

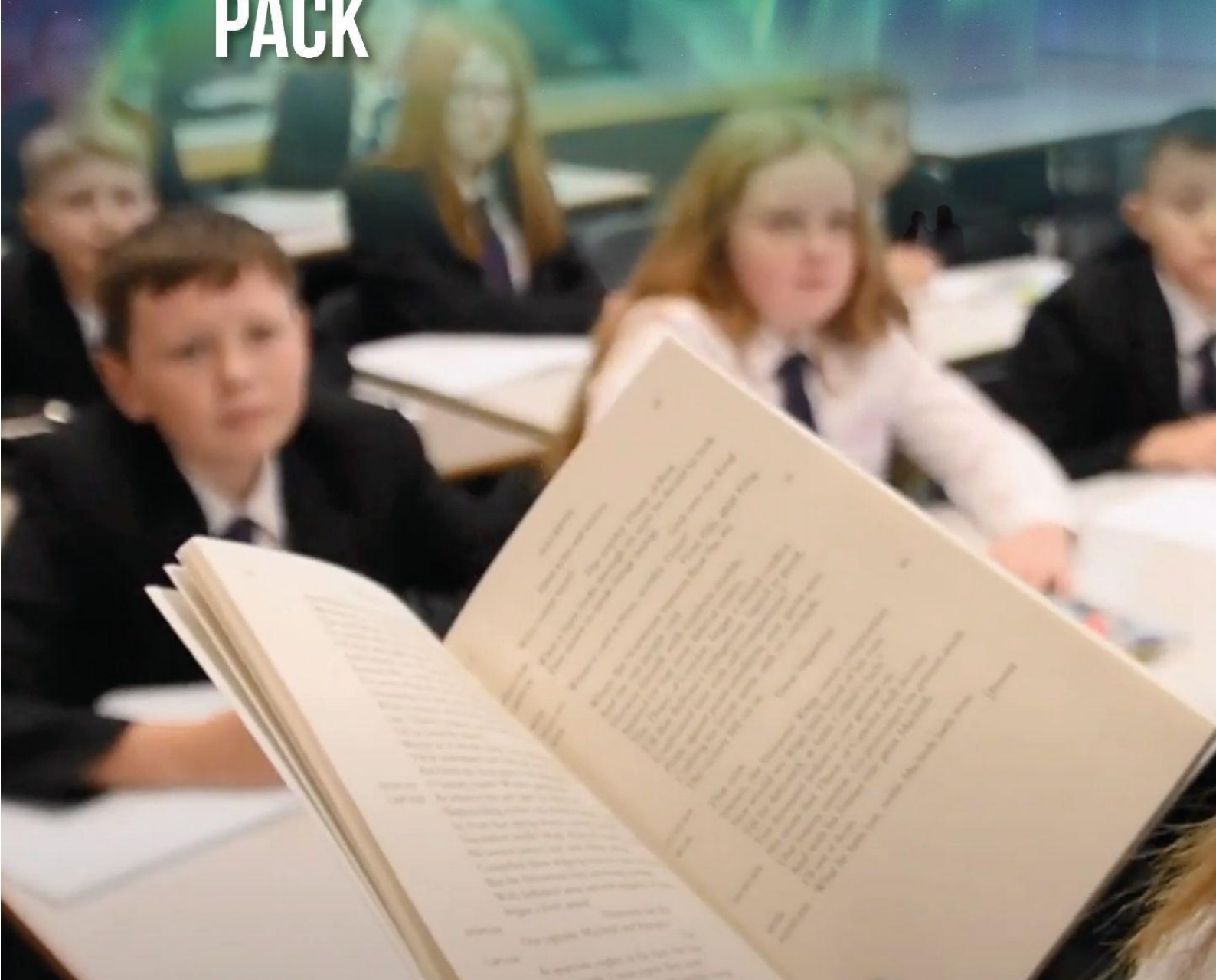


Northern  
Lights

LEARNING TRUST

SENIOR FINANCE  
OFFICER

APPLICATION  
PACK



# Northern Lights



We are a Multi-Academy Trust currently comprising seven primary and secondary schools and 3,093 children and young people from Stockton and Hartlepool in Teesside through to Sunderland and Washington.



We are a Teaching School Hub, one of 87 centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice, and offer evidence-based professional development for early years practitioners.

## OUR SCHOOLS



### Hart Primary School

Hartlepool



### St. Peter's Elwick CE Primary School,

Hartlepool



### Benedict Biscop CE Academy

Sunderland



### St. Helen's Primary School

Hartlepool



### Holley Park Academy

Washington, Sunderland



### Ian Ramsey CE Academy

Stockton-on-Tees



### Venerable Bede CE Academy

Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic - that is really important to us - but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

- Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



## Welcome from the CEO

Thank you for your interest in the position of Senior Finance Officer within Northern Lights Learning Trust.

We are a growing Multi Academy Trust that is currently made up of 2 secondaries and 5 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 3,000 pupils and employ over 400 members of staff and serve a diverse range of schools and communities.

Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, '*I am proud to work for a forward-thinking Trust who put people development at the heart*'.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours sincerely

Jo Heaton

Mrs J. Heaton OBE  
Chief Executive Officer

## **SENIOR FINANCE OFFICER**

1X Permanent position required as soon as possible

1X Fixed term position for 1 year, with the possibility to be made permanent, required as soon as possible

At Seaham offices, Spectrum Business Park, Building 2, Lighthouse View Seaham SR7 7PR

NJC SCP 15-18

£25878-£27344 Per annum, salary starting point subject to experience

NJC Pay and Conditions

37 hours per week all year round, consideration would be given to reduced working weeks for the right candidate to a minimum over 41 weeks of the year (term time plus INSETs plus 2 weeks)

An exciting opportunity has arisen and following our recent growth we are looking for 2 Senior Finance Officer's to join our central team. The successful candidates will have working experience in a finance role preparing month end and year end accounts.

Do you want an exciting career in finance, with a career path that you have helped shape for yourself?

Do you have a passion and enthusiasm for finance?

Do you thrive in a fast-paced environment?

Do you want to play a part in shaping education within the Northeast?

Do you have an eye for financial detail?

Do you want to work for an organisation that cares about all its employees?

**If so, we would really welcome your application**

### **In return you will receive:**

- A supportive working environment that puts people at the heart of the organisation.
- Excellent continuous professional development, including the opportunity to undertake related qualifications.
- National joint council Terms and Conditions of Employment.
- Local Government Pension Scheme.
- The opportunity to work as part of a growing Trust and be part of establishing a career path that is right for you

Details of the trust can be found on the website [www.northernlightslearningtrust.co.uk](http://www.northernlightslearningtrust.co.uk)

## **CLOSING DATE:**

**Applications must be received by: 9am on 26<sup>th</sup> June 2023**

**Short Listing will take place on: 27<sup>th</sup> June 2023**

**Interviews will take place on: 3<sup>rd</sup> July 2023**

## **HOW TO APPLY:**

Please complete the job application form which can be downloaded from our website, unfortunately due to safer recruitment practices applications cannot be considered in other formats. Completed application forms should be returned to Emily Sanger, HR Assistant, by email to [Emily.sanger@nllt.co.uk](mailto:Emily.sanger@nllt.co.uk) or by post to Spectrum Business Park, Building 2, Lighthouse View Seaham SR7 7PR by the closing date. We welcome you to have an informal conversation about the role contact Hayley Swinhoe, Chief Finance Officer on 07483337135.

## JOB DESCRIPTION

POST: Senior Finance Officer  
RESPONSIBLE TO: Chief Finance Officer  
RESPONSIBLE FOR: All trust finances  
SALARY BAND: NJC 15-18  
START DATE: as soon as possible

### General Responsibilities

To assist in all aspects of academy finance.

### Key specific responsibilities:

The following list is not meant to be totally comprehensive it can be used as a guide to the nature and role of the post within the trust.

### Finance

- Ensure compliance to all financial and accounting systems as per the Academy Finance Handbook.
- To assist with the completion of annual returns to DfE and Companies House within required timescales.
- To assist with year end and periodic accounts and reports.
- To assist with annual budget setting process.
- Management of the Academy's bank account including cashflow management and ensuring that all entries in the bank account are accounted for and are reconciled to the accounts.
- To ensure the prompt and accurate processing of payments to suppliers and staff.
- To oversee the day to day financial administration of the school's requisition/ordering system.
- To ensure the prompt collection, banking and accurate recording of income.
- To process accounting journals and reconcile these at month and/or year end
- To prepare timely month end accounts and reports.
- To provide financial, management and statistical information.
- To maintain a fixed asset register of all capital items in compliance with audit regulations. To undertake relevant asset depreciation calculations.
- To ensure timely completion and submission of VAT returns
- To carry out monthly bank reconciliations.
- To assist budget holders in ensuring that their accounts are managed in line with Best Value principles.
- To provide budget holders with period end reports.
- To act as a point of contact for all finance queries.

- To liaise with other Agencies, local authority and school staff.
- To assist with payroll calculations to ensure accurate payroll transactions
- To reconcile payroll reports in the accounts system

**General**

- To carry out any other duties not specified above, but which are within the purview of the post.
- To carry out duties with full regard to the trusts Equal Opportunities Policy.
- To have due regard to the requirements of the Data Protection Act.
- To comply with the trusts' safeguarding policy and practice.
- To maintain an up-to-date knowledge of policy, procedures and practice in relation to the duties of the post.

This job description is subject to regular review which can be initiated by either the postholder or the CFO.

## PERSON SPECIFICATION SENIOR FINANCE OFFICER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	1. Well-presented and complete application form		Application
<b>QUALIFICATIONS</b>	2. Relevant qualification or substantial experience working in an operational finance role	3. Full clean driving licence and appropriate insurance for business use	2-3 Application
<b>EXPERIENCE</b>	4. Double entry book-keeping 5. Reporting to a range of stakeholders 6. Working in a busy fast paced office environment	7. Working in a finance role within the education sector 8. Mentoring/ coaching other staff	4 Task 5-8 Application
<b>SKILLS AND KNOWLEDGE</b>	9. Working knowledge of using accounting software to record all financial transactions 10. Excellent analytical skills 11. Ability to manage and prioritise own workload and ensure tasks are completed within the prescribed deadlines 12. Working knowledge of a range of Microsoft	14. Working knowledge of PS financials 15. Education funding streams and associated regulations	12, 15 Application 10, 13 Task 9, 11, 14 Interview



	Office packages including Excel 13. Ability to work with accuracy when under pressure		
<b>PERSONAL QUALITIES</b>	16. Flexible approach to work 17. Personable and friendly with ability to provide customer service 18. Confidential approach to work		16-18 Interview
<b>OTHER</b>	19. Satisfactory references (which will be requested for all candidates progressed to interview under safer recruitment practices) 20. Enhanced DBS with barred list check		References Enhanced DBS certificate