

Applicant Pack



**Trust Finance &
Procurement Officer**

www.pinnaclelearningtrust.org.uk



Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Should you have any questions over the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

All completed applications must be returned by 12 noon on the closing date on the advert.

We cannot accept information held on CV's and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements, using the job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing and how you were supported.

Teaching staff roles only are requested to provide results from the last three academic years within the application process.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Central Services

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



Finance Department

The Trust's central services teams include: HR and Payroll, IT Services and MIS, Marketing, Governance, Finance, and Estates. Their aim is to enhance the experience of students and staff across the Trust by providing effective and efficient central services which support them to achieve their goals.

The Trust Finance and Procurement Officer is an exciting opportunity to join our growing Trust as we expand our Central Services team. The role will report directly to the Trust Head of Finance and will work alongside the current team, taking a lead on our internal processes that feed into the monthly management reporting. The Finance team provides a central function for the Trust; including processing invoices, making payments and providing management and statutory reporting to each of the academies.

The team works closely with the Office Managers at each academy and provides support on the financial systems and processes to follow. The department ensures that our Financial Policies are adhered to across the Trust and offers support and guidance where necessary, ensuring compliance with the Academy Trust Handbook. The team is based at OSFC but will sometimes be required to work at the other academies.



Job Description & Person Specification

Trust Finance & Procurement Officer

Main Purpose of the post:

To support the Trust Chief Financial Officer, Finance Manager and Finance team

Line Manager: Trust Head of Finance

Current base: Oldham Sixth Form College

Overall Job Purpose:

To work as part of the Central Finance Team in the provision of financial support across the Trust. Reporting to the Trust Head of Finance, carry out day-to-day finance, procurement and accounting functions in accordance with the Trust's Finance Regulations Manual.

Officer Responsibilities:

- Deputise for the Trust Head of Finance as required.
- Embed a culture of high performance and service excellence.
- Provide positive and supportive team leadership (as appropriate) and effective communication.
- Regularly review and update policies, procedures and processes to meet Trust need.
- Share good practice and take a lead on relevant initiatives.
- Work independently with minimal supervision.

Specific responsibilities:

- To support the Trust Head of Finance with all month end processes, including:
 - Bank reconciliations
 - Credit and Business card reconciliations
 - VAT returns
 - Running month end reports from finance software
 - Assist with monthly and annual reporting
- Assist colleagues with any financial queries.
- Maintain good relationships with customers.
- Assist the Trust Head of Finance with the maintenance of the finance system.
- Assist with audit liaison for both year end and internal audit when required as directed by the Trust Head of Finance.
- Processing purchase invoices promptly, with correct approvals, to ensure payment within terms and supporting the Trust Head of Finance with the weekly supplier payment run.
- To act as the Trust's Procurement Officer and to liaise with the Crescent Purchasing Consortium, North west Buying Hub and other suppliers to source 'best value' products.

- To carry out value for money studies in the acquisition of high price/quantity resources.
- To assist the Trust Head of Finance in the maintenance and management of the Trust's insurance policies. Ensuring all claims are dealt with in a timely manner and complete all related paperwork.
- Maintain all supplier contracts including monitoring of renewal dates.
- Assist with formalising tenders and ensuring best value for the Trust.
- Assist in the monitoring of the finance shared inbox.
- Process purchase invoices into the Trust finance system.
- Monitor the Bursary payments due to students at the college, liaising with relevant staff and ensuring that the data is correct and payments have been logged for audit.
- Aid with the policies and documentation available to students and parents with regards to the 16-19 Bursary, ensuring eligibility and ESFA requirements are met.
- Play a leading role by example in supporting compliance with Trust policies and procedures.
- Any other reasonable duties commensurate with the level for the post, which may be required from time to time.
- To respond to the needs of students and staff.
- To observe the principles of confidentiality.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

Requirements of All Trust Staff:

- To promote and uphold the PLT Mission Statement, values and values.
- To comply with MAT level policies and procedures or those relevant to an individual PLT Academy, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in Performance Management Processes, undertaking professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Trust Executive.

	Essential	Desirable	Method of Assessment
Experience, Skills and Knowledge			
ICT skills, with a working knowledge of Microsoft packages including Word, Excel and Outlook	✓		Application/Interview/ Observation
Knowledge of computerised accounting systems	✓		Application/Interview
Excellent numeracy skills and the ability to analyse and interpret financial information	✓		Application/Task/Interview
Knowledge of Academy finance		✓	Application/Interview
Education and Qualifications			
Minimum Level 3 Association of Accounting Technicians (AAT)	✓		Application
Good Standard of Education	✓		Application
Attitude and Personal Qualities			
Provide support and guidance to students and embody the College values to develop a strong working ethos with students and staff	✓		Application/Interview/ Observation
Ability to work both on your own initiative and as part of a team	✓		Application/Interview/ Observation
Commitment to on-going professional learning and development	✓		Application/Interview
Ability to communicate at all business levels	✓		Application/Interview
High level of accuracy and attention to detail	✓		Application/Task
A strong customer service focus	✓		Application/Task
Excellent organisational and prioritising skills and the ability to work under pressure	✓		Application/Interview/ Observation
Ability to work flexibly in line with business needs and able to cope with change as necessary	✓		Application/Interview
Integrity and confidentiality	✓		Application/Interview

How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Cycle to work schemes available
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Free on-site parking
- Excellent opportunities for CPD and career development
- Please see our Join The Pinnacle Learning Trust Booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

PROUD
TO BE
PART OF



**To find out
more or to
apply:**

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