## Staffordshire University Academies Trust is a Multi Academy Trust comprising of twenty one academies spread throughout Staffordshire. We are looking to appoint a Finance Assistant to start in January 2026 at our head offices on the University of Staffordshire campus, Leek Road, Stoke-on-Trent. The fixed term contract will be to cover maternity leave and is expected to last 12 months, but may end earlier if the postholder returns early. The role will focus on supporting the finance team through various roles and tasks as well as having the opportunity to demonstrate independent work skills, team working and progression.

Please see the job description attached for further details.

All application forms and recruitment monitoring forms should be completed and returned to lallen@suatrust.co.uk by the closing date.

## **Requirements and prospects**

### **Desired skills**

* The Finance Assistant will be working within a busy and efficient Finance department.
* The role is varied, assisting with coordinating a number of specific finance processes on a day-to-day basis, to ensure the smooth running of the finance function.
* This position also requires exceptional administrative and communication skills.
* Have excellent ICT, written and verbal communication skills.
* Have good organisational skills.
* Professional telephone manner.
* Finance experience and knowledge is essential.

### **Personal qualities**

* The successful candidate will be self-motivated, confident and an enthusiastic person who enjoys using their own initiative.

**SUAT is pleased to offer employees various benefits**, inclusive of (but not limited to):

* A friendly and supportive finance team
* Further training opportunities
* Enhanced Holiday Entitlement
* Generous Pension
* Once trained, and where appropriate for the role, there may be the opportunity for Hybrid Working to offer a flexible approach to work life balance
* Free Car Parking
* Wellbeing Support
* On Site Catering Facilities
* Trust Laptop
* An opportunity to work for SUAT which has strong links to the University of Staffordshire

**Hours:** 37 hours per week, Term Time including 6 Inset days + 2 weeks (Working 41.2 weeks per year, 0.912 FTE)

**Term:** Fixed term, maternity cover which is due to commence in January 2026. It is expected that the fixed term will be 12 months including a handover, this may reduce upon return of the postholder.

**Start Date:** Monday 5th January 2026

**Salary:** Grade 3

**Salary (for 1.0 Full Time Equivalent):** £25,185

**Closing Date:** Friday 31st October 2025 (Midday, 12pm)

**Shortlisting Date:** Monday 3rd November 2025

**Successful applicants to be informed:** Tuesday 4th November 2025

**Interview Date:** Thursday 6th November 2025

**DBS Checks**

This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Amendment Order 1986 and, as such, it will be necessary for a Submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions. Click [here](https://www.gov.uk/government/organisations/disclosure-and-barring-service) for further information.

If we consider that you might be suitable for other roles in future, we will keep your details so we can contact you about these other roles. If you do not want us to keep your details for this purpose, please email office@suatrust.co.uk or let us know at any stage of the recruitment process. For more information, please read our SUAT Privacy Notice – Job Applicants.