



Senior Finance Assistant

Salary – £30,024 - £33,699 (Grade 5)

Start date – May 2026

Contract – Full time, 37 hours all year round (would consider TTO)

Closing date – Monday 13th April – 12pm

The Forge Trust is a Multi Academy Trust based in Nottinghamshire and Lincolnshire. We are seeking to appoint a highly motivated, organised and reliable Senior Finance Assistant to work within our central finance team. This role will predominately be based at our central office situated in North Muskham, although there will be a requirement to work at other academies as needed. The successful applicant will report to the Finance Manager.

Job Purpose

- The successful candidate will work collaboratively with the central finance team to ensure Trust policies and procedures are embedded and operating as intended and that best practice is shared across the Trust.

Main Duties and Responsibilities

Finance

- To carry out the day-to-day finance administration and authorise orders and payments as appropriate.
- Monitor local authority, ESFA income and other grant income to ensure all available funding is being claimed.
- Monitor grant funding to ensure accuracy and in line with budgetary expectations highlighting any discrepancies as they arise.
- Contribute to month end processes including reconciliations.
- Manage and mentor the Purchase Ledger Clerk.
- Develop strong relationships with Office Managers providing support and training where required.
- Support the wider finance team, including Finance Director and Finance Manager in ensuring robust financial management, compliance and sustainability across the Trust and the Academies.

- Assist in preparing realistic and balanced 3-5 year budgets for review and approval by the Principal/Finance Director. Ensuring assumptions used are appropriate and as agreed.
- Identify and inform the Principal and Finance Manager of any causes of significant budget variances and suggest prompt corrective action.
- Supporting internal assurance requirements as appropriate including drafting and implementing action plans.
- Ensure the register of contracts is kept up to date and managed so that contract renewals are reviewed to allow sufficient time to review and follow the Trust's approval process.
- Be the point of contact for financial issues across the academies and to investigate areas as required with an appropriate response and corrective action as necessary.
- To assist with the year-end audit as required.
- Undertake any other duties as reasonably required in line with the general characteristics of the post.

GDPR

- Liaise with the Trust's GDPR lead to ensure that the central finance team are compliant with the Trust's policies and procedures and undertake training in this area to remain compliant with future updates.
- To be the central teams point of contact for the annual GDPR audit and assist the Data Protection Officer and the Trust's GDPR lead with any information request to satisfy the audit.
- To maintain confidentiality with regards to all reports, records, personal data relating to staff and pupils and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Safeguarding

- Be aware and familiar with Trust policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with Trust policies and Keeping Children Safe in Education where required.