



**Title:** Finance Assistant (Financial Accounts)  
TKAT HQ Corporate Services  
Full time, 6 month fixed term contract with a view to possibly  
being extended for the right candidate

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**Reporting to:** TKAT Finance Manager (Financial Accounts)

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**Location:** The Kemnal Academies Trust HQ, Sidcup.  
Up to three days per week working from home following a successful  
settling in period  
Some travel may also be required across the Trust's Academies

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**Key internal relationships:** Finance Manager (Financial Accounts), Head of Finance, wider  
finance team, Director of Finance and Operations, Academy Business  
Managers

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#### **About us:**

The Kemnal Academies Trust (TKAT) is one of the largest multi-academy Trusts in the South of England with 45 Academies currently within the TKAT family.

We drive up educational standards, pupil progress and achievement through the provision of exceptional teaching, leadership and learning for all. We believe in the power of innovation, collaboration and school-to school support.

At TKAT, our pupils are at the heart of everything we do; we continually strive to inspire learners and change lives.

Our ultimate aim is to ensure we drive educational standards through the provision of outstanding teaching, leadership and learning for all.

The TKAT Values are:

1. Passion
  2. Collaboration
  3. Integrity
  4. Delivery
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**Primary objective:**

To support the Finance Manager (Financial Accounts) in all aspects of both internal and external financial audit related work to ensure that the Trust continues to deliver assurance to Trustees pertaining to all financial statutory and regulatory requirements.

Following a successful settling in period, employees will benefit from up to three days per week working from home and two days per week in a friendly and sociable open plan office environment. The Trust welcomes employee development, and if desired, the successful applicant could also gain exposure to the wider elements of academy finance.

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**Primary responsibilities:**

1. Work together with the Trust's Lead Governance Clerk to collate and perform annual reviews of business interest declarations and ensure that the final, published list of all related parties is appropriately updated at the beginning of each academic year.
2. Maintain responsibility of updating the Related Party Transactions guidance and/or toolkits and ensure that any changes are communicated to relevant colleagues in a timely manner.
3. Support the regularity focused reviews which take place throughout the academic year and work with Academy based finance staff on obtaining further information where required.
4. Support the SCF financial monitoring related work as and when required, including process of invoices, completion of cash flow statements and other monthly management accounts and liaising with the Estates Manager where necessary.
5. Support the fixed asset review process which takes place throughout the academic year, including liaising with Academy based finance staff to obtain further information where required.
6. Assist the Finance Manager (Financial Accounts) with periodic reviews and updates to all finance policies, handbooks and/or guidance templates when necessary.
7. Perform assigned tasks throughout the year in readiness of the annual year-end external audit including, but not limited to:
  - a. Collation of raw data from academies
  - b. Reconciliations of both balance sheet and income & expenditure
  - c. Liaise with other HQ corporate teams where necessary
  - d. Process large volumes of journal entries
  - e. Perform comprehensive reviews on specific areas of spend
  - f. Undertake areas of preliminary work on statutory returns



8. Work with the Finance Manager (Financial Accounts) on queries and samples raised by the Trust's external auditors during the year-end external audit, including liaising with academies when required.
  9. Assist the Finance Manager (Financial Accounts) with support and/or training delivery to academy based financial staff depending on weaknesses and recommendations highlighted during the internal audit programme.
  10. Support the review and collation of various google form responses as and when required, and inform senior members of the finance team of the responses if and when appropriate to do so.
  11. Assist the Finance Manager (Financial Accounts) with the preparation of the Annual Accounts Return (AAR) where required.
  12. Support the Head of Finance with any other task as and when may be required to ensure the smooth running of the wider team.
  13. Build stable relationships with all key stakeholders.
  14. Ensure confidentiality is maintained at all times.
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#### **Qualifications & experience:**

1. Educated to degree level or equivalent qualification or experience.
  2. Experience of working within an audit team, either internal or external (desirable but not essential).
  3. Excellent written and verbal skills.
  4. Data handling including numerical data.
  5. PC literate (Google suite preferred).
  6. Experience of working in education (desirable but not essential).
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#### **Competencies & personal qualities:**

1. Organisation awareness.
2. Strong communication skills.
3. Stakeholder engagement – behaves consistently with the Trust's values in interactions with internal and external stakeholders.
4. Ability to work on one's own initiative.
5. Works within teams and across boundaries to share knowledge and achieve results.
6. Maintains focus and drive to achieve quality outcomes for the Trust.
7. Excellent planning/organising skills.
8. Diplomacy, tact and confidentiality.
9. Agile and resilient.
10. Creative and innovative.



11. Treats people with respect and in a fair and consistent way.

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