



GREENSHAW
LEARNING TRUST

A young man with dark, wavy hair, wearing a dark school blazer with a crest, a white shirt, and a striped tie. He is sitting at a desk, looking off to the side with a slight smile. The background is blurred, showing other people in a classroom or meeting setting.

Finance Officer

Recruitment Information



GREENSHAW
LEARNING TRUST



Contents

Introduction

Job description

Person specification

Application process

About us – Greenshaw Learning Trust

Employee benefits



GREENSHAW LEARNING TRUST



Introduction

Dear prospective colleague,

Thank you for your interest in the role of Finance Officer at Greenshaw Learning Trust.

The Greenshaw Learning Trust is a forward thinking, dynamic and growing organisation. Ambitious for its schools and their students, we are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future. This is an exciting time for us as we grow and develop.

We are looking for a Finance Officers who will play a key role in supporting the work of the Head of Finance, to ensure the effective operation of the finance function with the Shared Services Team and our schools.

The Greenshaw Learning Trust is a successful multi academy trust and currently comprises twenty schools: five in South London, three in Berkshire, one in Surrey, eight in the South West (Gloucestershire and South Gloucestershire) and three in Plymouth. We are continuing to grow and have further schools joining us in the near future including two new schools (a secondary and special school), a large primary school in South London and a further secondary school in Plymouth.

For further information about our vision, achievements and the structure of our Trust including the Shared Services team, please visit our website at www.greenshawlearningtrust.co.uk. If you have any questions, please contact HR Support – HRsupport@greenshawlearningtrust.co.uk

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Yours faithfully,

Jill Gerrish
Head of Finance



GREENSHAW LEARNING TRUST



Job Description

Key purpose of the role: To support the work of our Head of Finance, to ensure the effective operation of the finance function within the Shared Services Team and our schools, ensuring compliance with legal and financial regulations and the Trust's financial policies and procedures.

Line Manager: Finance Manager

Salary: Salary calculated in line with NJC pay scale points 7 – 11 (£20,092 - £21,748 per annum Gloucester/Plymouth) (£22,995-£24,693 per annum Outer London)

(Salary range will be determined subject to experience and location)
Salaries are paid monthly on the last working day of each month.

Hours of Work: 36 hours per week, full time all year round. However, part time and job shares will be considered.

This role allows for flexibility including the option of working remotely / from home on occasions, however typically working hours will be:

08:00 – 16:00 Monday to Thursday
08:00 – 15:45 Friday

The above hours include a daily unpaid lunch break of 45 minutes.

Medical Examination: The appointment is subject to a satisfactory medical report.

Superannuation: Under the Social Security Act 1986 you have the right to make your own pension arrangements. You may choose to contribute to the Local Government Superannuation Scheme or a Personal Pension Scheme. Details of the Local Government Superannuation Pension Scheme are available from the Pensions Department, Civic Offices, St Nicholas Way, Sutton.

Holiday Entitlement: The annual holiday entitlement is 22 days plus 2 extra-statutory days.

Probationary Period: New employees are required to complete a six-month probationary period.

Disclosure & Barring Check (DBS): This appointment is subject to the receipt of a satisfactory Disclosure and Barring check.

General: Conditions of service, including provision for holiday allowances, holiday pay, sick leave and sick pay allowances, will be in accordance with the award of the National Joint Council for Local Authorities, 'Administrative Professional, Technical and Clerical Services.

Place of Work: Surrey, Gloucester or Plymouth office.



GREENSHAW LEARNING TRUST



Key Purpose of the role

To support the work of our Head of Finance, to ensure the effective operation of the finance function within the Shared Services Team and our schools, ensuring compliance with legal and financial regulations and the Trust's financial policies and procedures.

Responsibility for the accurate and timely processing of all financial transactions for schools within the Greenshaw Learning Trust on the Trusts financial systems to include:

- i. Process all orders, goods received notes and invoices ensuring compliance with Value for Money and following Trust procurement policy including budget monitoring
- ii. Ensure timely payment of all invoices including preparation of Payment Runs and upload onto Lloyds
- iii. Input monthly Payroll journals
- iv. Ensure credit card transactions are authorized and posted on PSF
- v. Post entries and confirm reconciliation of Petty Cash
- vi. Ensure timely payment of Staff expenses
- vii. Ensure timely payment of Bursaries
- viii. Raising of sales invoices and collection of all income including those from the Trading Company where appropriate
- ix. Record Student income and reconcile with reports from Parent Pay
- x. Post all other income into PSF including statutory (GAG and LA)
- xi. Ensure an understanding and appropriate treatment of funds from different funds including restricted and unrestricted including Capital transactions
- xii. Complete month end procedure including
- xiii. Stock adjustments
- xiv. Accounting adjustments
- xv. Internal recharge journals (e.g Reprographics, Catering, Trips)
- xvi. Bank Reconciliations
- xvii. Aged Debtors review
- xviii. Aged Creditors review
- xix. Produce accurate monthly financial accounts for each school including income & expenditure and Balance Sheet reports, with monthly and actual year-to-date positions against the Trustee approved budgets
- xx. Ensure an understanding and appropriate coding of VAT to transactions
- xxi. Deal with queries from suppliers, debtors, budget holders and other school staff
- xxii. Assist with the management of cash flow
- xxiii. Assist with any audit requirements
- xxiv. Ensure compliance with, and contribute to improvements to the Trusts Finance Policy and Procedures.
- xxv. Ensure consistency in the processing of transactions across all schools to enable an accurate consolidation of the Trusts financial position
- xxvi. Provide cover to other members of team in the case of short-term absence to enable continuous service to schools



Person Specification

The successful applicant will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and School Experience: In their application, candidates will demonstrate that they have the following training, qualifications and school experience:		
	<ul style="list-style-type: none"> • A Level education to include English Language and Maths (or equivalent) • Record of Continuing Professional Development • Experience of using financial systems and double entry book-keeping • Sound knowledge of Microsoft Office, particularly Excel 	<ul style="list-style-type: none"> • Financial qualification • Experience of using PS Financials • Experience of working in a school or Academy financial background
Criteria	Essential	Desirable
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> • Ability to analyse information, and identify and resolve issues • Ability to plan and prioritise competing tasks to meet deadlines • Demonstrate a commitment to safeguarding and promoting the welfare and development of young people • Work in an organised way with meticulous attention to detail • Resilient, with the ability to deliver a complex and demanding workload • Effective communication and presentation skills – orally and in writing • Ability to establish positive relationships and work as part of a team 	



GREENSHAW LEARNING TRUST



Criteria	• Essential	Desirable
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none">• Ability to maintain a positive and professional demeanour• Be self-starting and able to work on own initiative and accept accountability.	
Additional Requirements	Essential	Desirable
	<ul style="list-style-type: none">• Ability to demonstrate understanding of safeguarding and equal opportunities• Ability to deal with confidential information appropriately• Ability to travel to other schools within the Trust• A flexible approach to working hours	<ul style="list-style-type: none">• Use of car and current driving license



Application Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.greenshawlearningtrust.co.uk/join-us/staff-vacancies.

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **midday on Wednesday 27th October 2021**. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised on **Thursday 28th October 2021**. Shortlisted applicants will be invited by telephone to attend for interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interviews will be held on **Tuesday 2nd November 2021**, and may be held virtually. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

Applicants are advised to make a note of this date.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up post as soon as possible.

6. Additional information

For further information, please contact the Central HR team via email HRsupport@greenshawlearningtrust.co.uk

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.



GREENSHAW LEARNING TRUST



Employee Benefits

Professional Development & Career Progression

We recognise our employees as our most important asset and we are aware that the quality and commitment of our employees is critical to our success.

We offer training programmes to support staff across all our schools. We offer both in-house and external training opportunities as well as links to professional bodies. If you have specific training requirements or would like to find out more about any of the courses above please see your line manager.

Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme is one of the largest public sector pension schemes in the UK. It is a nationwide pension scheme of 3.5 million members working in local government or working for other types of employer participating in the scheme. The LGPS is a defined benefit scheme which means that your pension will continue to be worked out using a set formula and it is guaranteed by Government. On starting your employment, you will be automatically entered into the pension scheme, we will provide you with further information within your starter pack.

Cycle to Work

You can make huge savings on a bike and permitted accessories when you sign up to the Cycle to Work scheme through Greenshaw Learning Trust. Your Cycle to Work scheme will be implemented via a salary sacrifice arrangement whereby you agree contractually to a regular reduction from your gross salary to cover the cost of the bike and accessories, therefore making tax and National Insurance savings. For further information, please visit <http://www.flexiblebenefits.coop/our-benefitsorig>

Gym Discounts

As an employee of Greenshaw Learning Trust, you can benefit from discounts at over 2900 gyms, health clubs, leisure centres, yoga studios, boot camps and outdoor activities across the UK. Even if you are currently a member at one of the listed gyms, you may still be able to benefit from a corporate discount.

Employee Assistance Programme

Life – there's a lot to juggle. Work, family, relationships, finances, health, the list goes on. Sometimes, meeting the demands of your work and personal life can be a real challenge. As your employer, we recognise this and therefore feel it is important that we provide you with an Employee Assistance Programme (EAP) to help take the strain when you need some extra support. Your EAP can save you time, and help reduce stress and anxiety, improving your well-being and freeing you up to focus on other things. www.workplaceoptions.com

Eye Care Voucher Scheme

Greenshaw Learning Trust are committed to fulfilling responsibilities for the health, safety and welfare of its employees. Eye tests will be provided to ensure users can comfortably see the screen and work effectively without visual fatigue. If a DSE user requests an eye test, the Trust will provide one. If the test shows that the user requires glasses specifically for DSE work, the Trust will cover the cost of these glasses



GREENSHAW LEARNING TRUST



Greenshaw Learning Trust – About us

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school-to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

The Greenshaw Learning Trust Mission Statement

- *We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*
- *We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*
- *We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*