

Trust Finance Officer

Full-time, Permanent
37 hours per week, all year round (part-time
or T/O requests will be considered.

Salary: £27,274 to £29,071

To start as soon as possible.

Central England
Academy Trust

SERVING THE HEART OF ENGLAND



Higham Lane School
Work Hard | Be Kind | Take Responsibility



Welcome from the CEO of Central England Academy Trust



Thank you for your interest in joining Central England Academy Trust. Our growing Trust currently consists of a diverse family of six schools in the Nuneaton area: a large junior school, a primary special school, a secondary special school, two mainstream secondary schools and a new 2 form entry primary school (opened in September 2026). We also have a primary special school in Birmingham, which has recently become part of our Trust.

Our Trust's core values summarise what is important to us and what we actively promote:



working together and with others to achieve the very best for the staff, pupils and families that we serve.



recognising the individuality and uniqueness of our staff and pupils, and that we do not all start from the same place. We strive to provide all of our staff and pupils with what they need in order to have equal access to opportunities, to thrive and to succeed.



to be ambitious for all of our staff and pupils and have the highest expectations of them, supporting them to achieve to the very best of their potential.



ensuring that everyone in our MAT feels safe and supported in all that they do.

I hope this application pack provides you with the information needed to consider applying for this position, and I wish you every success with your application.

Best wishes

A handwritten signature in black ink that reads "A. Dickinson".

Andrew Dickinson
Chief Executive Officer

Employee Benefits of working at Central England Academy Trust

We strive to be an employer of choice, and are committed to ensuring our employees feel valued, appreciated and at the heart of what we do.



We have a number of core benefits which include:

Professional Development

- We support all our schools and services to offer professional development that is rooted in the evidence of what improves teaching and learning
- We listen to what your career aspirations are and how we can support you within your role
- We provide Trust-wide CPD in key areas, including SEND, behaviour and teaching and learning
- We support staff in accessing a wide range of qualifications, including Diplomas, Masters and National Professional Qualifications (NPQs)

Appraisal

- Our staff appraisal focuses on supporting our employees to be the very best they can be. There is no performance-related pay in our Trust, and we put staff at the heart of what we do so they can put children at the heart of what they do

Apprenticeship Levy

- As a large employer we pay into the Apprenticeship Levy Fund and are therefore able to offer a wide range of apprenticeships to both new and existing staff.

Pension Schemes

- A contributory pension scheme relevant to your role: Teachers' Pension Scheme for teaching staff, and the Local Government Pension Scheme for non-teaching staff.

Employee Support Schemes

- Subsidised eye care for extended VDU users
- A Gym Membership Scheme
- A Cycle to Work Scheme
- An Employee Assistance Programme, providing practical and emotional support.
- An Employee Benefits Scheme, offering discounts on everyday essentials
- A Health Cash Plan benefit, providing reimbursements for various health-related expenses, including dental treatments, optical care, physiotherapy and more

Trust Estates Manager



Purpose of the Role

To be a part of the Finance Team providing a comprehensive administrative support service to the school with specific responsibility for:

- Providing and maintaining financial support for the academies within the Trust using the finance system
- Maintenance and interrogation/scrutiny of account budgets as required.
- Support school budget holders, other colleagues and stakeholders with requests, training and queries regarding purchases, payments, trips and other activities.
- To support the Trust Finance Manager in delivering an efficient and effective finance provision for the Trust.
- Work both under direction and under own initiative to support the finance requirements of the Trust.

Key Responsibilities:

Finance Software:

- Overseeing the processing of all orders and invoices, maintaining the data on the system whilst ensuring budgets do not overspend and also adhering to 'best value'.
- Processing journals where appropriate.
- Setting up and maintaining suppliers/staff in line with Trust internal processes and controls.

Income and Sales Ledger:

- Posting of remittances to appropriate ledger code/cost centres for academies and/or the Trust
- Maintenance of appropriate financial records
- Banking of any cash/cheques as applicable.
- Raise invoices for any other income streams e.g. Out of County Funding, Lettings, Out of Hours provision, etc. and ensure remittances are posted against relevant invoices.
- Monitoring of aged debtors and following up with customers in a timely manner.
- In line with school and/or Trust lettings policies, work in conjunction with Estates staff to ensure adequate records are kept and appropriate charges made for all lettings of both a short and long-term nature.



Expenditure and Purchase Ledger

- Process orders and invoices as required to meet the needs of the business.
- Process and payment of non-order invoices in compliance with the Trust Finance and Accounting Policy.
- Ensure spend falls within allocated budgets and refer to budget holder as necessary.
- Prepare BACS runs on a regular basis.
- Monitoring of aged creditors and responding to suppliers in a timely manner.
- Processing of direct debit expenditure.
- Review information provided to determine any relevant 16-19 bursary award due to students.
- Make payments to students in receipt of 16-19 Bursary funding on a half-termly basis.

Trust Charge Cards

- Collating and posting of charge card transactions and payments on the finance system.
- Maintain comprehensive and accurate financial records monthly.
- Ensure appropriate authorisation is obtained to support to audit requirements

Other duties

- Support budget holders with administration of the finance system.
- Plan own work considering priorities at the time.
- Provide monthly reports to Trust Finance Manager as requested.
- Administer email and post daily.
- Maintain all financial records in accordance with audit requirements.
- Safeguarding and promoting the welfare of children and ensuring they have a safe environment in which to learn.
- The post holder will be expected to participate in training and other learning activities and performance development as required.
- Maintain the highest standards of confidentiality and data protection in a discreet and professional manner.
- Any other duties commensurate with the role and as directed by Trust Finance Manager and/or CFPO.

Other information

- This role will predominantly be based at our Oak Wood site.
- Postholder may be required to travel sites within the Trust. Appropriate expenses will be reclaimable.

Note: These are broad descriptions of the types of duties/activities expected of a post at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

How to apply



Please apply by clicking <https://centralenglandacademytrust.facebook.co.uk/vacancies>

Alternatively, please visit the Central England Academy Trust website and click on 'Vacancies'. The closing date for applications is **8am, Monday 5th October 2026**. Interviews will take place later that week (7th to 9th October).

If you would like an informal chat about this role, please contact Vicky Mckay, PA to the CEO on 02476 740 901, or email admin@centralengland.co.uk

Person Specification



Criteria	Standard
Qualifications and experience	• Good level of education or equivalent experience in a related area. • 5 GCSEs including English and Maths. • Willingness to commit to staff training and development. • Experience of working in an education environment. • Experience of working as part of a busy administration team.
Job related knowledge and skills	• Knowledge of Access Finance system • Excellent numeracy and literacy skills. • Methodical with good attention to detail. • Computer literate and able to work with a range of software applications. • Effective organisational skills and ability to work independently. • Good organising, planning and prioritising skills. • Meet strict deadlines. • Ability to act with discretion and maintain confidentiality. • Ability to work constructively as part of a team, understanding roles & responsibilities and your own position within these.
Personal qualities	• Takes responsibility and accountability. • Is adaptable to change, embraces and welcomes change. • Committed to the provision and improvement of a quality service. • Ability to communicate effectively. • Self-motivated and committed to delivering a high standard of work. • Ability to work well under pressure.
Other requirements	• Willingness to be flexible with working hours to respond to needs of the business. • Hold a full driving licence and access to a vehicle with business insurance

Central England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure. Central England Academy Trust is also strongly committed to protecting personal data. Our Privacy Notice, which can be found under the GDPR section on our website, describes why and how we collect and use personal data and provides information about individuals' rights.



Contact Us

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