibilities:

- Lead on finance administration of significant financial value for the GORSE central team, SCITT, and Leeds Teaching School Hub, ensuring all transactions are timely and accurate, and compliant with the trust Financial Procedures.
- Line management of the central team Finance Administrators, setting priorities and delegating work to ensure that all transactions processed on behalf of trust establishments are timely and accurate, and adhere to the trust Financial Procedures.
- Take a lead role in training new trust finance colleagues on all aspects of trust financial operations, including adherence to the trust Financial Procedures and use of relevant software packages.
- Be the main point of contact for trust finance colleagues for queries relating to the finance system and the trust Financial Procedures, and provide ongoing advice, training, and support as required, including presentation at Finance Partnership meetings.
- First point of contact with trust bankers on day-to-day matters.
- Reconciliation of all GORSE bank accounts at least weekly, identifying any errors or omissions and prompting finance colleagues to post transactions as required.
- Day-to-day investment of substantial trust cash reserves to generate investment income for the trust.
- Administer the BACs payment run for all establishments across GORSE at least weekly, and CHAPs payments as required.
- Ensure that appropriate checks are made for new suppliers and customers prior to adding to the finance system, including existence testing and verification of VAT number.
- Ensure internal guidance for key financial processes is kept up to date.
- Lead on the administration of charge cards/purchasing cards for the trust, including the reconciliation of all charge cards/purchasing cards for all trust establishments each month, liaising with trust finance colleagues and following up where required.
- Carry out time sensitive central finance colleague duties in the absence of other central finance colleagues as required.
- To produce reports for internal colleagues as required.
- Promote continuous improvement of finance processes, identifying opportunities and recommending enhancements, especially through the use of IT.
- Post all funding and capital grant income for all establishments each month, and allocate income received to sales invoices in the finance software.



- Liaise with establishment finance personnel to check, verify, and process external catering invoices.
- Undertake any duties, consistent with this position assigned by the Chief Accountant or Chief Financial Officer.

Personal Responsibilities

- Hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership), and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with the trust's health and Safety Policy and relevant health and safety guidance and legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout the trust.
- Demonstrate an active commitment own professional development, and willingly engage with training as required by the trust.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Special Conditions of Service

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support trust events.
- Contribution to the overall ethos / work / aims of the trust.
- The trust operates a no smoking policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
A minimum of 5 GCSEs Grade C/4 and above (or equivalent) including English and Mathematics.	E
A relevant Level 4 qualification or be working towards.	E
A recognised professional accountancy qualification (CIMA, ACCA, CIPFA, AAT) or working towards.	E
School Business Management qualification.	D
Knowledge and Skills	E/D
Excellent ICT skills (Microsoft Office) including advanced Excel and financial management systems.	E
High ethical standards in line with the Seven Principles of Public Life, and an alignment with our trust values of Diligence, Integrity, Rectitude and Kindness.	E
An ability to maintain confidentiality.	E
Accuracy and attention to detail	E
Able to work under pressure and meet conflicting deadlines.	E
Customer orientated, and able to communicate effectively (in a polite, helpful and efficient manner) with a wide range of stakeholders, both orally and in writing.	E
Good time management, organisation skills and the ability to prioritise.	E
Able to work independently and as part of a team.	E
A comprehensive understanding of office procedures and working practice.	E
Able to identify problems, use initiative and refer to senior staff as necessary.	E
Flexibility in order to adapt to the changing needs of the business.	E
Confidence, enthusiasm, flexibility, and responsiveness to change.	E
Commitment to hard work, teamwork and supporting others.	E
Present a positive personal image, contributing to a welcoming environment.	E
An interest in education and schools.	E
Knowledge and understanding of academy/school finance.	D
Understanding of basic good financial audit standards.	D
Knowledge of Safer Recruitment and Keeping children safe in Education.	D
Experience	E/D
Supervisory and/or management experience.	E
Working as a member of a team.	E
Maintain accurate records using both manual and electronic systems.	E
Producing reports and using data.	E
Dealing with more complex queries from a wide range of people.	E
Working in partnership with others to deliver work to set deadlines.	E
Providing customer focused services.	E
Demonstrating and using own initiative.	E
Dealing with and implementing change.	E
Working in a school environment.	D
Continuous Professional Development	E/D
Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
Enhanced DBS Clearance	E



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Reviewed January 2026