



Applicant Pack

Finance Officer



The Balcarras Trust came into existence on December 1st 2020. We are a Multi Academy Trust based in Gloucestershire. Prior to this the company (Balcarras School) was a Single Academy Trust.

The Mission Statement of The Balcarras Trust:

The Balcarras Trust is committed to delivering outstanding inclusive, comprehensive education in each of its schools. Every child within the Trust will be expected, encouraged and supported to reach their full potential and, when they leave school, to be fully equipped to go on to be successful in the next phase of their lives.

The Trust will establish and maintain high standards of teaching, pastoral care and behaviour in its schools. No child will be “left behind.” There will be excellent opportunities for extra-curricular activities.

Each member of staff in the Trust’s schools will be an excellent role model and will play their part in ensuring that each school in the Trust will have its own special ethos. Students will feel proud of their school.



Currently there are three schools in the Trust:

Balcarras: an 11-18 co-educational academy with 1432 pupils on roll. Consistently rated outstanding by Ofsted, the school secures superb outcomes at both GCSE and A level. In 2021 the school was awarded the Sunday Times Southwest State School of the Decade Award. The school is led by Dominic Burke (Headteacher). Balcarras is the lead school in the GLOW Maths Hub and the Balcarras Teaching School Partnership. The Trust owns Balcarras' land which comprises 19.5 acres and buildings of some 11,000 square metres.

The High School Leckhampton: a new 11-16 coeducational comprehensive academy with an eventual capacity of 900. The school opened in September 2021 with an intake of 120 pupils initially operating on the Balcarras site before moving to its purpose built site at Farm Lane in Leckhampton. Next year the school will have a pupil population in excess of 700. The school achieved an 'outstanding' rating in its first OFSTED inspection in 2024. The High School Leckhampton is led by Helen Wood who is also Interim CEO for the Trust. The site comprises 13 acres and buildings of some 7,000 square metres. The Trust has a 125-year lease on the site at Farm Lane.

Winchcombe School: an 11 to 16 school in the Cotswolds with 530 pupils on the roll. The school joined the Trust in November 2023 and is rated 'Good' by OFSTED. As a relatively small school Winchcombe prides itself on the quality of its pastoral care. Parin Gohil took up the headship of the school in September 2025. Winchcombe occupies a beautiful site in the Cotswolds which extends beyond 20 acres. The Trust owns the land and the buildings.

In addition the Trust has a wider role as a system leader:

Outreach work: The Balcarras Trust is a leading provider of professional development for educators. The Trust runs the GLOW Maths Hub which is responsible for leading maths education in this region. GLOW has an annual turnover of close to £1 million. The Trust also has the contract to run the Teaching School Hub for Cheltenham, Stroud and The Cotswolds. This involves turnover of well over £250,000

The Trust also operate the Gloucestershire Initial Education Partnership, an 80 place teacher training programme, in conjunction with the Gloucestershire Association of Secondary School Leaders.

Future Development: The Balcarras Trust is open to the possibility of growth although we don't seek growth for its own sake. We have very good relationships with a number of schools locally and we are open to the possibility that some of these schools might join the Trust in the future.

In any case the Trust will grow as the current pupil number increases. This will require a larger central services team and a more extensive offer to our schools.



FINANCE OFFICER

Job Description

Grade: 7 point 21, £33,143 FTE

Hours: 30 hours per week, term-time only plus 4 weeks

It is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

JOB PURPOSE

To provide efficient and accurate financial administration across the Balcarras Trust, with particular responsibility for purchase and sales ledgers, financial support to schools within the Trust hub structure, and timely bank and credit card reconciliations. The role supports strong financial control, compliance, and value for money across the Trust.

MAIN DUTIES AND RESPONSIBILITIES

Purchase Ledger

- Process supplier invoices accurately and promptly, ensuring correct coding and authorisation
- Match invoices to purchase orders and delivery notes where applicable
- Resolve invoice queries with suppliers and internal staff
- Prepare and process supplier payment runs in line with Trust procedures
- Maintain up-to-date supplier records
- Support group purchasing and alignment of suppliers.

Sales Ledger

- Raise sales invoices for income due to the Trust, including recharges and services
- Monitor outstanding debts and follow up overdue payments in line with credit control procedures
- Allocate incoming receipts accurately against invoices
- Liaise with schools, parents, and external organisations regarding income queries
- Support Schools with activities and trips administration and liaison with parents.

MAIN DUTIES AND RESPONSIBILITIES (continued)

Bank and Credit Card Reconciliations

- Carry out monthly bank reconciliations for Trust and school accounts
- Reconcile Trust credit card statements, ensuring receipts are provided and expenditure is correctly coded
- Investigate and resolve discrepancies promptly
- Maintain clear audit trails for all reconciliations
- Activities and trips income and expenditure reconciliations.

Hub and School Support

- Provide financial support and guidance to GLOW Maths Hub and the Balcarras Teaching School Hub
- Act as a point of contact for finance-related queries from hubs
- Assist with month-end and year-end procedures for hubs
- Assist and submit grant returns in line with return dates.

General Finance Duties

- Maintain accurate financial records in line with Trust policies and DFE requirements
- Support internal and external audits by providing documentation and explanations
- Assist with budget monitoring and reporting where required
- Ensure all work complies with financial regulations, GDPR, and Trust policies
- Assist with other ad-hoc tasks when required
- Undertake travel to Trust sites.

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

CFO

SPECIAL CONDITIONS

This post may involve working some flexible hours on a planned basis



PERSON SPECIFICATION

ESSENTIAL

- Experience of working in a finance or accounts role
- Strong understanding of purchase ledger and sales ledger processes
- Experience of bank and/or credit card reconciliations
- High level of accuracy and attention to detail
- Good IT skills, including Excel and finance systems
- Ability to manage workload and meet deadlines
- Strong communication skills and ability to work with a range of stakeholders
- Driving licence
- Accountancy qualification (AAT, ACCA or CIMA).

DESIRABLE

- Experience in an education or multi-academy trust environment
- Knowledge of academy finance systems (Xero for Education and Planergy)
- Understanding of DFE and public sector financial requirements.

SAFEGUARDING

The Balcarras Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is subject to appropriate pre-employment checks.

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of The Balcarras Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description is not necessarily a comprehensive definition of the role, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required. This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

SELECTION PROCESS

- After the deadline for the position has passed there will be a shortlisting meeting with the CEO and CFO to review the applications.
- Qualifications, experience and suitability for the post will be considered during the shortlisting process.
- Unsuccessful applications will be notified by email. Unsuccessful candidates can request feedback by email.
- Successful applicants will be invited for interview by telephone or email.
- References will be requested at this stage.
- Please stipulate clearly on your application form should you wish for your references not to be checked prior to job offer.
- A formal letter confirming the interview arrangements and plan for the day will then be emailed to candidates including details of documentation that will be required to be presented on the day.
- One of the requirements of the day will be to complete a “Declaration of Criminal Record and other information” check.
- If you have a DBS certificate from your current work place, you will be required to show this.
- Candidates will be required to undergo a formal interview (including safer recruitment questions) and where appropriate a task. All information concerning the day will be provided in the formal letter.
- A decision will be made on the day where possible.
- Both successful and unsuccessful candidates will be notified by telephone where possible.



The Balcarras Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. Please also read the Recruitment Selection and Disclosure Policy within “How to apply” which includes our policy on recruiting ex-offenders. All posts are subject to an enhanced DBS check and receipt of two satisfactory references.

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 www.thebalcarrastrust.co.uk

