

## Finance Assistant

Are you organised, detail-oriented, and passionate about supporting excellence in education? Saint John Southworth Catholic Academy Trust is seeking a **Finance Assistant** to join our Central Services Team. This role is a fantastic opportunity to contribute to the effective financial management of a forward-thinking multi-academy trust dedicated to fostering the growth of young people.

### About the Role

As a Finance Assistant, you will play a crucial part in ensuring the accurate and efficient administration of financial processes across the Trust. Working closely with the Finance Manager and other team members, you'll support budgeting, record-keeping, compliance, and reporting tasks that are vital to the Trust's operations.

### Key Responsibilities

- Assist in preparing annual budgets, long-term financial plans and end-of-year procedures
- Maintain accurate financial records, including managing orders, invoices, petty cash and reconciliations
- Support the administration of school journey accounts, bursaries and online payment systems (e.g. ParentPay)
- Provide management information and reports to support decision-making
- Collaborate with team members to maximise income opportunities and achieve best value in expenditure
- Ensure compliance with financial policies, procedures and external regulations

### What We're Looking For

The ideal candidate will:

- Have strong organisational and time-management skills with the ability to prioritise tasks effectively
- Be proficient in using Excel and other financial software, with the ability to apply formulas and functions
- Demonstrate excellent communication skills and a customer-focused approach
- Be adaptable and ready to learn, with a commitment to professional development
- Show high levels of integrity, confidentiality and commitment to safeguarding

### What We Offer

- A supportive and collaborative working environment
- Opportunities for training and development to help you grow in your career
- The chance to contribute to a trust committed to delivering high-quality education and supporting staff wellbeing

## How to Apply

For full details, including the Job Description and Person Specification, please visit our website: [St John Southworth Catholic Academy Trust - Vacancies](#). Application forms are available at the bottom of the page. **Please submit your application forms via email to [hrteam@sjscat.co.uk](mailto:hrteam@sjscat.co.uk).**

**Closing Date:** Applications must be received by **8am on Monday 31<sup>st</sup> March 2025**.

**Interview Dates:** Week commencing 31<sup>st</sup> March 2025.

**Join us** in making a meaningful impact on education within a supportive and values-driven organisation. All successful applicants will be subject to appropriate vetting, including an Enhanced DBS check, as part of our commitment to safeguarding and promoting the welfare of children.

Take the next step in your career and become a valued member of our Finance Team!