

**Finance Officer
Job Pack**



**CRAMLINGTON
LEARNING VILLAGE**



Where everyone plays a part in the future of our students



“

Cramlington Learning Village is a great place to work - you are always busy but people still take time to look after one another.

”

WELCOME

A MESSAGE FROM OUR CO-HEADTEACHERS

Welcome to Cramlington Learning Village and thank you for your interest in applying for a role at this school. We believe CLV is a fantastic place to work where everyone is responsible for the safety, wellbeing, development and progress of our students.

We are a comprehensive secondary school with 2000 students, which although large in scale, feels like a smaller community school where every student feels known and cared for. We pride ourselves in our core principles - that 'we are a school built on respect, which develops resilient learners, expert readers, knowledge explorers and responsible citizens.'

These next few pages will tell you more about our ethos and school culture, and what it is like to work here, whatever the role in the organisation. We hope that, along with the specific information attached on the role and person specification, you find this document helpful in making an informed decision on whether Cramlington Learning Village is a place where you will enjoy working in and where you can make a positive difference to our students.

We look forward to meeting you and if there is anything we can do to give you more information, we are always happy to help.

Mr. Jon Bird and Ms. Kim Irving



WHY JOIN US?

- We believe this is a school which is built on positive relationships. Although we are a big school we like every single member of staff to feel known and valued
- The CPD offer for teaching staff and TA's is a real strength of the school and includes an annual teaching and learning conference across two training days
- There is a supportive induction process for every new member of staff
- We offer support for staff at every level through a clear line management structure
- We pride ourselves on our staff development, and will work with you to ensure you feel supported and challenged in your role
- The school is committed in promoting positive mental health and wellbeing across the staff - we have a staff wellbeing and mental health charter written 'by staff, for staff'



“ As a member of support staff I know I have a key part in helping the school be strong and successful - you always feel part of the team. ”

- The school supports the 'Cycle to Work' scheme
- Competitive salaries are offered in a variety of posts at different levels
- Where we can, we offer generous annual leave
- Free staff parking available
- We have partnered with CLASS insurance who provide Digital Health assessments, Online Mental health training, 24/7 Counselling and Physiotherapy consultations for all staff
- Strong pension schemes (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers).



NEXT STEPS

Included in the following pages you should find information on the advertised role, including the job description and the personal specification. The application form will give you an opportunity to share your details and qualifications with us, along with your employment history.

As a school that strives to recruit all our staff as safely as possible, we also include our safer recruitment policy and information on the safeguarding checks that will be undertaken.

If there is anything else which will be helpful to you, or if you need more information, please do not hesitate to contact our Office Manager via recruitment@cramlingtonlv.co.uk



Highburn, Cramlington, Northumberland, NE23 6BN
Tel: (01670) 712311

Registered in England and Wales Co No: 07730940

Co-headteachers: Mr J Bird/Ms K Irving
11-18 Secondary School of 2000 pupils including 280 in the Sixth Form

Post Title: Finance Officer
Salary: CLV Band 6, £31,537 - £34,434 per annum
Contract: 37 hours per week

Cramlington Learning Village is seeking to appoint a suitably qualified and experienced Finance Officer to undertake a key role within the Academy Trust. The successful candidate will provide operational leadership for the finance team and will therefore have demonstrable experience of successfully leading a team.

The ideal candidate will have:

- as a minimum an AAT qualification (or equivalent);
- significant experience of senior finance role in an education setting;
- highly developed interpersonal skills;
- demonstrable experience of successful team leadership

Applications are invited from prospective candidates in education, public sector or commercial settings who are able to demonstrate that they are able to meet the essential criteria set out in the person specification, please note CVs will not be accepted for this role.

Cramlington Learning Village was graded Good in all categories in its last Ofsted Inspection.

Cramlington Learning Village is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be required for this post.

Please note: the postholder will be engaging in regulated activity, working mainly or wholly with children. This position is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Shortlisted candidates should be aware that online searches may be done as part of pre-employment checks.

Further details and application forms are available via our website at www.cramlingtonlv.co.uk or by contacting recruitment@cramlingtonlv.co.uk, to whom completed application forms should be sent to arrive no later than **midday on Monday 2 March 2026**.

JOB DESCRIPTION

Department: Finance
Job Title: Finance Officer
Reports to: Director of Finance and Operations
Salary: CLV Band 6
Hours of work: 37 per week
Contract Type: Permanent - Full time - all year round.

Main Responsibilities:

Duties and key result areas:

Organisation

1. Contribute to the planning, development, design, organisation and delivery of financial support systems/procedures/policies
2. Liaise between managers/teaching staff and support staff. Liaise with external stakeholders on financial matters or in connection with Service Contracts
3. To assist in project management for school wide projects as well as finance specific projects.
4. Deputise for the Finance Director when required
5. Develop the skillset of the finance team to best meet the needs of the trust.

Financial Management

1. Prepare monthly management accounts, year-end projection with accompanying report in line with month end timetable
2. Produce monthly bank, control account and other balance sheet reconciliations
3. Produce monthly cashflow with 12 month rolling forecast
4. Ensure that monthly payroll information is checked, authorised, submitted and processed in a timely manner
5. Monthly payroll reconciliation monitoring against approved budget, reporting on any significant variances
6. Liaise with Procurement Specialist to manage existing procured contracts and provide information as require to assist the procurement process
7. Monitoring debtors including catering deficits through Parentmail
8. Maintain records of contracts and of services received and report to Senior Leadership Team/Governors as required
9. Assist with planning, monitoring and evaluation of budgets and medium-term financial planning

10. Liaise with internal and external auditors in order to provide required information and manage audit process
11. Oversee the school's fixed asset register, including additions, disposals, transfers and depreciation charges
12. Lead and oversee the work of the school's accounts payable and accounts receivable functions
13. Ensure the school remains compliant with VAT requirements, including managing the school's VAT status and ensuring that VAT returns are submitted in line with HMRC guidelines
14. Responsible for staff appraisals within the team in line with the school staff appraisal system
15. Contribute to the daily management of banking arrangements and treasury management
16. Work with budget holders in the selection and management of resources, to ensure best value
17. Financial Monitoring, updating and reporting of the Capital expenditure in the Devolved Formula Capital allocation and use of reserves

Governance

1. Ensure that good financial governance operates in line with the requirements of the academies finance manual on a day to day basis – in particular regularity, propriety and the delivery of value for money.
2. Contribute to assuring that the Academy Trust has adequate and effective insurance policies in place and that claims are being dealt with in a timely manner.

Administration Management

1. Contribute to the development and maintenance of financial record/information systems
2. To manage, develop systems and procedures e.g. Peri fees, trips, credit card and recharges
3. Provide detailed analysis and evaluation of financial data and produce detailed reports/information as required using Microsoft packages
4. Provide organisational, financial and administrative support to other staff including complex support as required
5. Be responsible for completion and submission of forms, returns etc. to Northumberland County Council Finance Department
6. Be able to work to deadlines, prioritise and organise the workload of the department to meet the needs of the school on a day to day basis



General

1. Comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Ensuring that areas of work comply with legislation relating to Health and Safety and observe and implement specific responsibilities in relation to these matters as detailed in policies for Health and Safety
3. Contribute to the overall ethos/work/aims of the school
4. Develop constructive relationships and communicate with other agencies/professionals
5. Participate in training and other learning activities and performance development as required
6. Recognise own strengths and areas of expertise and use these to advise and support others
7. To undertake other duties and responsibilities as required commensurate with the grade of the post

Person Specification

Key to assessment methods: (A) application form, (L) letter, (I) interview, (O) Lesson Observation, (R) references, (T) ability tests (Q) personality questionnaire (G) assessed group work, (P) presentation, (C) recruitment checks.

	Essential	Desirable
<p>Knowledge & Qualifications</p> <p>Assessed By: AF C, I, R</p>	<ul style="list-style-type: none"> • AAT accountancy qualification or equivalent Level 4 qualification in a related vocational or professional field • Excellent numeracy and literacy skills • Excellent knowledge of financial systems • Good knowledge of management accounts • Good knowledge of financial reporting 	<ul style="list-style-type: none"> • Holding or working towards a recognised accountancy qualification e.g. ACCA, CIMA, CIPFA • Membership of an appropriate professional body • Knowledge of current developments in education sector, particularly government policies relating to academies
<p>Experience</p> <p>Assessed By: AF C, I, R</p>	<ul style="list-style-type: none"> • Good experience of complex financial operations • Good experience of reporting to a variety of groups of people • Several years' experience working in an office environment at a senior level • Experience of using school-based management systems 	<ul style="list-style-type: none"> • Experience of working within a school or educational establishment • Experience of managing staff including conducting staff appraisals and developing a team • Successful track record in achieving and maintaining effective financial management • Experience of successful project management • Experience of corporate governance within an academy context

<p>Skills & Competencies</p> <p>Assessed By: AF C, I, R</p>	<ul style="list-style-type: none"> • Effective use of specialist ICT packages. e.g. PSF • Experience of using specialist equipment and resources • Ability to relate to both adults and children • Ability to self-evaluate learning needs and actively seek out learning • Understand and is able to implement financial regulations in relation to school finances • Understands the concepts of 'best value' • Good communication and interpersonal skills • Good organisational skills and knowledge of systems which facilitate achievement of performance/quality goals • Ability to manage change effectively and positively engage and inspire others • Excellent verbal and written communication skills including the ability to present complex financial data and concepts to non-expert 	<ul style="list-style-type: none"> • Highly developed communication, negotiating and influencing skills • Fully conversant with financial regulations within a school and has experience of implementing this in a large complex organization • Highly developed ICT skills in developing management information systems and using a range of Microsoft applications to improve efficiency and effectiveness • High degree of working on own initiative with minimal supervision
<p>Other</p> <p>Assessed By: AF C, I, R</p>	<ul style="list-style-type: none"> • Ability to manage pressures from deadlines, interruptions or conflict. • wellbeing, support and achievement of students • A belief in teamwork and co-operation with adults and students • A willingness to challenge oneself to seek continuous improvement • Flexibility, imagination and resilience, reliability and integrity • To safeguard and promote the welfare of children for whom you come in 	<ul style="list-style-type: none"> • Interested in further professional development





HIGHBURN NORTHUMBERLAND NE23 6BN TEL: 01670 712311 FAX: 01670 730598

E: ENQUIRIES@CRAMLINGTONLV.CO.UK W: WWW.CRAMLINGTONLV.CO.UK