

Trust Finance Officer (SEND Finance Lead)



We are Humber Education Trust.



Trust Finance Officer (SEND Finance Lead)

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Humber Education Trust's vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We will grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we will drive these aims further and faster for the benefit of our pupils and our communities.

Humber Education Trust is also recognised by the DfE as an Academy Sponsor. This means that through the Trust, we are held accountable for sponsored schools who may join us, to ensure improvement in outcomes and taking responsibility for their performance and financial arrangements.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special schools).

We have a strong moral purpose and a determination to provide the best education possible for the children in our care.

Humber Education Trust is committed to:

- Always put the needs of children first
- Celebrate what joins us and also what makes our schools unique
- Embrace links with other education providers as we seek the best outcomes for children
- Have high aspirations for everyone in the school community
- Personalise the support offered to pupils, staff members and schools alike
- Believe in system leadership
- Being passionate educators of everyone in the school community
- Welcome challenge as this promotes positive change
- Achieve the best outcomes for every individual
- Being relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.



Rachel Wilkes
Chief Executive Officer

Humber Education Trust



Trust Finance Officer (SEND Finance Lead)

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Trust Support Team

Our Trust Finance Officer (SEND Finance Lead) is a new role working with our Trust leadership and business support teams as we support our family of schools.

Reporting to the Chief Finance & Operations Officer and Deputy Chief Finance Officer, our SEND Finance Lead will work collaboratively with school leaders and business teams to deliver reliable, high-quality financial SEND support. Our goal is to empower schools to maximise funding, ensure compliance, and drive continuous improvement for all pupils, especially those with additional needs.

HET recognises the importance of robust financial planning and SEND funding management in achieving both educational and operational excellence. The SEND Finance Lead will provide financial support to help schools deliver inclusive, value-driven outcomes.

The Trust has flourished from our original 11 schools in 2017 to our now 17; moving to include a new build Free School with construction set to begin in 2026.

Compliance is paramount to us. As such, this role is one of several roles developed within our Central Team to support this and help to ensure all schools are working consistently, in line with statutory expectations.



Trust Finance Officer (SEND Finance Lead)

Grade & Scale point: Grade 8, Scp 25 - 28
Salary: £36,363 - £39,152 FTE,
£32,467- £34,957 Actual
£18.85 - £20.29/hr

Hours of work: 37hrs/wk

Contract: Permanent, Term-time +10 days (200 days/yr) (Flexible)

Start date: 1 December 2025

Our Central Team require an experienced Trust Finance Officer who is able to work collaboratively with school leaders and business teams to deliver reliable, high-quality financial SEND support. This is a pivotal role to ensure children, young people with SEND and their families are at the centre of all processes relating to the work of SEND teams in schools and the LA.

You will have strong experience in managing SEND cases and EHCP's or working in a similar role in the education sector. The right candidate must have experience of managing multiple activities and working to deadlines for different managers simultaneously.

The successful candidate will have:

- Level 4 qualification in Administration, Business, Finance or related field
- GCSE 5 x A*-C/4+ or equivalent including Maths & English
- Ability to interpret and apply SEND and EHCP funding guidance to school budgets and financial planning.
- A confident and approachable manner using tact, diplomacy and sensitivity
- Experience working with senior leadership teams and external stakeholders.

For an informal discussion regarding the post and to arrange a visit to our Trust, please contact Nina Siddle, Chief Finance & Operations Officer, at Humber Education Trust on 01482 755674 option 2.

Trust Finance Officer (SEND Finance Lead)



Further information about the Trust can be found on our website www.humbereducationtrust.co.uk

HOW TO APPLY:

Please visit our [Eteach careers page](#) to apply for this vacancy. All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

Closing date for completed applications:

8am, Friday 31 October 2025

Interview date: TBC

Any offer of employment to this role will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of relevant qualifications, satisfactory references and eligibility to work in the UK checks.

As part of Humber Education Trust's recruitment processes, in accordance with statutory Keeping Children Safe in Education guidance, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the KCSiE, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach.

Professional standards detail responsibilities and expectations of our job roles. The enclosed generic role specification is offered in good faith as a guide to professional practice.

We strive for excellence and encourage our staff to aim high, making positive impacts through their clear focus and professionalism. All role specifications are subject to change to adapt with circumstances. Additional duties may be asked of our staff if necessary.

If you believe you are the right person for our role then we would love to hear from you.



Rachel Wilkes
Chief Executive Officer

Humber Education Trust

JOB TITLE: SEND Finance Officer (SEND Finance Lead) **GRADE:** Grade 8

EVALUATION DATE: 08 October 2025 **JE NUMBER:** HET98

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). To assist in ensuring equal access to services and employment opportunities for everyone in the central team and promotes HET's Equal Opportunities in Employment Policy.

PURPOSE: To provide integrated support for SEND funding management and school financial operations across the Trust. This includes ensuring EHCP funding received matches provision requirements, funding is received in a timely manner and delivering robust financial planning, management, and reporting. The role ensures compliance with statutory requirements, promotes best practice, and supports the Trust's ethos of inclusion, value for money, and continuous improvement.

PRINCIPAL ACCOUNTABILITIES:

The Trust Finance Officer (SEND Finance Lead) will work collaboratively with school leaders and business teams to deliver reliable, high-quality financial SEND support. Our goal is to empower schools to maximise funding, ensure compliance, and drive continuous improvement for all pupils, especially those with additional needs.

HET recognises the importance of robust financial planning and SEND funding management in achieving both educational and operational excellence. The SEND Finance Lead will provide financial support to help schools deliver inclusive, value-driven outcomes.

Trust Finance Officer Generic Accountabilities

Provide high-quality finance support to schools, budget forecasting, contributing to monthly management accounts, and financial forecasts.

Support the implementation of new financial systems and onboarding of new schools.

Prepare and contribute to year-end audits, resolve financial queries, and support audit action points.

Ensure compliance with Trust financial regulations, Academies Financial Handbook, and statutory requirements.

Produce a range of financial reports (scenario comparisons, multi-year summaries, forecasting), including SEND-specific analysis.

Understand Integrated Curriculum Financial Planning (ICFP) and produce termly reports.

Verify suppliers, administer payroll journals, and support procurement projects.

Routinely review school records to ensure effective segregation and compliance.

SEND Funding & Casework	
1.	Oversee and manage a caseload of EHCPs, ensuring funding aligns with pupil needs and provision
	Track, pursue, and reconcile timely and accurate receipt of EHCP funding, escalating concerns/delays as needed.
	Liaise with local authorities, attending commissioning meetings and advocating for students' needs.
	Work with schools in preparing and submitting bespoke EHCP funding applications, appeals, and statutory processes.
	Maintain comprehensive records of SEND/EHCP funding allocations.
	Monitor changes in SEND and EHCP funding regulations, ensuring compliance and future-readiness.
	Provide training and guidance to school staff on efficient SEND finance processes and compliance.
Collaboration & Communication	
2.	Manage communications with external agencies, parents, schools, and local authorities.
	Work closely with Headteachers, School Business Managers, and central team colleagues.
	Provide advice and support on SEND financial processes, helping schools understand their responsibilities.
	Attend and participate in multi-agency meetings and Trust-wide projects as required.
Administration	
3.	Maintain accurate and up-to-date financial records for students with SEND and for school financial operations
	Input and manage data on databases and monitoring systems, ensuring compliance with data protection policies
	Provide specialised administrative support for statutory and non-statutory processes
Development & Skills	
4.	Keep up to date with developments in SEND, school finance, and relevant legislation
	Participate in professional development, training, and appraisal arrangements
	Support the development and implementation of improvements to current working methods
General Responsibilities:	
5.	Promote and safeguard the welfare of children and young people.
	Comply with and assist in the development of policies relating to child protection, health and safety, confidentiality, and data protection
	Contribute to the overall ethos, work, and aims of the Trust.
	Attend and participate in regular meetings and training as required.
	Recognise own strengths and areas for development, using these to advise and support others.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the central team, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the central team.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces of the Trust.

DIMENSIONS:

1. Responsibility for Staff:

- None

2. Responsibility for Customers/Clients:

- Providing advice and guidance on policy and procedure enabling the recipients to make informed choices.
- Dealing with complex enquiries and providing service-related information.
- Have the ability to independently travel to all Trust schools, as required but not routinely.

3. Responsibility for Budgets:

- The post holder monitors the delegated departmental budgets and ensures all funding and expenditure is kept within expected limits.

4. Responsibility for Physical Resources:

- For the upkeep and accuracy of the central team's information management systems.

WORKING RELATIONSHIPS:

1. Within Service Area/Section:

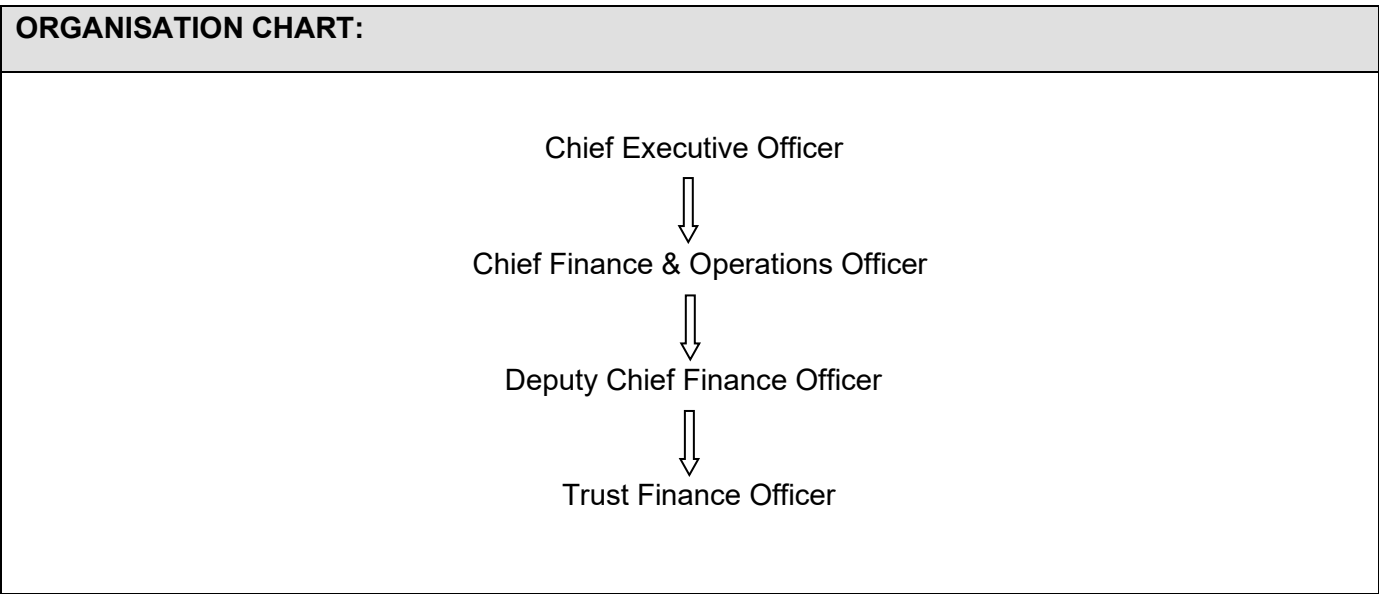
Teaching and non-teaching staff – health & safety, resources.

2. With Any Other Central Team Areas

Central team network – advisory and support.
School & families – advisory and support.

3. With External Bodies to the Central team

Local authorities – liaison, advice and support



	Not applicable	Low	Moderate	High	Very High	Intense
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	✓					
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		✓				
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓				

PERSON SPECIFICATION			
The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.		Essential	Desirable
*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation			How identified
1.	Qualifications:		
	5 GCSEs (A*-C/4+) or equivalent including Maths & English	✓	AF, CQ
	Level 4 qualification in Administration, Business, Finance or related field	✓	AF, CQ
	Commitment to on-going professional development	✓	AF, I
2.	Relevant Experience:		
	Experience of financial management in a medium to large organisation	✓	AF, I
	Experience managing large and complex budgets, including SEND/EHCP funding.	✓	AF, I
	Experience of managing multiple activities and working to deadlines for different managers	✓	AF, I
	Experience of Office365, cloud-based platforms and electronic databases	✓	AF, I
	Experience working with senior leadership teams and external stakeholders	✓	AF, I
	Experience in financial accounting systems (e.g., SAGE 200), budget management, and producing management accounts.	✓	AF, I
	Experience of working within a legal or regulatory context	✓	AF, I
3.	Skills (including thinking challenge/mental demands):		
	Ability to interpret and apply SEND and EHCP funding guidance to school budgets and financial planning	✓	AF, I
	Excellent written and verbal communication skills	✓	AF, I
	Strong ICT, organisational, planning, and analytical skills	✓	AF, I
	Able to manage time sensitive and confidential information	✓	AF, I
4.	Knowledge:		
	Knowledge of SEND legislation (SEN Code of Practice, Children & Families Act, etc.)		✓ AF, I
	Knowledge of Academy financial rules, PAYE, VAT	✓	AF, I
	Commitment to safeguarding and promoting the welfare of children and young people	✓	AF, I
5.	Interpersonal/Communication Skills:		
	Verbal Skills		
	Highly developed interpersonal skills	✓	AF, I

PERSON SPECIFICATION				
The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.		Essential	Desirable	How identified
*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation				
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	✓		AF, I
	Ability to respond effectively to staff, outside agencies, suppliers, and the general public	✓		AF, I
Written Skills				
	Ability to produce succinct written reports and use electronic communications systems.	✓		AF, I
The requirements listed below are not considered during the job evaluation process but are essential requirements for the role that will be assessed during the recruitment process.				
7.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓		DBS Disclosure
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓		AF (after short listing)

Notes:

This job description may be amended at any time in consultation with the postholder.

Signed _____ Date _____

Postholder

Signed _____ Date _____

Headteacher

We value our employees.



The following **benefits** are available to employees within our academies:

Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 Confidential counselling service
- Integrated GP service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platform
- 20% Discounted Gym Membership - Hull City Council Leisure & East Riding Leisure



Professional Development

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

The opportunity to make a real difference to the lives of our students