



Application Pack

MANGEMENT ACCOUNTS AND FINANCE OFFICER

PENNYMAN PRIMARY ACADEMY

Part time

Job Ref: PPA371

'To transform children's life chances.'



Introduction

Tees Valley Education's
foundation and journey to date

Letter From Katrina Morley OBE

- Chief Executive Officer
Tees Valley Education Trust



Dear Applicant,

Thank you for expressing your interest in joining Tees Valley Education Trust.

At Tees Valley Education Trust, we hold a steadfast belief that excellence is a birthright. Every child, regardless of their circumstances, deserves access to a world-class education. Our academy Head Teachers operate in an atmosphere of trust, honesty, and integrity, underpinned by an unwavering commitment to excellence for all children and young people. As a Trust, we embrace a philosophy of “no excuses or barriers” in education, ensuring that every child has the opportunity to thrive.

Our academies are located in areas of significant deprivation, and we are passionately committed to the transformative power of education in changing lives. By joining us, you will become part of a brilliant and dedicated team. Across our Trust, all staff—regardless of role—work together with a shared vision: to transform children’s life chances.

We are equally committed to supporting our staff. At Tees Valley Education Trust, we ensure that our leaders and teachers have the time and resources to fulfill their professional duties and responsibilities. We offer a vibrant, supportive, and friendly atmosphere where you will be encouraged to develop both personally and professionally.

Enclosed with this recruitment pack, you will find the job advert, job description, person specification, safeguarding information, and guidance on how to apply. If you wish to apply, please ensure that you complete the application form in full. Kindly note that we do not accept curriculum vitae; only information provided in the application form will be considered.

Thank you once again for considering a position with Tees Valley Education Trust. We look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Katrina Morley'.

Katrina Morley OBE
Chief Executive Officer
Tees Valley Education Trust

Strategic Partners

The Trust is committed to excellence and innovation, we therefore, invest heavily in a range of strategic partnerships. These are designed to:

- Maximise progress and entitlement of all children and young people
- Support continuous staff development
- Offer community and social impact, at scale
- Collaborate with and engage in a range of research and learning partnerships
- Lobby, influence and contribute to regional and national policy
- Contribute to a 100-year legacy around the Trust USP's – SEND & Inclusion, The Arts and STEM



PTI



Schools
North East



SSAT



Teesside
University



Ambition
Institute



IQM

CHARTERED
COLLEGE OF
TEACHING

Chartered
College of
Teaching



Fair Education
Alliance



Apple



PIXL



Whole
Education



Forum
Strategy

View all [Strategic Partners here](#)

Mission & Values



Mission

Our mission is to deliver educational excellence for all of our children by fostering a culture of creativity, curiosity, care, courage and commitment.

Vision

'To transform children's life chances'



Diamond Standards



Commitment

To be dedicated, hard working and always try our best.



Courage

To be adventurous, bold and brave



Care

To be kind to ourselves, each other and our communities.



Curiosity

To be inquisitive, excited and explore.



Creativity

To use our talents to imagine, innovate and inspire.

TVEd Staff Charter



Complimentary refreshments for staff



Free annual flu vaccination available for all staff upon request



Trust and academy deadlines are publicised well in advance



Sensible pragmatic approach to data collections



Dedicated planning, preparation and assessment (PPA) for all teaching staff



Wellbeing service free for all staff including counselling, life style support and medical referrals



Dedicated space for teaching and learning



Open door policy



A range of staff social, sports and fun sessions including team celebrations



Opportunities for professional development through excellent CPD support



Constructive and research based approach to drop ins and lesson observations within a learning community



Communication policy to protect time outside of the academy



On site parking



End of term team celebration events



Diamond Standards to celebrate all staff who have excelled in one if not all of the 5C's



Dedicated staff room and facilities



Always well informed with all elements of school life through regular communications



Staff are recognised for their over and above contribution they make in line with existing policies

ADVERTISEMENT

MANAGEMENT ACCOUNTS AND FINANCE OFFICER

Status: Permanent

Required: As soon as possible

Salary: From SCP 15 to SCP 17 (FTE £30,024 - £31,021), Pro rata is £16,584 to £17,135

Hours: 22.5 hours, part time, term time only plus 3 weeks

Reporting to: Headteacher

Academy: Pennyman Primary Academy

About the Trust

The Trust was established in 2015 and provides education and enrichment activities to more than 1100 children across five Academies, located in Middlesbrough and Redcar and Cleveland local authority areas. Academies within the Trust are:

- Brambles Primary Academy (2 to 11 years),
- Discovery Special Academy (2 to 16 years),
- Dormanstown Primary Academy (2 to 11 years),
- Pennyman Primary Academy (2 to 11 years), and
- Wilton Primary Academy (3 to 11 years).

The successful candidate will be joining a highly established trust team, with strong, robust and clear processes and systems in place. The post holder will work closely with a long serving and experienced management accounts and finance officer based in the central team. This role is to add capacity and continue to develop the trust and academies excellent financial and business processes.

About the role we are looking to appoint:

We are looking to appoint a dedicated, determined and experienced management accounts and finance officer, that also has good administration skills. The post holder needs to be confident, strong communicator and team worker to provide operational support to Pennyman Primary Academy. The role will be a key member of the academy to provide advice, support and guidance to academy staff and leaders including supporting the front office with general enquiries from children, parents and visitors.

What we are looking for:

Someone who has an eye for detail, diligent, is positive, solution focussed and has strong communication, interpersonal skills and can provide an excellent customer service experience to all. The role will require the post holder to liaise directly with a range of stakeholders internally and externally including children, parents and colleagues.

What the Trust will provide the successful candidate with:

- A workplace where all staff are valued and treated with respect as outlined within the Trust's Diamond Standards
- A passionate, enthusiastic and supportive Leadership Team

- A listening and learning organisation where all staff are encouraged to be curious and share ideas for the Trust/academies/team to improve
- Hard working, committed and dedicated staff who strive to gain the best outcomes for all children across the Trust's academies
- Dedicated approach to children's learning to encourage them all to be the best they can be
- Career enhancement opportunities within areas of interest as well as supporting ongoing professional development and training specific to job role
- Dedicated line manager to discuss work streams and capacity
- Free access to the Trust's Wellbeing offer, which includes counselling, access to GP, Mindfulness and so much more.
- Free parking
- Enrolment into the local government pension scheme where the trust contributes 17.5% towards employee pensions (until April 2026, this will be 16%)
- All support contracts are employed on National Joint Council (NJC) for local government services (also known as Green book terms)
- Benefits of the Trust's Staff Charter which can be found at [TVED Staff Charter](#).

Safeguarding requirements for the role:

Tees Valley Education Multi Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared. The Trust's Recruitment of Ex-Offender policy can be requested or visit the Trust's website.

Applications are invited from prospective candidates who demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence.

JOB DESCRIPTION – MANAGEMENT ACCOUNTS AND FINANCE OFFICER

To play a significant role in supporting the work of the academy business team with maintaining robust financial systems and processes including VAT returns, payroll, control accounts etc.

The role will may also be required to support the wider business team and the central leadership team with management accounts preparation, end of year certificate audit, internal and external audit under the direction of the Director of Finance, Resources and Operations (DFRO).

FINANCE

Leadership Support

- Evaluate budget and financial information and present budget performance to the Senior Leadership Team to inform decisions relating to ongoing budget management
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with the Trusts Financial Handbook and DfE's Academy Trust Handbook
- Monitoring the weekly/monthly expenditure and advising the DFRO of possible under/over spending whilst providing narrative of the issues
- Management of the academies financial responsibilities relating to income and expenditure

Budget Planning and Setting

- To regularly and actively monitor the agreed budget to ensure effective financial management. This includes preparation of half termly accounts, meeting with the DFRO and to attend budget surgeries with the Chief Accounting Officer and Chief Finance Officer
- Assist with forecasting future years' budgets, taking into consideration any relevant plans and new directions

Cashbook and Bank:

- Ensure daily bank transactions are posted in an accurate and timely way onto the accounting software.
- Carry out a weekly bank reconciliation.
- Prepare cheque and BACS payments and deal with queries.
- Set up and prepare Faster Payments as appropriate.
- Record and analyse data on credit card payments and Petty Cash.
- Post payments on accounting software.
- Reconcile all accounts on a monthly basis.
- Undertake quality assurance checks.

Purchase Ledger:

- Create purchase orders and code for all goods and services required for central team on a daily basis.
- Check and process invoices using the finance system on a daily basis.
- Maintain supplier accounts and ensure invoices are paid within supplier terms.
- Post transactions accurately and in a timely way so that accounts are up to date at all times.
- Reconcile supplier balances against statements, following up any differences.
- Set up new supplier accounts as requested.
- Reconcile the Purchase Ledger control account.

Sales Ledger:

- To raise sales invoices and disseminate to debtors.
- Post income and sales invoices.
- To print off statements and send them to debtors.
- Follow up outstanding debts via telephone and email.
- To maintain records of activity undertaken to follow up outstanding debts and report concerns with the Trust Business and Resource Manager for escalation.

Expenses:

- Process staff expense claims, including checking that claims are correctly authorised, coded and in accordance with company policy.

Payroll:

- Prepare monthly payroll reconciliations (Net Salaries Control Account, NI/PAYE, Pensions, and Other deductions).

Management Reporting:

- Management Accounts - assist in preparation of monthly management accounts in adherence to the finance reporting timetable.

Reconciliation of prepayments, accrued income, accruals and deferred income.

- Variance Analysis- carry out analysis of variances to budget on a monthly basis and highlight any concerns with the DFRO
- Financial Returns - assist in the preparation of financial returns to the DfE.

Year End:

- Assist with aspects of the year end accounting process, including liaising with external auditors.

General Support

- To act as the Trust trainer on BPS and IRIS Financials Accountancy and Purchasing systems
- To liaise with and provide advice and guidance to academy business teams on matters such as coding of purchase orders, purchase invoices, sales invoices and month end procedures
- To maintain and respond to the finance email inbox by disseminating academy emails (invoices/statements/purchase orders) to the relevant business team
- To be the point of contact for all financial accounting matters for the Trust and Senior Leadership team and respond appropriately including sign posting where relevant
- To undertake quality assurance checks on the financial system and seek to resolve issues and work with colleagues as appropriate across the Trust.
- To report issues to the DFRO as appropriate
- Be responsible for the filing of financial documents/data and ensure the filing is up to date.

ORGANISATION

- Liaising effectively between Tees Valley Education Head Office and External partners to ensure effective running and development of the academy and the Trust.
- Line Management responsibilities where appropriate
- Liaise between managers/teaching staff and support staff
- Deal with routine and complex reception/visitor matters
- Supervise, train and develop staff as appropriate
- Ensure Arbor database is up to date and accurate for staff and children

ADMINISTRATION

- Take lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required
- Produce, and respond to, complex correspondence
- Manage complex administrative procedures
- Manage the invitations, collation of paperwork and reports for internal and external audits
- Contribute to updating and maintaining the Trust's Financial Handbook and Scheme of Delegation

RESOURCES

- Provide advice and guidance to staff and others on complex financial issues
- Undertake research and obtain information to inform decisions
- Support the Trust with procurement and securing sponsorship/funding
- To actively seek additional funding and sponsorship for the academy to promote opportunities for the children
- Oversee the management of service contracts and ensure they are up to date
- Oversee the management school licences and insurance and ensure they are up to date
- Manage financial administration procedures with a particular focus in SEND top ups working closely with the relevant personnel

GENERAL

- Comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and equality. Reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work aims of the Trust.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Comply with data protection requirements in all working practice and maintain confidentiality, as required.
- Any other duties consistent with the grading of the post.
- The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the academy's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the academy, s/he must report any concerns to his/her Line Manager or the academy's Child Protection Officer.

SAFEGUARDING

- All staff must adhere to the Trust’s safeguarding training (appropriate for job role) including policies, procedures, latest Keeping Children Safe in Education guidance and Working Together to Safeguard Children DfE 2018.

ADDITIONAL RESPONSIBILITIES

- The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations. These may include:
 - to work flexibly between the hours of 8am and 6pm including weekends.
 - to work across the Trust if required.
 - to undertake additional training e.g. first aid, Positive Handling.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the line manager.

Signed (Employee)		
Date:		
Signed (on behalf of employer):	Name and Role:	
Date:		

PERSON SPECIFICATION		
Qualifications and Experience	AM	E/D
GCSE Grade C/4 or above in English and Mathematics	A	E1
Relevant clerical, administration or customer service qualification	A	E2
Recent, relevant experience in a similar role using accounting software (IRIS Financials and Orovia BPS)	A/I	E3
Part Qualified ACA, ACCA or CIMA or a fully qualified AAT	A/I	E4
Good working knowledge of VAT	A/I	E5
At least 3 years' experience in a financial management role within a school or MAT	A/I	E6
Excellent communication skills, oral and written	A/I	D1
Evidence of using Microsoft Office Software e.g. Word, Excel, Powerpoint, Outlook	A/I	D2
Experience of working to Financial Handbooks and Schemes of Delegation and ensuring these are adhered to.	A/I	D3
Experience of working with DfE Academy Trust Handbook	A	D4
Experience of using IRIS Financials accounting software	A/I	D5
Experience of using BPS Budgeting software	A	D6
Experience of DfE statutory returns	A	D7
Knowledge, Abilities and Skills		
Highly organized and able to prioritise daily workload to meet deadlines	A/I	E7
Promote good housekeeping of the financial management system and ensure all business teams work to a consistent standard	A/I	E8
Able to work quickly with a high level of accuracy and attention to detail	A/I	E9
Utilise reporting tools to undertake quality assurance activity	A/I	E10
Flexible in your approach to work	A/I	E11
Numerate with good analysis skills	A/I	E12
Able to communicate well with staff at all levels of the organisation	A/I	E13
Able to use initiatives to resolve problems	A/I	E14
Qualities		
Proactive, enthusiastic and had positive mindset and attitude	A/I	E15
Friendly and 'can do' and solution focused attitude	A/I	E16
Resourcefulness and creative to offer ideas to optimise and improve systems and structure	A/I	E17
Ability to work flexibly and co-operatively with a team	A/I	E18

A team player with a proven track record	A/I	E19
Sense of humor	I	E20

AM (Assessment Method), A- Application Form, I – Interview, R – Reference,

E – Essential,

D - Desirable

Important: In the first instance, applications are assessed against the criteria listed above, in addition to overall presentation, use of standard English and grammatical accuracy.

Where applications do not meet the expected standard, they will be rejected before being matched to the person specification.

HOW TO APPLY AND EXPLANATORY NOTES OF THE PROCESS

An application form is attached below. Application packs can be downloaded or printed directly from the Trust website www.teesvalleyeducation.co.uk or requested from the academy. Only applications via the Trust's official application form will be accepted. Please do not submit a CV as substitute for part or full application form, the information will not be accepted or considered.

If you are submitting your completed application form by e-mail to recruitment@tved.org.uk - please be aware the academy cannot be responsible for any formatting anomalies when printing. If you are unable to submit an electronic application form, hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of Emma Chawner, Director of Finance, Resources and Operations.

Tees Valley Education
C/O Pennyman Primary Academy
Bungalow
Fulbeck Road
MIDDLESBROUGH
TS3 0QS

Shortlisting Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Shortlisted candidates will receive:

- Letter confirming interview details.
- Details of original ID documentation is required to confirm candidates. Photocopies or certified copies are not accepted.
- Criminal Record Self-Declaration Form, which must be brought on the day of the interview in the sealed envelope provided.

References for successful Candidate/s

We may seek references for shortlisted candidate/s, we may also approach previous employers for information to verify particular experience or qualifications before the interview. Finally, we may also undertake a social media search in accordance with Keeping Children Safe in Education guidance. Any relevant issues arising from references will be taken up post interview.

Interview process

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Please contact the academy office on 01642 221156 to arrange a visit.

For your information, the recruitment timetable is detailed below:

Closing date: Monday 23rd March 2026 by 9am

Shortlisting date: Monday 23rd March 2026

Interview day: Wednesday 25th March – please plan to attend the interview if you submit an application, as shortlisted candidates will be emailed by end of play on Monday 23rd March.

Contract Start Date: Monday 27 April 2026, or soon as possible

UK General Data Protection Regulation

Refer to our privacy policy on how we will process your personal data including how you can request to access your personal data via Tees Valley Education website: <http://www.teesvalleyeducation.co.uk>.

EQUALITIES INFORMATION AND OBJECTIVES STATEMENT

As an academy we ensure that our vision, values and ethos meet the expectations of the equality and diversity guidelines and legislation set out by the Equality and Human Rights Commission. This includes the following 9 protected characteristics:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnerships
5. Pregnancy and Maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual Orientation

Objectives Statement

1. To support children's sensory, academic and communication skills to enable them to develop holistically.
2. To ensure high expectations across all aspects of the academy (as outlined in objective 1) to ensure children make the best progress according to their individual starting points.
3. To continue to monitor attendance of all groups of children in the academy.
4. To review levels of parental and pupil engagement in learning and academy life, across all activities and ensure equality and fairness in access and engagement.
5. To ensure the academy environment is as accessible as possible to pupils, staff and visitors.



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