



Mercian Educational Trust

Finance Assistant



**Start Date: A.S.A.P.
Closing Date: 30/1/2026**

Email: office@metacademies.org.uk
CEO Mercian Educational Trust: Mr Dafydd Lawday



Contents

Welcome from CEO	1
About MET	2
The Recruitment Process	7
Job Overview	8
Key Responsibilities	13
Person Specification	15
Job Description	18
Next Steps	22

PREPARE

EMPOWER

THRIVE



Welcome from CEO

Thank you for your interest in joining Mercian Educational Trust (MET) as Finance Assistant.

As a collaborative Trust, we aim to support schools in Worcestershire and Herefordshire to be safe, high-performing, and community-focused. We balance individual school identity with Trust-wide collaboration for the benefit of all.

Guided by our values of prepare, empower, and thrive, we act with integrity, compassion, inclusivity, respect, and wisdom. These values shape how we raise achievement, promote inclusion, and develop leadership. A

This is a role with real impact, shaping the experience of hundreds of young people. If you have the vision, expertise, and heart to lead with purpose, we look forward to hearing from you.

Dafydd Lawday, CEO

PREPARE

EMPOWER

THRIVE



About Mercian Educational Trust (MET)

As a dynamic and ambitious cross-provision Trust, we bring together the strengths of SEND and mainstream education to create learning environments where every pupil can thrive. Our seven schools across Malvern, Worcester and Hereford each serve a distinct community, and we proudly celebrate this individuality while uniting around a shared mission: to deliver exceptional education that transforms futures.

Our family includes mainstream primaries, a Church of England primary and specialist provision for both primary and secondary pupils—giving us a rich blend of expertise that strengthens teaching, enhances curriculum design and broadens opportunities for all learners.

We believe deeply that **together we are stronger**. By working as one Trust, we empower our schools with high-quality professional development, access to specialist knowledge, and shared leadership that supports consistent excellence in the classroom. Our culture of collaboration allows great practice to flourish and ensures pupils benefit from a wide network of expertise, enrichment and support that extends far beyond their home school.

We are a community where staff feel inspired, pupils feel valued and every learner is given the opportunity to achieve their very best.

PREPARE

EMPOWER

THRIVE



Why Join the Mercian Educational Trust?

At MET, you'll be part of a **forward-thinking, ambitious and deeply collaborative Trust** where everyone works together to support, challenge and uplift one another. We invest in our people because we know that when staff thrive, pupils thrive. Here's what you can look forward to:

Salary Sacrifice Schemes

- Cycle to Work
- Electric Vehicle Leasing
- Tech Benefits

Exceptional Wellbeing Support

24/7 Employee Assistance Programme and App

Free Health Essentials

- Annual flu jab
- Regular eye tests

Real Career Progression

We're a Trust that **actively grows talent**

- Move across schools or central teams as new roles arise.
- Access rich CPD, coaching and collaborative learning.

Top-Tier Pension Schemes

- Teachers' Pension Scheme for teaching staff.
- Local Government Pension Scheme for support staff—

A Culture Built on Collaboration

You'll join a community where:

- Staff regularly work across schools to strengthen practice.
- Leaders share expertise to raise standards Trust-wide.

Practical, Everyday Benefits

- Free parking on or near every site.
- 50% discount on wraparound care across all MET schools (*Nursery provision excluded*).

PREPARE

EMPOWER

THRIVE



Vision and Values

Empowering our community to develop a range of diverse skills to thrive in an evolving world through our family of distinctive schools



We are prepared; our strong, resilient pupils and staff are equipped for a successful future.

- We foster collaboration and provide ongoing professional development.
- Wellbeing is a priority for all pupils and staff.



We are empowered; we work together to encourage each other's unique strengths and ambitions.

- The central team supports staff to perform their core roles.
- SEND, Attendance, and Family Support expertise is shared and enhanced.



We thrive which encourages our pupils love of learning.

- We provide educational support and guidance for teachers and staff.
- Our schools are at the heart of their communities, ensuring everyone thrives.
- We collaborate, sharing ideas and resources.

PREPARE

EMPOWER

THRIVE



Our Goals



We offer high quality equitable education to all



We make a positive impact on the lives of all engaged with Mercian Educational Trust



We work together and collaborate for success wherever possible



We meet needs and challenges to ensure inclusivity and equality for both individuals and communities



We make a positive impact on society and our communities.

PREPARE

EMPOWER

THRIVE



About MET

Trust Information	
Provision	Primary – Mainstream Primary – Specialist Secondary – Specialist
Age Range	4-16
Number of staff	366
Number of children on roll	1677
Attendance	94.2%
% of children with SEN	30.3%
% of children on FSM	34.3%
% of pupils in receipt of Pupil Premium	36.9%



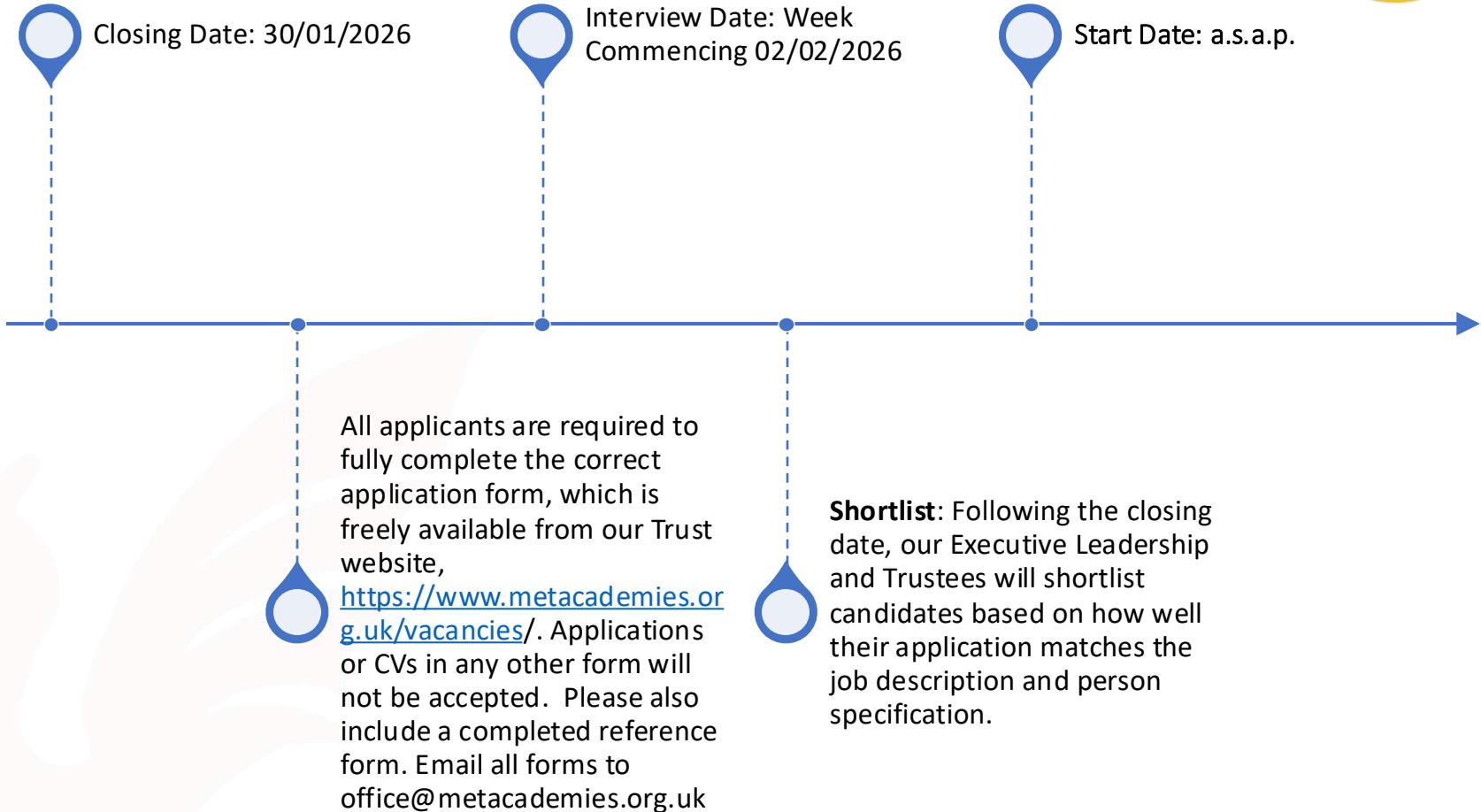
PREPARE

EMPOWER

THRIVE



The Recruitment Process





Job Overview

Job Title: Finance Assistant

Salary Scale Point: SC3 NJC Scale 5-6

Hours Per Week: 37 hours per week (Hybrid Working)

Contract Type: Full time, permanent, All Year Round

Job Purpose

The Finance Assistant will provide general office support and helping maintain accurate financial records for the Trust . This role is ideal for someone in the early stages of a finance career, with opportunities to develop skills over time.

Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check

This post requires the ability to perform a role that involves frequent contact with children

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

PREPARE

EMPOWER

THRIVE

Job Description



Main areas of responsibility

- Accurately maintaining financial records on the Trust's accounting software
- Ensuring financial records are kept up to date with the latest transactions
- Process Amazon invoices accurately and in a timely manner
- Process Chargecard transactions and reconcile them to the balance sheet
- Check supplier statements and follow up on missing invoices or discrepancies
- Chase outstanding central debts
- Perform ad hoc financial tasks and assist with month-end reporting
- Be a key point of contact for the schools and assist on financial matters
- Supporting year end process and annual audit
- Championing the Trust's financial policies to guarantee operational efficiency
- Support the Finance Manager with projects and tasks as and when required
- General office duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually by the designated Line Manager they reserve the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility

PREPARE

EMPOWER

THRIVE

Job Overview



SUPERVISORY RESPONSIBILITY – LINE MANAGEMENT

This post does not involve any line management responsibility

SUPERVISION RECEIVED

The Finance Assistant will report directly to the Finance Manager

Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check

This role involves infrequent contact with children. The role does not require engagement in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020



Person Specification

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Experience	Essential	Desirable
Minimum of 2 years' experience working in a similar role		
Experience of working within a school / academy setting		
Good understanding of accounting principles		
Experience of dealing with requests from a variety of stakeholders including senior management, parents and Customers		
Knowledge and experience of Schools Financial Systems (Hoge 100)		
Experience of working in a fast-paced and sometimes challenging environment		
Experience of using ICT including Excel, Word and Outlook		
Safeguarding		
Ability to perform a role that involves infrequent contact with children		
This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020		

PREPARE

EMPOWER

THRIVE



Person Specification

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Excellent organisational skills, able to handle multiple tasks and meet deadlines		
Ability to work in collaboration with staff and other professionals		
Excellent time management skills and the ability to remain calm and focused under pressure		
A problem solver with a forward thinking approach		
Good knowledge of ICT including Excel, word and financial systems		
Excellent communication, presentation and interpersonal skills		
Personal Qualities and Education		
High standards of professionalism and confidentiality		
Self motivated, positive and approachable		
Reliable and trustworthy		
Educated to a minimum of GCSE's, particularly in Mathematics and English (grad 4-5/ C and above)		
Valid full UK Driving Licence		

PREPARE

EMPOWER

THRIVE



Next Steps

If you would like to apply for the role of Finance Assistant

Please complete the application form below before 30th January 2026

Email the application form to office@metacademies.org.uk

We look forward to receiving your application.



PREPARE

EMPOWER

THRIVE