

**Finance Assistant**

**NJC Grade 5 (SCP 9-17) FTE £26,409 - £30,060**

**Starting point dependent on experience.**

**Full Time – 30-37 hours (to suit applicant) per week between core hours of 07:30am to 04:30pm (Open to Full Time/Part Time Applications)**

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HE MERCIAN TRUST

ALDRIDGE SCHOOL

Q3 ACADEMY GREAT BARR

Q3 ACADEMY LANGLEY

Q3 ACADEMY TIPTON

QUEEN MARY’S GRAMMAR SCHOOL

QUEEN MARY’S HIGH SCHOOL

SHIRE OAK ACADEMY

THE LADDER SCHOOL

WALSALL STUDIO SCHOOL



# About The Mercian Trust

The Mercian Trust is a nine school multi academy trust that is currently seeking an Finance Assistant to support our existing Trust Finance Team.

## About The Mercian Trust

The Mercian Trust was incorporated in January 2018 and currently governs nine secondary schools, comprising selective grammar schools, large comprehensive schools, an alternative provision free school and a 14-19 specialist studio school.

In 2021, the Regional Schools Commissioner approved the merger between The Mercian Trust and Q3 Academies Trust. The formal merger transfer was completed on 1st May 2022 when all nine academies of the two Trusts became part of the same family of schools governed by The Mercian Trust.

* Aldridge School
* Q3 Academy Great Barr
* Q3 Academy Langley
* Q3 Academy Tipton
* Queen Mary’s Grammar School
* Queen Mary’s High School
* Shire Oak Academy
* The Ladder School
* Walsall Studio School

The Members of The Mercian Trust include The Vine Trust and the Queen Mary’s Foundation. Both are charitable organisations focussed on improving prospects for local young people.

## Trust ethos & values

Our name is rooted in history and expresses a geographical identity and ambition. The ancient kingdom of Mercia encompassed much of what we now recognise as the West Midlands – and crucially for us it included what we now call the Black Country. It was in Mercia that St Chad established an association of small monasteries which fostered unity through bonds of kinship.

Now, a thousand years later, we look to demonstrate the same spirit in our approach. We are a family of schools committed to each other – diverse in nature, proud custodians of our history and success, but together, one charitable Trust with a common purpose.

Our Trust exists to equip our students to:

* Realise their potential.
* Thrive in the world of work.
* Make a positive contribution to the local, national and international community.

Our mission is **increasing opportunities** and **improving outcomes**.

Our mantra is ***Life to the full*** in pursuit of what is ***good, right and true.***



# Job Advert & Job Description

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| --- | --- |
| Post | **Finance Assistant (Reporting to Management Accountant)** |

Contract and Salary NJC Grade 5 (SCP 9-17) FTE £26,409 - £30,060

Full Time – 30-37 hours per week between core hours of 07:30am to 04:30pm.

|  |  |
| --- | --- |
| Job Purpose | To provide efficient and effective transactional support to the Centralised Finance team, ensuring the accurate and timely processing of financial transactions while delivering excellent service to suppliers, staff, and students. |
| Summary of the Role | The Finance Assistant is responsible for providing essential transactional support to the Centralised Finance team. This involves processing regular and ad hoc financial transactions, ensuring they are completed accurately and on time within the financial system. The role also includes responding promptly and professionally to queries from suppliers, staff, and students, ensuring excellent customer service. Attention to detail and a commitment to maintaining the accuracy and timeliness of financial records are key aspects of this role, contributing to the smooth operation of the organization’s financial processes. |

Core Duties:



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| * **Resolving queries from schools and external stakeholders in an accurate and timely fashion** |
| * **Supporting school staff in using the financial system and accessing financial information** |
| * **Purchasing team - Processing and reconciling Purchase transactions** |
| * **Processing Expenditure Transactions (Purchase invoices, Expense claims, Credit Card payments)** |
| * **Recording banking and receipts within the Finance system** |
| * **Completing Supplier Statement reconciliations** |
| * **Providing supporting analysis on spend where required** |
| * **Obtaining appropriate authorisation for invoices and payments** |
| * **Importing Financial data into the financial System where required** |
| * **Reviewing the accuracy of Transactions at all times** |
| * **Investigating queries and providing appropriate scrutiny** |
| * **Supporting the training of the Finance Apprenticeship team** |
| * **General administration tasks, including preparing letters, filing, scanning and copying** |
| * **Liaising with all schools including travel to individual school sites where required** |
| * **Any other duties required that are commensurate with the grading of the post** |

**Person Specification**

Preferred skills, Personal Attributes or Experience Essential Desirable



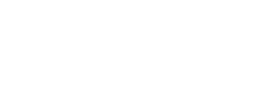
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| Good communication skills for internal and external stakeholders | X |
| Knowledge of processing financial transactions and 2 years experience in a similar environment or national qualifications level 4. | X |
| Very computer literate with strong excel spreadsheet skills | X |
| A team player providing team support for colleagues | X |
| Independent decision making and trouble shooting | X |
| Strong numeracy skills | X |
| Enthusiastic and Self-motivated with experience in a similar role of managing workload to deadlines | X |
| Positive attitude and willingness to be flexible | X |

# Key Information - How to Apply

Post **Finance Assistant**

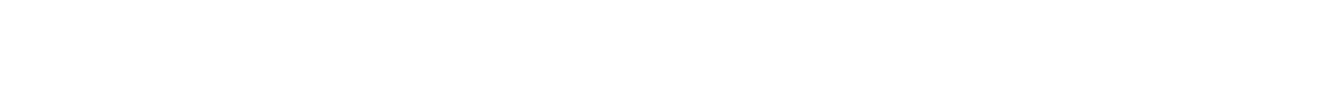
Closing Date **Friday 24th January 2025 09:00am**

Interview Date **Wednesday 29th January 2025 (TBC)**



Informal

Conversations



For

further

information

about this

post

please

contact

Central HR Team

Email

:

hrmatters@merciantrust.org.uk

Please check you meet the person specification.

How to apply – Via The Mercian Trust recruitment portal. We are unable to accept CV’s for this role.

*The Mercian MAT Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding and Safer Recruitment Policies can be found on our website.*

*This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.*