Pathfinder
Multi Academy Trust

Providing an excellent education from age 2 to 19

Finance Assistant

Pathfinder Multi Academy Trust

Start date: As Soon As Possible

Closing date: Monday 30 November at 8.00am

Interview date: W/C Monday 7 December

We have an exciting opportunity for an experienced Finance Assistant to join the Central Operations Team of our thriving Multi Academy Trust.

This is a key role within the organisation, providing the opportunity to make a real difference to our people and to contribute to our continued development as a supportive, ambitious and values-led organisation.

You will be able to maintain and operate within the existing financial processes and financial controls including; bank reconciliations, credit card reconciliations, petty cash reconciliation, purchase invoices and more.

You will also be the key point of contact for operational use of our online payment systems including ParentPay.

We are looking for someone who:

- Has a passion for delivering high quality finance support
- Accurate in their processing
- Understands the importance of controls in finance
- Willing to learn and develop their finance skills
- Has excellent communication and teamwork skills

Pathfinder Multi Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required.

As part of our due diligence process, an online search will be conducted on all shortlisted candidates. These checks are carried out in accordance with Keeping Children Safe in Education (KCSIE) guidance to determine suitability to work with children and young people and keep them safe.

GRADE/SALARY

Grade 5 Levels 1 - 4 (£27,631 - £28,857 FTE)

CONTRACT

Part Time, Full Year available
0.6 FTE - 22.2 hours per week

(Hours available may vary depending on the right candidate)

REPORTS TO

Trust Finance Manager

LOCATION

This role will be largely based at the Trust's Central Office in York. Occasional visits to other Pathfinder schools may also be necessary as part of the role. Pathfinder currently has schools within York, Malton, Welburn, Selby and Leeds.

HOW TO APPLY

To apply for this role, please submit a completed application form via post or email to:

Mr A Daly, Chief Executive Officer
Pathfinder Multi Academy Trust
Archbishop Holgate's School
Hull Road, York, YO10 5ZA

Email: recruitment@pmat.academy

ADDITIONAL INFORMATION

To discuss the role further please email info@pmat.academy.

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About our Trust

Formed in August 2016, Pathfinder is a successful and well-established Multi Academy Trust serving more than 6,700 children and their families in schools across York and North Yorkshire. Over the past decade, we have grown into a strong and flourishing partnership, bringing together schools that share a commitment to providing the very best education.

We are a supportive learning community; a partnership of like-minded church and community Schools, where a clear and ambitious vision for a high-quality, inclusive education sets the course and permeates all areas of school life. We believe every child should feel a strong sense of belonging, be supported to achieve their potential and have the opportunity to flourish, whatever their starting point or circumstances.

Pathfinder has a proven track record of leading the way; we are a Trust with strong examination results, high-quality teaching and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular activities. We work collectively to share expertise, resources and effective practice across our schools, helping to create the very best experiences and outcomes for our children and young people.

Achievement comes in many different forms and we work together to serve and inspire, nurturing aspiration and promoting excellence in all our students. We are committed to ensuring that every child has the opportunity to discover their strengths, develop their talents and build the confidence they need to succeed in school and beyond.

We value the uniqueness and diversity of each school, celebrating their distinctiveness and the contributions they make to the wider Pathfinder community. By working together, while retaining the individual ethos and character of each school, we create a strong, collaborative and supportive partnership that benefits our children, families and staff.

Setting the course

Leading the way

Serving and inspiring

Our family of schools

- Acomb Primary School
- Applefields School York
- Archbishop Holgate's School — A Church of England Academy Founded 1546
- Badger Hill Primary School
- Barlow CE Primary School — Part of the White Rose Federation - One family, branching out together
- Burton Salmon CP School — Part of the White Rose Federation - One family, branching out together
- Chapel Haddlesey CE School — Part of the White Rose Federation - One family, branching out together
- Clifton with Rawcliffe
- Great Ouseburn Primary School
- Hempland Primary School
- Hensall Community Primary School — Part of the White Rose Federation - One family, branching out together
- Heworth Church of England Primary School
- Huntington Primary Academy
- Malton School — A Specialist Science School
- New Earswick Primary School
- Poppleton Road Primary School
- Rufforth Primary School — Inspire · Care · Grow
- St Barnabas Church of England Primary School
- St Lawrence's Church of England Primary School
- Tang Hall Primary School
- Welburn Community Primary School

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Job description

Main Purpose of Job

To assist the Pathfinder MAT finance team with all aspects of day to day financial processing primarily in relation to primary schools within the Trust. The core focus of this job is to provide an efficient and effective support function to the Finance Team, focusing on the Banking, Credit cards and ParentPay, under the guidance of the Finance Team and Finance Manager.

Core Responsibilities, Tasks and Duties

- Cash Book: Posting daily and monthly payments and receipts to the bank and performing monthly reconciliations of all Trust bank accounts.
- Cash Book: Accurate recording of DfE and Local authority grant and all other income.
- Credit Card: Download monthly statements and ensure schools card statements reconciled and processed promptly.
- Sales Ledger: Raising sales invoices, posting customer receipts.
- Purchase Ledger: Processing invoices, posting supplier payments, filing.
- Reporting: Review of aged creditor and aged debtor reports, work with finance manager to manage supplier/customer balances.
- Payment Platforms: Management of all payment platforms for various income streams including ParentPay, SumUp, Stripe. ParentPay management of trips/payment items and debt management in conjunction with schools. Downloading of monthly transaction report and prepare for import.
- Trips: In conjunction with ParentPay, work with schools to support chasing outstanding money, and ensure trips are booked and paid in a timely manner.
- Petty Cash: Management of the petty cash tin including updating and balancing the petty cash spreadsheet and posting transactions, advise staff on the use the Google expense form.
- Cash Handling: The trust handles small amounts of cash. Management of cash collections and delivery in conjunction with schools.
- Joint management of the finance mailbox ensuring documents are filed appropriately.
- General clerical support using Word and Excel (including but not limited to filing, photocopying, data collection for procurement and recording information on existing systems).
- General support in other areas of the Trust.

Supervision / Management of People

- There is no direct line management of other staff required from this post-holder.

Creativity and Innovation

- Subject to close supervision, established procedures, practices and daily routines.

Contacts and Relationships

- Under the clear guidance of more senior colleagues develop and maintain professional working relationships with school/MAT staff, pupils and parents. Occasionally suppliers and other external parties.

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Job description

Decisions - Discretion and Consequences

- Working within understood policies and procedures.
- Makes simple decisions from an established range of alternatives (e.g. inputting/updating information on the finance system).
- Making straightforward judgements involving job-related facts or situations.
- The work which the jobholder undertakes has an impact at a basic organisational level on the internal efficiency of the operations of the finance department.

Resources - Financial and Equipment (Not budget, and not including desktop equipment.)

Normal office equipment.

Work Environment

Work Demands
The job has a constant predictable workload with routine.

Physical Demands
This role is largely office bound but sometimes involves moving around the school premises.

Working Conditions
Normal office environment.

Work Context
There may be a small risk of abuse from some pupils/parents and a risk from contagious illnesses.

Knowledge and Skills

- Qualified by experience in a finance role or qualified to AAT level 3
- Computer literate - intermediate level user of Excel.
- Numerate
- Must hold GCSEs (or equivalent) in Maths and English (grade D or above).
- Preferably has achieved Maths and English as well as a further 3 GCSEs (or equivalent) at grades A to C.
- Evidence of good analytical skills.
- Ability to be accurate and ensure attention to detail at all times.
- Ability to communicate effectively and maintain professional relationships both internally and externally.
- Desirable prior experience of using computer based accounting software (Sage Intacct).

Position of Job in Organisation Structure

Job Reports to:
Trust Finance Manager
THIS JOB:
Finance Assistant

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Professional development

The professional development of our staff is a key commitment of the Trust and we have a career pathways programme to ensure we recruit, develop and retain the very best colleagues.

TEACHING STAFF

Our career pathways programme for teaching staff begins with Initial Teacher Training and supports colleagues throughout their career, from becoming an excellent classroom practitioner to progressing into middle and senior leadership roles and beyond.

At Pathfinder we:

- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide the highest quality research-proven CPD.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.



SUPPORT STAFF

Support staff in our schools benefit from our Learning, Training and Development programme, which aims to ensure that all colleagues have access to the skills, knowledge, qualifications and resources they need to fulfil their roles to the highest standard. The programme provides opportunities for colleagues to develop their expertise, build confidence and continue their professional development, supporting both their current role and future career aspirations.

At Pathfinder, support staff will:

- be confident in fulfilling their role to the highest level.
- act as a source of support, advice and guidance to their colleagues.
- identify any training and development needs for themselves and staff they manage.
- be given support and advice to develop their skills to progress to posts at the next level.



PATHFINDER LEADERSHIP ACADEMY

Partnering with the National Society for Education, the Pathfinder Leadership Academy has been designed to identify, develop and support colleagues to progress into positions of middle leadership and beyond.

Pathfinder Teaching School Hub

Proudly delivering Initial Teacher Training and Education, Appropriate Body services, the Early Career Framework and National Professional Qualifications across our urban, rural and coastal school communities.

Pathfinder Education Partnership

Working in partnership with our urban, rural and coastal school communities to champion, sign-post, design and deliver high-quality professional development across Yorkshire and the Humber.

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Benefits of working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

PENSION SCHEME

Pathfinder staff are offered membership of either the Teachers' Pension Scheme, or for support staff, the Local Government Pension Scheme. As well as the employee paying into the scheme (banded, based on earnings) the Trust also pays into the scheme on the employee's behalf at the following rates (regardless of earnings).

Local Government Pension Scheme
The Trust contributes an additional 14.9% of your salary.

Teachers' Pension Scheme
The Trust contributes an additional 28.68% of your salary.

STAFF BENEFITS PLATFORM

Perkbox, our employee benefits platform, gives staff access to all of our benefits in one easy to use and convenient place. Perkbox also provides exclusive benefits through their platform and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits schemes.

CSSC SPORTS AND LEISURE

Our staff benefits scheme with CSSC gives staff access to over 4,500 benefits, offers and activities including savings at restaurants, cinemas, gyms, theme parks and attractions; up to 70% off shopping with thousands of online and high street retailers and a free health and wellbeing portal for courses, classes and content.

TES MAGAZINE SUBSCRIPTION

Pathfinder staff have free access to the online TES magazine, helping you stay up to date with the latest education news, expert analysis and developments in teaching and learning. With a wide range of articles, insights and practical ideas, TES provides a valuable resource to support your professional knowledge and development.

EMPLOYEE ASSISTANCE PROGRAMME

Making sure everyone at Pathfinder gets the support they need whatever their worries, the Employee Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Six sessions of in person or telephone counselling
- Access to online Cognitive Behavioural Therapy
- Specialist information on work-life balance
- Financial and legal advice

ABLE FUTURES

As a Trust, we are subscribed to Able Futures which provides up to nine months of confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress.

DISCOUNTED BUS TRAVEL

The First Bus Commuter Travel Club provides employees with exclusive discounts on work and leisure travel using First Bus services. The scheme offers a convenient and cost-effective way to travel, helping to save money on regular journeys as well as travel during free time. The benefits include:

- Savings on discounted monthly bus tickets
- Unlimited bus travel in your chosen zone
- Tickets delivered straight the First Bus app
- Spread the cost of annual travel

FREE WILL WRITING SERVICE

Estate planning and will writing specialists Durham McCarthy are able to offer Pathfinder employees a free will writing service to help you plan for your future, protecting your family and loved ones.