



## **Finance Officer**

## **Recruitment Pack**

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Wessex Multi-Academy Trust  
Wessex House  
4 Poundbury Business Centre  
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Dorchester  
Dorset  
DT1 3GE

[www.wessex.ac](http://www.wessex.ac)

Tel: 01305 231510

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## Finance Officer (part time)

**Salary: Grade 6 SCP 6-9 (£20,409—£21,402) – 33.5 hours per week**

**Start date: March 2026**

Wessex Multi Academy Trust currently has a vacancy for a part time finance officer. The position is 33.5 hours per week and is term time only (plus INSET).

The Wessex Multi-Academy Trust is looking to appoint a Finance Officer; to join our central Finance team. Whilst this position is part of the central finance team, the postholder may be required to travel to school sites for meetings.

We are seeking to appoint an enthusiastic, suitably experienced and qualified individual to take responsibility for:

- ensuring financial regulations are adhered to and controlled, in accordance with Trust policy and DfE.
- raising purchase orders, check and process invoices for payments and reporting for BACs runs.
- preparing transactions and reports for bank reconciliation
- other responsibilities include processing all income into the assigned schools (banking, invoicing, and reconciling), preparation of invoices, collection of fees and other dues, and ensuring a full reconciliation is undertaken at least once a month.

Candidates need to be well organised, have good communication skills and be able work with a high degree of accuracy. They will need to be highly organised, a team player and be happy to use their own initiative and work independently. Experience with finance systems and excel is essential. Due to the nature of the role, the postholder will need to be able to fulfil the travel requirements.

Applications can be made, or downloaded, via [www.dorsetcouncil.gov.uk](http://www.dorsetcouncil.gov.uk). Individual CVs will not be accepted. You can also find further details about the Trust via the website.

An application pack with further details, including how to apply, can be found on the Wessex website: [www.wessex.ac](http://www.wessex.ac)

Wessex Multi-Academy Trust values the diversity of our workforce and welcomes applications from all sectors of the community.

*Wessex MAT is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, an Enhanced DBS check Child Barred List check and satisfactory references.*

*We will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern.*

*Applicants are advised that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.*

The pro rata salary shown is based on the number of hours and weeks worked and paid annual leave entitlement for an employee under 5 years' service.

# Welcome



Dear applicant

Thank you for your interest in the position of Finance Officer.

We currently have a vacancy for a part time finance officer that has arisen due to the promotion of the current post holder. Whilst this position is part of the central finance team, the postholder will be required to travel to school sites for meetings. The position is for 33.5 hours per week and is term time only (plus INSET).

The Wessex Multi-Academy Trust has been in existence since 2015 and is one of the fastest growing multi-academy trusts in the south west. Learning is at the heart of what we do - it is everything. We like the concept of working within a family of schools. We believe schools achieve most when they work together, sharing expertise and best practice.

I am aware of how much time and effort goes into an application so thank you in advance if you decide to proceed beyond this initial interest. We have tried to include as much information as you need in order to make an application but without overwhelming you. If you need any further information or if you would like to have an informal discussion about the role, please contact Kate Carter, Head of Finance: [kcarter@wessex.ac](mailto:kcarter@wessex.ac), tel: 01305 231510.

We look forward very much to hearing from you.

With warm regards

Mike Foley

CEO

## **APPLICATIONS CLOSE:**

Monday 26th January 2025  
(12pm)

## **INTERVIEWS:**

Wednesday 4th February 2026

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# About us



## Mission

Our mission is for every child in our care to have the best possible learning opportunities in a safe and caring environment where they can achieve their full potential.

## Vision

Our vision is to work in partnership with our schools and staff to deliver outstanding contemporary learning opportunities that prepare every child to live a happy, healthy and fulfilling life.

## Values

The Wessex Multi-Academy Trust believes that at the heart of a successful organisation that is focused on education, the following values are important:

- Accountability
- Collaboration
- Excellence
- Respect
- Care

Wessex Trust is a place where difference is valued; we recognise strength in diversity. We work hard to embed both understanding and celebration of difference through our schools. We seek to provide equity for all children, families and staff throughout our organisation. Inclusion is central to all that we do in creating a true sense of belonging.

At Wessex, we are fully committed to promoting the health and wellbeing of our staff. A healthy and happy workforce is important to us, and we therefore offer a range of initiatives to support staff wellbeing. One of the benefits we are pleased to offer is our Employee Assistance Programme (EAP) which you will have access to from day one of employment with us.

For more information, please visit our website - [www.wessex.ac](http://www.wessex.ac)

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# Our Schools



## **Bere Regis Primary and Pre-School**

Bere Regis is a happy, friendly, community school with a family atmosphere, where children and adults are encouraged to achieve their potential in a creative and supportive learning environment. [www.bereregis.dorset.sch.uk](http://www.bereregis.dorset.sch.uk)



## **Damers First School**

At Damers, we aim to be respectful, collaborative and inspired learners who are encouraged to constantly achieve their very best. We encourage children to have a lifelong love of learning and to be ready for their next steps. [www.damers.dorset.sch.uk](http://www.damers.dorset.sch.uk)



## **Dorchester Middle School**

At Dorchester Middle School we believe that every child is extraordinary and that education has the capacity and the possibility to change lives for the better. We are committed to providing children with the best possible educational experience. [www.dorchestermid.dorset.sch.uk](http://www.dorchestermid.dorset.sch.uk)



## **The Purbeck School**

The Purbeck School is a vibrant and exciting school community where everyone matters. Our approach to learning promotes and embeds our core values of respect, aspiration and perseverance. [www.purbeck.dorset.sch.uk](http://www.purbeck.dorset.sch.uk)



## **St Osmund's CE Middle School**

St Osmund's is proudly a Church of England school based upon values of hope, community, respect and love. Relationships come first; no one left out, no one left behind. [www.stosmunds.dorset.sch.uk](http://www.stosmunds.dorset.sch.uk)



## **The Thomas Hardye School**

At The Thomas Hardye School we believe in the power of learning as a means to transform lives and that every young person has a talent that can be nurtured through relentless optimism. [www.thomas-hardye.net](http://www.thomas-hardye.net)

# Our Schools



## St Mary's CE Middle School

We are a 9-13 middle school situated on the outskirts of Puddletown. We are a church school with an ethos built on the core Christian values of respect, forgiveness, justice, uniqueness, equality, acceptance and kindness.

[www.stmaryscemiddleschool.co.uk](http://www.stmaryscemiddleschool.co.uk)



## Frome Valley CE First School

We aim to nurture all children as individuals, enabling them to achieve their full potential. At the heart of our school is the belief that we all share a vision and values that help us to be responsible, respectful and caring members of society. We are proud of the Christian ethos of our school and our belief that citizenship and a sense of community are as important as academic achievements. [www.fromevalley.dorset.sch.uk](http://www.fromevalley.dorset.sch.uk)



## Milborne St Andrew First School

We are committed to providing an inclusive environment where children and adults can all flourish as part of a learning community, rooted in mutual respect for all. We have high expectations of ourselves and our pupils and we nurture every unique child and adult. [www.milborne.dorset.sch.uk](http://www.milborne.dorset.sch.uk)



## Piddle Valley CE First School

Our school is founded on Christian values, principles and beliefs. We are a small, happy school in which pupils work hard and learn well, within a nurturing and safe environment. We recognise that all members of our school community are unique and valued for the contribution they make. [www.piddlevalley.dorset.sch.uk](http://www.piddlevalley.dorset.sch.uk)



## Puddletown CE First School

We are proud of our school, its church heritage and the community we serve. We aim to inspire our children to learn and to see themselves as active learners with an infinite capacity to improve. We do this in a safe and caring environment based on Christian principles where individual progress is celebrated.

[www.puddletownfirst.dorset.sch.uk](http://www.puddletownfirst.dorset.sch.uk)



## Manor Park CE First School

We believe that school should, first and foremost, be a happy place where children develop a love of learning and their sense of faith. We challenge our children to achieve the very best that they are capable of and we instil in them ambition and drive to succeed. The care and welfare of each and every member of our school community is integral to our mission. Love for God, Love for each other and Love for Learning.

[www.manorpark.dorset.sch.uk](http://www.manorpark.dorset.sch.uk)

# FINANCE OFFICER JOB DESCRIPTION

**Post Title:** Finance Officer (part time)

**Responsible to:** Senior Finance Officer

**Salary Range:** Grade 6 (SCP 6-9) (£20,409 - £21,402)

**Hours:** 33.5 hours per week. Term-time plus INSET days

## Main Purpose:

- To provide financial support services within the Trust.
- Support the Senior Finance Officers and Head of Finance
- To support and promote the values, aims and development strategy of the Trust.

## Main Responsibilities and Duties

- To raise and authorise orders, payments and invoice requests on Access Finance, ensuring that the correct expenditure codes are used and VAT is recorded correctly.
- To process the weekly BACs.
- To assist in the bank reconciliation.
- To support schools with their financial transactions and queries.
- To arrange recharges to internal budgets.
- To assist with the debt recovery procedure in respect of unpaid invoices.
- To process all appropriate claims and finance related documents effectively.
- To administer invoices and associated records.
- To record and bank monies.
- To support monthly reconciliation of accounts.
- To keep the Senior Finance Officers/Head of Finance informed of significant financial developments.
- To assist in the timely and accurate provision of budget monitoring and other information to managers.
- To support with the preparation of end of year balances and other reports as required by the Trust's financial regulations and audit regulations.

## Knowledge and skills

- The post requires a high degree of interpersonal, organisation and communication and administrative skills. (Including initiative, flexibility, diplomacy and discretion and a professional approach).
- The postholder must be numerate, computer literate with spreadsheet experience.
- Knowledge and experience of the following ICT software applications: Microsoft (MS), Word, Arbor, Access Budgets and Access Finance. Relevant experience of office work including databases and analysis of data. ICT and supervisory experience, communication skills, and ability to prioritise and organise work of an office

## **Management & Supervision of others:**

There is no management or supervisory responsibility. Supervision from the Senior Finance Officers/Head of Finance will be present when necessary.

## **Problem Solving and creativity**

- To take decisions on a day-to-day basis to ensure administrative deadlines and requirements are met.
- To prioritise own workload within the overall workload including the timely production of information and analysis of data.
- To deal with changing and conflicting deadlines.
- To frequently deal with non-routine queries and forwarding matter to appropriate staff where necessary.

Whilst this position is part of the central finance team, the postholder will be required to travel across school sites for meetings.

This job description outlines the key responsibilities for the role of Finance Officer and it may be necessary to undertake additional duties as required. This job description will be reviewed at least annually as part of the appraisal process.

Dated: January 2026

*We will seek to ensure that all existing and potential employees are given equal opportunities. We are committed to diversity and equality of opportunity in our employment policies and practices. Our aim is to promote diversity so that no employee or potential employee will be subject to unlawful or unfair discrimination because of gender, age, marital or civil partnership status, colour, race, nationality or other ethnic or national origin, disability, religion, sexual orientation, gender reassignment, pregnancy or maternity or membership or non-membership of a trade union or political beliefs. We will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.*

## Person Specification

Description	Essential	Desirable
<b>Professional Qualifications</b>		
A minimum of 5 A*-C GCSE qualifications (or equivalent) including English and Maths	✓	
RSA Stage III work processing certificate or Word Advanced (ECDL) or equivalent	✓	
Evidence of training in accountancy or finance	✓	
Relevant finance qualifications		✓
Evidence of further training in finance/accountancy		✓
<b>Knowledge and Experience</b>		
Previous experience working in a financial capacity	✓	
Experience of Access Education Finance system		✓
Experience of working in a school/educational or public sector environment		✓
Good record keeping	✓	
Understanding and practice of confidentiality	✓	
Good ICT skills	✓	
<b>Skills and Attributes</b>		
Sound communication and interpersonal skills across the Trust, both orally and in writing	✓	
Ability to work as part of a team	✓	
High levels of organisation	✓	
Flexible and adaptable approach to work	✓	
Ability to manage time effectively and prioritise tasks	✓	
Ability to work under pressure and meet deadlines	✓	
Willingness to challenge the work of self and others to continually improve own and team performance	✓	
Reliable and punctual	✓	
<b>Other</b>		
Able to fulfill the travel requirements of the post	✓	



**Daisy and Harry for whom learning is everything**

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