

Trust Finance Officer

Candidate Pack

Opportunity | Challenge | Integrity

Welcome Letter

Dear Candidate,

We are delighted that you have taken interest in our position of Finance Officer within Canonium Learning Trust. We warmly welcome you to find out more about this position and joining our dedicated team, contributing to our mission of providing every child with the best possible education.

At Canonium Learning Trust, we uphold values of **Opportunity**, **Challenge**, and **Integrity**, ensuring that every member of our community thrives. As a Finance Officer, you will play a crucial role in supporting our schools' financial operations and contributing to the overall success of our trust.

In this role, you will have the opportunity to work in our high performing central team, ensuring meticulous financial administration, budget management, and compliance with financial regulations. Your dedication and expertise will directly impact our ability to fulfill our mission and continue nurturing the potential and enthusiasm for learning in every child.

We encourage you to review this candidate information pack thoroughly and prepare for the next steps in our recruitment process.

Should you have any questions or require further information, please do not hesitate to reach out to our HR team at recruitment@canonium.org. We are here to support you throughout this process and look forward to the possibility of welcoming you to Canonium Learning Trust.

Thank you once again for considering a career with us. We eagerly anticipate the opportunity to meet you and discuss how your skills and experiences align with our trust's goals and values.

Warm regards,

Lois Osborne, Chief Executive Officer

Kevin Panrucker, Chief Financial & Operating Officer



About Canonium

At Canonium, we are a family of schools with a shared purpose **to give every child the very best education possible.**

We enable every child to fulfil their potential and nurture an enthusiasm for learning. Our children leave our schools equipped for future challenges and success so they can make positive choices in life and a genuine contribution to society.

Our Principles:

While our schools are encouraged to have their own distinctive ethos and character, our shared purpose is underpinned by three principles that explain how we work.

Opportunity

We work smartly and make the most of every opportunity to be a team player in delivering an outstanding, inclusive and well-rounded education experience for all.

Challenge

We strike the right balance between autonomy and consistency so we can challenge ourselves to keep getting better at the things that matter most.

Integrity

We have the courage and integrity to do the right thing, resist excuses and treat others with fairness and respect.



Kelvedon
St Mary's
CofE Primary Academy



Tolleshunt D'Arcy
St Nicholas
CofE Primary Academy



Finchingfield
St John the Baptist
CofE Primary Academy



Stisted
Church of England
Primary Academy



St Andrew's
CofE Primary Academy
Marks Tey



Ardleigh
St Mary's
CofE Primary Academy



Canonium
Learning Trust

Key Information

Job Title: Finance Officer

Location: Canonium Offices, Kelvedon, Essex (Based at Kelvedon St Mary's Primary)

Hours per Week: Full-time (37 hours) or Part-time (25+ hours) also considered

Weeks per Year: Full-time (52.14 weeks) or Term-Time (44.7 weeks) also considered

Range: LG Scale 6 (points 13-17) depending on experience and qualifications

Salary: Full-time Equivalent £26,873 - £28,770

Contract Type: Permanent, full-time, part-time, or term-time only

Reporting to: Trust Finance Managers

Closing Date: 5th May 2024

Interview Date: To be confirmed, week Commencing 13th May

Start Date: September 2024 (or sooner)

A young boy with glasses is shown from the side, focused on playing a piano. He is wearing a blue school uniform. The piano is a dark wood with white and black keys. The background is slightly blurred, showing a window and some indoor plants.

JOB DESCRIPTION

JOB PURPOSE

Finance staff at Canonium Learning Trust play a pivotal role in ensuring the efficient and accurate management of financial operations within our family of primary schools. Responsible for tasks ranging from processing invoices and expenses to supporting budget management and financial reporting, the Finance Officer contributes directly to the trust's mission of providing exceptional education while upholding financial integrity and compliance. This role is instrumental in supporting our schools' day-to-day financial activities and contributes to the overall success and sustainability of Canonium Learning Trust.

KEY RESPONSIBILITIES:

Financial Administration:

- Process invoices, purchase orders, and expenses accurately and efficiently.
- Maintain meticulous financial records in accordance with accounting principles.
- Assist in managing day-to-day financial operations and transactions.
- Record financial transactions, reconcile accounts, and produce financial reports using the trust's financial accounting system.

JOB DESCRIPTION

KEY RESPONSIBILITIES (continued):

Budget Management:

- Support the Finance Managers in the preparation and monitoring of annual budgets for trust schools.
- Assist budget holders in tracking expenditure and managing budget variances.

Financial Reporting:

- Generate and distribute financial reports to support month-end and year-end processes.
- Provide analysis and commentary on financial performance to aid decision-making.

Procurement and Compliance:

- Assist in maintaining compliant procurement processes and financial regulations.
- Ensure adherence to financial policies and procedures across the trust.

Payroll Support:

- Support Finance Managers to ensure accurate processing of staff salaries and benefits.
- Reconcile payroll data and assist in payroll journal entries as required.



JOB DESCRIPTION

KEY RESPONSIBILITIES (continued):

Audit Preparation and Compliance:

- Support internal and external audits by providing documentation and evidence.
- Implement audit recommendations and strengthen internal controls as needed.
- Provide user support and training on financial systems to staff as necessary.

General Administrative Support:

- Assist in maintaining administrative processes and procedures within the finance department.
- Participate in performance and development reviews, identifying learning and training opportunities.
- Assist school staff with general finance queries and provide support in using the purchasing system.

Previous experience in finance administration, bookkeeping, or accounting roles.	Essential Application
Previous experience working in a school, charity or other public sector role	Desirable Application
Professional Accounting Qualifications at Level 3 or above (e.g AAT, CIMA, ACA, ACCA)	Desirable Application
Level 2 in English and Maths (e.g. GCSE A-C, GCSE Grade 4+, NVQ L2)	Essential Application
Proficiency in financial accounting software and Microsoft Excel	Essential Interview
Experience in using IRIS / PS Financials or other academy accounting software	Desirable Application
Knowledge of double-entry bookkeeping principles and financial reporting standards.	Desirable Interview
Strong attention to detail and accuracy in financial data entry and recordkeeping.	Essential Interview
Good communication and interpersonal skills, with the ability to work collaboratively in a team environment.	Essential Interview
Commitment to upholding financial regulations, policies, and ethical standards.	Essential Interview
A proactive and adaptable approach to learning and professional development.	Essential Interview

How to apply:

If you would like to discover more about this exciting opportunity or if you need any further information or wish to arrange an informal discussion please contact our HR Officer at:

recruitment@canonium.org or **01376 570744**

All applications must be made online at:

<https://www.essexschoolsjobs.co.uk>

You can read the Trust's Recruitment and Selection procedure **[HERE](#)**



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