



LIFE MULTI-ACADEMY TRUST

Finance Assistant

RECRUITMENT PACK

Permanent, 30 hours per week, 40 weeks per year
LCC Pay Scale: Grade 6, Pay Points 9 to 10
Actual Salary: £17,927 - £18,213
Required: ASAP



i nspiration i nnovation i ntegrity

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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 is 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 school is seen as a leader of, and vital to its local community; each school is regarded as fundamental to the identity of its surrounding community.

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 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 the 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.

Our Trust consists of

The LiFE Multi Academy Trust currently consists of Ashby School, Bosworth Academy, Braunstone Frith Primary Academy, Countesthorpe Academy, Desford Community Primary School, Dove Bank Primary School, Ibstock Community College, Ivanhoe School, Kingsway Primary School and the Winstanley School.

Our Offer to staff in 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

| | |
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| 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 practise 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"> ● providing employees with a safe, healthy and supportive environment in which to work ● recognising that the health and wellbeing of our employees is important ● providing a supportive workplace culture where individuals healthy lifestyle choices are valued and encouraged <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. |

Our offer to staff in the LiFE Multi Academy Trust and our schools

Presumed Professionalism

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.

Development of Professional Capital and Excellence

As a Trust we always look to invest in our staff and pride ourselves on our 'home grown talent'. We are proud of 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.

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.

Examples of the many opportunities we encourage staff to take up externally include:

- The National Professional Qualification for Senior Leadership (NPQSL)
- The National Professional Qualification for Headship (NPQH)
- The National Professional Qualification for Middle Leadership (NPQML)
- The Outstanding Teacher Programme (OTP)
- Initial Teacher Training (ITT)

Pathways are available at apprenticeship level, NQT, aspiring middle leader, Lead Practitioner and aspiring senior leader level. Some of these courses are led 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.

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.

Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age.

Great access to progression and leadership responsibility

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.

Our offer to staff in the LiFE Multi Academy Trust and our schools

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| Collaboration across all schools | We are continually 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. |
| Sabbatical and flexible working policies | 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. Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments. |
| NQT Programme | We offer newly qualified teachers a robust, supportive and bespoke training programme which will enable you to develop into an outstanding teacher. |
| Continued NQT and RQT support | Where possible we try to ensure that NQTs and second year teachers 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. |
| 3D Networks | 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. |
| Attendance of staff | 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. |

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

We can offer you:

- A chance to join a dynamic Multi Academy Trust
- A committed and dedicated team of qualified staff
- A passion for learning by all members of our community
- 100% focus on improving outcomes for the students in our schools and across the Trust through this role

We require you to:

- Be passionate about student's learning and development
- Be a great team player with a positive outlook
- Have high expectations of students learning and behaviour
- Be an excellent classroom practitioner with a strong record of achievement and success

In addition, we offer:

- Training & development opportunities
- On-site parking
- On-site catering facilities
- Staff wellbeing and flexible working
- Childcare and cycle to school vouchers
- Term Time holiday flexibility of up to a week for this role
- Located in Leicestershire our schools have excellent transport links and road networks

The Application Process

Completed application forms should be returned to hr@lifemultiacademytrust.org.uk

or by post to
F.A.O. Amanda Scott
HR Manager
c/o Braunstone Frith Primary School,
Cuffling Drive,
Leicester
LE3 6NF

Queries

If you have any queries on any aspect of the application or need additional information, please contact HR on 0116 303 3780.

There is more information and application forms available on the following website: -
<https://www.lifemultiacademytrust.org.uk>

Thank you

Please note that we will only consider applications from candidates if they have completed the Trust application form, CV's will not be considered.

The Advert

**Finance Assistant
Permanent
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 Sunday 17th November 2024. Provisional dates for interviews, for selected applicants, to be held 20th and 21st November 2024.

"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."

Applications can be completed via Eteach or a completed application form can be located on the Trust website.

"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."



November 2024

Dear Applicant

Thank you for your interest in this post.

The LiFE MAT Board of Trustees 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 a Trust application form (*due to safeguarding requirements CV applications will not be considered*).

The Job Profile and Personnel Specification indicate the specific skills and attributes we are looking for. **Your completed application should be sent to Mrs A Scott, HR Manager at Life Multi Academy Trust, by either email or by post, by 3pm on 17th November 2024. Provisional dates for interviews, for selected applicants, to be held 20th and 21st November 2024.**

I look forward to receiving your application.

Yours sincerely,

Mrs Sarah Mayes
Chief Finance Officer

Job Profile

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| 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/ Liaison with: | Operational Finance & Compliance team, Finance Hub Manager and Schools Finance Team, Teaching staff, Support staff, Students, Parents and Community Users |
| 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)
 - 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.

Person Specification

| | Essential | Desirable |
|---|--|--|
| Qualifications & experience | 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 |
| Professional knowledge and skills: | 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 | |
| | 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 |
| Role requirement | Clearance by the Disclosure and Barring Service | |
| | Right to work in the UK | |
| | A driving licence and access to own transport | |