Mercia Learning Trust

APPLICANT PACK

Mercia Learning Trust

CENTRAL TEAM








Realising Potential. Transforming Lives.

Advert

Post: Finance Assistant

Contract Type: 37 Hours, 42/52 Weeks (to be agreed with the successful candidate) 42 weeks per year is term time plus 15 days in school holidays

Contract Term: Permanent

Salary: Grade 4, £22,369 to £24,496 (for a full time member of staff)

An exciting opportunity has arisen within the Mercia Learning Trust Finance Team where we are seeking to appoint an enthusiastic Finance Assistant. You will join a friendly team of 8 staff with a strong ethic who deliver outstanding financial services to all Trust schools.

The team is led by the Finance Manager and has well-established financial systems and procedures that are applied across the Trust. We are a centralised team who work remotely with Finance Offices currently based in King Ecgbert, Newfield and Woodlands Schools. Whilst the role will be primarily based in the Finance Office at Woodlands School, the successful candidate should be willing to work at other schools within the Trust, demonstrating flexibility in their work location.

Joining Mercia Learning Trust means being part of a wider exceptional team and we are committed to our staff in offering high-quality induction and support, annual appraisal, career conversations, targeted CPD and fantastic progression opportunities. Previous experience working in a school is not required as comprehensive training will be provided, however, candidates must have prior experience in a financial environment. Initially, the focus of the role will involve data input though, there is significant potential for growth and development within the position.

The successful candidate will be required to work well under pressure, multitask, and manage their time effectively to meet strict deadlines. The Trust produces outstanding audit reports from external accountants, you will therefore need to have excellent attention to detail and will be able to process high volumes of transactions accurately. Excellent communication and interpersonal skills are essential for regular interactions with school staff, external suppliers and other central teams within the Trust. Please note that the role does not involve day-to-day interactions with children or parents.

If you are interested in this role and require further information or informal discussion, please contact Mel Balfour, Finance Manager on 0114 255 7331 or email enquiries@merciatrust.co.uk.

If you wish to apply for this role, please submit a Mercia Learning Trust Application to recruitment@merciatrust.co.uk. Please note we do NOT accept CV's or Sheffield City Council Application Forms.

Closing date for applications is **Sunday 4 June 2023**.



Thank you for your interest in this role within Mercia Learning Trust.

Mercia Learning Trust is a highly successful partnership of 3 primary and 3 secondary schools located in the south west of Sheffield. We are proud that overall effectiveness, outcomes and improvement trends are amongst the strongest in any trust in the country.

Our Trust is based on a deep and shared moral purpose. We believe an exceptional education can realise the potential of every student, whatever their background, and truly transform lives…

Working as individual schools, and in deep partnership, our singular intention is to ensure every student, whatever their background, will attend an exceptional school. We believe students should enjoy school, feel safe and fully supported, be inspired to learn, develop character and aspiration, and realise their full potential. We are so committed to student success and well-being that we choose to think of every student we serve as if they were our own, and to measure our actions and impact against this.

Our Trust has a mature definition of partnership which we call aligned autonomy. We share the same mission, values and moral purpose, have an increasing amount of common best practice (often backed by research), and benefit from our combined resources and reputation. Nevertheless, we understand that schools are unique and are best led by leaders and staff who feel fully accountable and are able to individually innovate in the light of their context. This balance between difference, sharing and commonality is what drives improvement and lies at the heart of our Trust.

Alongside our students, our staff are our greatest asset. As such we are deeply committed to recruiting, developing, retaining and caring for our exceptionally talented and committed staff teams.

This commitment is enshrined in the Mercia Pledge which is designed to ensure our staff get the very best professional experience and support on offer anywhere. The Mercia Learning Alliance sits at the centre of this strategy, alongside that to recruit new teachers into the profession, and support system leadership across the sector.

In a short period, our Trust has achieved a great deal. However, we are ambitious and forward-thinking, and fully committed to maintaining and improving student experience and outcomes, and further improving our Trust.

We also believe we are well-placed to engage in careful and sustainable growth in the light of our Trust mission and priorities.

Chris French
CEO



Thank you for your interest in this role within the Central Services Team at Mercia Learning Trust. Our Central Team was established in 2016 and has seen continued growth in capacity and expertise over the last few years.

We continue to develop new ways of working to ensure we can effectively respond to the needs of each school within the Trust and continuously improve the support we offer.

The team is pivotal in the successful operation of the Trust and is focused on supporting the improvement of educational standards in all our schools. All of the work carried out by our Central Teams is in relation to the non-teaching and learning aspects of running our schools; Estates, Finance, HR, IT and Payroll.

We want to drive improvement by developing the efficiency of our schools through shared resources. Effective and efficient use of resources supports teaching and learning across the schools and ensures both the long-term viability of individual schools and the sustainable growth and strategic direction of the Trust.

As Director of Finance and Operations, I ensure that the services we offer are sustainable to support our future growth and provide strategic oversight of operational services across all our schools. As a team, we offer a high-quality service to all of the schools within the Trust. This centralised structure relieves the burden of administrative responsibility from schools allowing Headteachers to focus on teaching and learning.

We encourage our staff to be flexible thinkers with an open-minded approach. If you are as excited about this as we are and want to join us on our journey, we would be delighted to receive your application.

Charlotte Chance
Director of Finance and Operations

Job Description

Post Title:	**Finance Assistant**
Grade:	**4**
Hours/Weeks:	**37 hours per week, 42/52 weeks (negotiable)**
Responsible to:	**Trust Finance Manager**
Responsible for:	**N/A**

The post holder must at all times carry out his/her responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies.

PURPOSE OF THE POST

- To provide an efficient and effective financial administration service to the Trust

MAIN DUTIES

- To operate computer based and manual financial and clerical systems within the Mercia Learning Trust in a secure manner.
- To undertake financial tasks in accordance with agreed Mercia Learning Trust policies.
- To operate the school's financial systems including processing and review of orders, deliveries and invoices.
- To negotiate with suppliers to ensure best value in regard to goods and services requesting quotes where necessary.
- To guide colleagues in relation to best value practice and efficient use of public monies.
- To place orders for goods and equipment, checking deliveries and investigating any discrepancies with suppliers.
- Processing invoices in accordance with Mercia finance procedures.
- Seeking the necessary approval for invoices before authorising in preparation for payment.
- To ensure that all financial regulations are met and audit requirements are adhered to at all times.
- Ensure all the necessary paperwork is filed as required by audit and to ensure an audit trail exists for all aspects of work.
- To liaise with teaching and support staff and respond to enquiries on matters within the post holder's responsibility.
- To have a high level of numeracy and ICT skills.

To undertake any other duties and responsibilities appropriate to the grade and role following discussion and agreement between the Director of Finance and Operations/Mercia Finance Manager and postholder.

All the above duties and responsibilities to be carried out in accordance with Mercia Leaning Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may require some evening work (time off in lieu in school holiday periods for work outside of working hours will be given for such events), or some duties not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- The post will be required to travel and work within any school in the Mercia Learning Trust.

GENERAL DUTIES

- To ensure accurate employee records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- To contribute to the Mercia Learning Trust overall development to ensure that the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to whole school events as and when required.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.

- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: May 2023

Person Specification

Post Title:	**Finance Assistant**
Grade:	**4**
Hours/Weeks:	**37 hours per week, 42/52 weeks (negotiable)**
Responsible to:	**Trust Finance Manager**
Responsible for:	**Not applicable**

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications	5 GCSE's including maths and English or the equivalent NVQ 3 or equivalent qualification or experience in relevant discipline	
Knowledge and Skills	Very good numeracy/literacy skills Good written and oral communication skills Ability to build effective working relationships with	

	colleagues and external partners at all levels Ability to use a full range of office equipment and information processing technology to produce, amend and update information and documents, correspondence and reports Ability to work under pressure, with accuracy, unsupervised and on own initiative Ability to maintain strict confidentiality in all matters	
Experience	Experience of working as part of a finance team Experience of using finance software, systems and processes	Experience of working within an educational environment Experience of Sage 200 is preferable but not essential
Personal Qualities	Good work ethic Excellent time management and organisational skills Good analytical/problem solving skills Ability to work as part of a team A flexible approach Attention to detail High integrity with an ethically sound approach to building internal and external relationships	

	Commitment to undertaking relevant training and development	

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merciatrust.co.uk
- Email your completed application to recruitment@merciatrust.co.uk or post it to:
  MLT Recruitment Team
  Mercia Learning Trust
  79 Glen Road
  Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merciatrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2557331 or enquiries@newfield.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merciatrust.co.uk.

Key dates:

- **Closing Date Sunday 4 June 2023**
- **Interviews are expected to take place Friday 9 June**

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.