



# LIFE MULTI-ACADEMY TRUST

## Finance Assistant

### RECRUITMENT PACK

Permanent

LCC Grade 6, pay point 9 – 10

Actual salary £17,927 - £18,213

FTE salary £25,188 - £25,590

Part time, 30 hours per week, 40 weeks per year

Required ASAP



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## **The Advert**

### **Finance Assistant**

**Part Time 30hrs per week, 40 weeks per year**

**LCC Grade 6 (points 9-10)**

**Actual Salary £17,927 - £18,213**

**Required to start ASAP**

As a Trust we believe that the staff we employ to work across our schools share the core value of 'Bringing Learning to LiFE'. Every member of staff, employed by the Trust, plays a pivotal part in its future success. The values and ethos of our Trust shines through each school's unique and individual culture.

***Our Trust believes in working together to achieve better outcomes for our students, and serving our local communities.***

We are seeking to recruit a Finance Assistant to join our busy Central Finance Team.

You will be supporting the Central Finance Team in the management of Trust finances, and ensuring that the ESFA Financial Handbook and the Trust Finance Policy are complied with, which includes:

- To be a key member of the Central Finance team
- Operate the trust finance package (IRIS Financials )
- The ability to work across multiple schools within the Trust if required

We are looking for someone who has experience of transactional finance in purchase ledger, sales ledger and general ledger processing, with strong organisational and communication skills and attention to detail.

The successful candidate will be a team player who can contribute to a friendly and supportive working environment.

Closing date for applications: 3pm Monday 6<sup>th</sup> January 2025.

*"At LiFE Multi Academy Trust we embed the principles of equality, diversity and inclusion into everything we do. As a Trust we actively encourage applications from those in minority groups and with diverse backgrounds."*

*"LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search."*



December 2024

Dear Applicant

Thank you for your interest in this post.

LiFE Multi Academy Trust are seeking to appoint a new Finance Assistant in the Central team for 30 hours a week for 40 weeks a year.

The post would suit someone who is keen to grow as an individual and who is also able to help us develop as a team.

The Job Profile and Personnel Specification information and application is included in this pack.

If you are interested in applying for the post, please complete application form via ETeach (*due to safeguarding requirements CV's applications will not be considered*) For further information regarding the role email Sarah Trim at [strim@lifemultiacademytrust.org.uk](mailto:strim@lifemultiacademytrust.org.uk).

The Job Profile and Personnel Specification indicate the specific skills and attributes we are looking for.  
**The closing date for applications is 3pm Monday 6<sup>th</sup> January 2025**

I look forward to receiving your application.

Yours sincerely

Mrs Sarah Mayes

Chief Finance Officer

## Job Profile

Academy	LiFE Multi-Academy Trust Central Team
Job Title	Finance Assistant
Salary/Grade	LG Grade 6 (points 9-10)
Hours/Weeks	30 Hours Per Week / 40 Weeks Per Year
Conditions of Service	Local Government conditions of service
Responsible to	Finance Hub Team Supervisor / Hub Manager
Key relationships/ Schools	Operational Finance & Compliance team, Finance Hub Manager and
Liaison with: Community Users	Finance Team, Teaching staff, Support staff, Students, Parents and
Job purpose	To support and assist the business functions of the trust in the management of the academy Finances

The activities and responsibilities listed below are examples of the type of tasks that are expected of the post holder. These may vary over a period of time and are not exhaustive.

## Main duties and responsibilities

- To support the Central Finance team in the management of Trust finance and to ensure the ESFA Financial Handbook and the Trust Finance Policy are complied with.
- To be a key member of the Central Finance team. You will be required to operate the trust finance package (currently IRIS Financials), along with undertaking a varied range of financial duties. Team duties include:
  - Purchase and Sales Invoice processing
  - Purchase order processing
  - Placing orders with suppliers
  - Credit Card/Bank reconciliation
  - Posting income receipts from bank statements and on-line payments system
  - Processing Journals (e.g. monthly cost recharges)
  - Monitoring Hub email inbox and responding to queries
  - Dealing with supplier / budget holder telephone and email queries
  - Visiting Schools to deal with budget holder and requisitioner queries
  - Assisting with audit preparation
- To provide administrative support where required across the Central Finance team
- To work within the central team and also in schools across the Trust
- To prioritise and organise tasks
- To be aware of and uphold Trust policies and practices
- To maintain confidentiality
- To contribute to the work and overall development of the central team
- To be a team player and contribute to a pleasant and cooperative working atmosphere
- To have a commitment to one's own professional development
- To be vigilant about Health and Safety, and Safeguarding issues and report any concerns to the appropriate personnel
- Any other duties that fall within the nature of the duties and responsibilities/grade of this post. Any changes of a permanent nature shall be incorporated into the job profile in specific terms following an annual professional review.

**Special notes and conditions:**

Subject to the duration of the need, the special conditions given below apply:

- The post holder will be based within the Central Finance team (which is based at Braunstone Frith). There is a requirement for the team to provide Financial support to all schools with the Trust, and the post holder may be required to work at other sites according to need, therefore it is essential that post holder has access to their own transport
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required (*post COVID – 19 these events may be delivered virtually*)
- Expenses will be paid in accordance with the Local Condition of Service
- This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service (DBS) along with the necessary right to work in the UK checks
- The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with the relevant staff

This job description sets out the duties and responsibilities of the post at the time of advertising. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

## Personnel Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; experience</b>	Good general education at least GCSE grade 5 (C) or equivalent in English and Maths	Finance/accounting qualification e.g. AAT
	Experience of working in a Finance role - Purchase, Sales and General Ledger processing.	Knowledge of IRIS Financials (or PSF financials)
	Dealing with high volumes of processing in a busy environment	Experience of working in schools
<b>Professional knowledge and skills:</b>	Experience of using Microsoft Excel and Word	Experience of using the 'Google' suite
	Ability to work under pressure and experience of working to set deadlines and prioritising tasks	
	Strong attention to detail	
	Good communication skills: verbal and written	
	Problem solving and resolving queries	
	React calmly in difficult situations	
	Ability to work well within a team	Evidence of working in a team
	Able to be totally confidential and discreet	
	Confidence and excellent interpersonal skills and ability to relate to staff, students, parents and community users	
	Have a flexible approach to work and adaptable to change	
	Willingness to develop and attend training as necessary	Recent relevant training





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<b>Role requirement</b>	Clearance by the Disclosure and Barring Service	
	Right to work in the UK	
	Ability to travel across sites across LiFE Multi Academy Trust	

## Vision, Values and Ethos

### LiFE Multi Academy Trust

#### Bringing Learning to LiFE

#### Vision:

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

#### Values:

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

## Our Trust consists of

The LiFE Multi Academy Trust currently consists of 10 Schools. Our lead school is Bosworth Academy with the other schools in the Trust being Ashby School, Braunstone Frith Academy, Countesthorpe Academy, Desford Community Primary School, Dovebank Primary School, Kingsway Primary School, Ibstock Community College, Ivanhoe School and the The Winstanley School.

## Our offer for all staff joining the LiFE Multi-Academy Trust and our schools

Professional Capital: *‘we believe in getting the right people, getting them to work together and getting them to stay’*

STRATEGY	DESCRIPTION
Putting Your Trust in Our Trust	We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young people. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.
Coaching	Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.
Personal Improvement Plan versus Performance Management	Instead of the usual performance management, we encourage our staff to identify aspirational targets through our ‘Personal Improvement Plan’ (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.
Health and Wellbeing Strategies	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> <li>providing employees with a safe, healthy and supportive environment in which to work</li> <li>recognising that the health and wellbeing of our employees is important</li> <li>providing a supportive workplace culture where individuals healthy lifestyle choices are valued and encouraged</li> </ul> <p>We are committed to supporting colleagues to overcome the stigma and discrimination of mental health issues within the work place. To show our commitment to this we have publicly signed up to ‘Mindful Employer’ and the ‘Charter for Employers who are Positive about Mental Health’.</p> <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p>
Equality and Equal Opportunities	Our Trust and its schools are committed to ensuring equality of opportunity in line with the Equality Act 2010. The Trust seeks to reduce disadvantages, discrimination and inequalities of opportunity, and promote diversity in terms of its students, workforce and our wider communities we serve.



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<p>Presumed Professionalism</p>	<p>We have a 'Presumed Professionalism' ethos across the Trust. Our staff are professional educators and we recognise the need to support staff to enable a healthy work life balance to allow maximum impact whilst working with our young people and each other. We achieve this by allowing staff to sign out during their free periods, as long as professional duties are not affected. See our policy for further details.</p>
<p>Development of Professional Capital and Excellence</p>	<p>As a Trust we always look to invest in our staff and pride ourselves on our 'home grown talent'. We pride ourselves on this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young people.</p> <p>Quite simply, our aim is to employ people who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding training pathways which draw on excellence both within and outside of our Trust to enable you to build your professional capital.</p> <p>Examples of the many opportunities we encourage staff to take up externally include:</p> <ul style="list-style-type: none"> <li>The National Professional Qualification for Senior Leadership (NPQSL)</li> <li>The National Professional Qualification for Headship (NPQH)</li> <li>The National Professional Qualification for Middle Leadership (NPQML)</li> <li>The Outstanding Teacher Programme (OTP)</li> <li>Initial Teacher Training (ITT)</li> </ul> <p>Pathways are available at apprenticeship level, NQT, aspiring middle leader, Lead Practitioner and aspiring senior leader level. Some of these courses are lead by staff within the Trust and others are externally accredited. In addition, the Trust provides the opportunity of becoming an associate SLT member, enabling middle leaders to gain insight and experience of leadership at the highest level within a school.</p> <p>Support staff have their own Personal Improvement Plan that they use as a tool to create a bespoke professional development plan. All support staff also receive Coaching and training opportunities, in order to help them feel empowered and in charge of their own development.</p> <p>Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age.</p>
<p>Great Access to Progression and Leadership Responsibility</p>	<p>Further evidence of our investment in 'home grown talent' is that 86% of our TLR holders have been internal appointments. We have clear professional progression pathways within the CPD offered throughout the year at all levels within the Trust.</p>



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<p>Collaboration Across all Schools</p>	<p>We are developing relationships across our Trust to enable collaboration to support learning and teaching outcomes. In addition, we are able to offer a joint CPD programme to draw upon expertise across the Trust. Staff work and meet regularly in teams across schools in the Trust and we hold an annual Strategic Planning Day, where each member of the Trust work together.</p>
<p>Sabbatical and Flexible Working Policies</p>	<p>We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details.</p> <p>Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.</p>
<p>Strong Induction Process</p>	<p>It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience. To support this, we have a New Staff Induction Day before the start of term, which enables colleagues to get a real understanding of what the school is about and what it means to be part of the Trust. This day also prepares new staff for our training (conference) days at the beginning of the Autumn term. In addition to this ALL staff are invited to visit a series of lessons across the school year.</p>
<p>ECT Support</p>	<p>Where possible we try to ensure that ECTs have reduced teaching loads to allow them more opportunities for CPD throughout the school week. This also allows for peer to peer observations and additional coaching to take place to develop their practice.</p>
<p>3D Networks</p>	<p>3D Networks are an opportunity for faculties to share good practice and new ideas with colleagues across the school, based on our unique 3D Learning and Teaching model.</p>
<p>Attendance of Staff</p>	<p>Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.</p>

We are always looking for highly quality teachers and support staff who buy into our values across the LIFE Multi Academy Trust and our school