

Finance Assistant

RECRUITMENT PACK



Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.



THE FUTURES TRUST



The Futures Trust exists to transform the life chances of our young people. Our schools are committed to Building Brighter Futures for all our students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

Chris Jupp, Chief Executive Officer

JOB TITLE:	FINANCE ASSISTANT
OPPORTUNITY:	We are seeking to appoint an experienced Finance Assistant with excellent bookkeeping skills to work in a friendly and busy school accounts office. School experience is not necessary but a good working knowledge of accounts processes is essential. The ideal candidate will have a good eye for detail, be organised, pro-active and able to problem solve. You will be a good communicator who can work independently, as well as part of a wider team and will be responsible for the daily processing of all financial transactions for the school along with maintenance and interrogation of accounts ledgers. You will also support school budget holders, other colleagues and stakeholders with requests, training and queries regarding purchases, payments, trips and other activities.
REPORTING TO:	Finance Management Accountant
LOCATION:	Based at Barr's Hill School with a requirement to travel to undertake work at or for academies within the Trust
SALARY/HOURS:	Grade 4 - £23,198 - £26,375 per annum (pro-rata salary) 37 hours per week, 41 weeks per annum (term time only plus 3 weeks)
BENEFITS – ENHANCING WORKING LIVES:	• Competitive rates of pay • Professional development opportunities • Career pathways across the Trust • Local Authority Pension Scheme • Online retail discount • Employee Assistance Programme • Family Friendly policies to support family & carer commitments • Flexible Working Arrangements www.thefuturestrust.org.uk/why-work-for-the-futures-trust

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

JOB DESCRIPTION

Job Purpose

To provide and maintain financial support for The Futures Trust and to operate the computerised financial system (Xero), ensuring effective and efficient utilisation of its financial support services to comply with the Trust's audit regulations.

Duties and responsibilities

- Processing of purchase orders and supplier invoices ensuring supplier accounts are reconciled to supplier statements and accounts. Ensure suppliers are paid on a timely basis.
- Monitor and manage outstanding orders to ensure goods are received on a timely basis.
- Support and train colleagues in use of internal ordering system.
- Support with information for the creation of regular bacs runs where necessary.
- Pro-active ledger management to ensure suppliers are paid correctly.
- Processing of sales invoices whilst responsible for the timely collection of all monies due, chasing customers for payment where necessary.
- Update and maintain the purchase and sales ledger database with new accounts and changes, ensuring all details are current and correct including contact and financial details.
- Ensure that budget holders are supported with queries on their budget accounts as necessary.
- Communication with suppliers and customers both written and verbal.
- Assist in the accurate recording of VAT for the Trust.
- Setup and update school trips on the software package "ParentPay". Communicate with parents using the system and retrieving data for income to be posted to ledger.
- Ensure all cash received by the Trust is receipted, banked and entered on the financial system on a weekly basis.
- Updating the Trust bank ledger for income or payments as necessary, ready for bank reconciliation.
- Maintaining the school petty cash system.
- Processing of journals for adjustments between cost centres
- Interrogation and analysis of account codes to support queries
- Use and management of school charge card for online purchases of goods and services.
- Processing of timesheets for ad-hoc staff payments via payroll ensuring these are approved in accordance with school policy.
- Meet deadlines set by the Trust to ensure financial reporting is timely.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Finance Assistant are up to date.
- Be a professional role model, and understand and promote the aims and values of the Trust.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	• GCSE's grade 5 or above in English and Maths or equivalent • Full driving licence and own transport	• AAT qualified with current membership	Application form certificates/ membership number/license
Skills and Abilities	• Good understanding of double entry bookkeeping. • Able to maintain the highest levels of confidentiality and data security • Able to ensure compliance with relevant financial policies and regulations • Excellent numeracy and problem-solving skills • Able to prioritise own workload well under pressure • Meet strict deadlines and exercising attention to details • Excellent communication skills; able to communicate effectively both verbally and in writing with a range of audiences. • Able to consistently produce high quality accurate work. • Able to use ICT systems to ensure the efficient and effective running of the finance function. • Be able to analyse financial data and generate reports as necessary • Able to work as an effective team member at the levels of the finance function, individual schools and the Trust • Able to build and maintain professional working relationships with internal and external stakeholders • Able to follow the school's safeguarding procedures and recognise when to report any concerns		Application form Interview Test

	Essential Criteria	Desirable Criteria	Measured By
Experience	• Experience of working in an accounts environment. • Experience of working on purchase ledger including reconciliation of supplier accounts • Experience of working with VAT • Experience of creating and posting journals • Experience of account analysis, interrogation and reconciliation. • Experience of cash handling. • Experience of working with accounting software packages.	• Experience of working with purchase order system. • Credit Control experience • Experience of working with Xero	Application form Interview
Knowledge and understanding	• Microsoft Outlook and office suite • Accounting procedures in readiness for regular audit process • Accounting ledgers and principles		Application form Interview Test
Other requirements	• A professional role model who is committed to their own professional development and to develop others. • Able to work calmly under pressure and meet deadlines. • Able to work flexibly, attend meetings and INSET days as required. • Able to work during the school holidays when necessary. • Able to travel between sites within the Trust as required. • Happy to undertake training as necessary. • Committed to and able to promote the aims and values of the Trust.		Application form Interview

HOW TO APPLY

CLOSING DATE:	Monday 31 March 2025
INTERVIEWS:	w/c Monday 7 April 2025

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please visit the Current Vacancies section on our recruitment portal via: www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies via:
www.thefuturestrust.org.uk/work-with-us/recruitment-pack

- Barr's Hill School's Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.
The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.