

Senior Finance Assistant

Recruitment Pack





BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.



The Futures Trust is committed to Building Brighter Futures for all of its 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.

We look forward to hearing from you.



▼ Job Details

JOB TITLE	SENIOR FINANCE ASSISTANT
OPPORTUNITY	<p>This is an exciting time to join The Futures Trust. In this role you will provide and maintain financial support for The Futures Trust and operate all financial systems, ensuring the effective and efficient utilisation of its financial support services to comply with the Trust's internal requirements and external regulations.</p> <p>You will have a flexible approach to work and enjoy being part of a central team function.</p>
REPORTING TO	Finance Operations Manager
LOCATION	Supporting all schools across the Trust
SALARY / HOURS	<p>£25,064 per annum - £30,348 per annum (pro-rata salary)</p> <p>37 hours per week / 39 weeks per annum Monday – Thursday: 8.00 am – 4.00 pm, Friday: 8.00 am – 3.30 pm</p>
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none"> - Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements <p>www.thefuturestrust.org.uk/why-work-for-the-futures-trust</p>



Job Description

Job Purpose

To provide and maintain financial support for The Futures Trust and to operate all of the financial systems, ensuring the effective and efficient utilisation of its financial support services to comply with the Trust's internal requirements and external regulations.

Duties and Responsibilities

- Supervise, train and support the Finance Assistants across the Trust.
- Prepare and load onto the banking software for approval weekly BACS payment runs for the Trust.
- Prepare and load onto the banking software for approval same day and international payments for the Trust.
- Prepare and submit the monthly VAT return for the Trust and reconcile the VAT control account.
- Capital processing and analysis for the Trust. Provide financial support to the Trust Estates Technical Director.
- Deputise for the Finance Management Accountant when required.
- Prepare and post journals as necessary.
- Process for approval the monthly casual timesheets
- Responsible for processing and preparing Post 16 bursary payments.
- Validate and approve new supplier set up.
- Validate and approve new customer set up.
- Provide remote cover and support as required for Finance Assistants across the Trust.
- Maintain the purchase and sales ledgers, whilst providing nominal journal entries, as required.
- Assist to process all purchase orders and supplier invoices for the Trust, where necessary contacting suppliers regarding damage, deficiencies or discrepancies, to arrange collection of damaged goods.
- Pro-actively maintain the purchase ledger database, enter new supplier details and ensure all details are correct and up to date including e-mail contacts and bank details

Duties and Responsibilities Continued:

- Complete supplier statement reconciliation and queries.
- Process credit card transactions and petty cash accounts on Xero.
- Reconcile the Trust's credit cards.
- Ensure that all budget holders have adequate financial control over their respective budgets and respond to department queries.
- Assist in the accurate recording of VAT for the Trust.



- Check delivery notes to incoming deliveries and enter them into Xero.
- Enter new sales ledger details as required, and raise sales invoices according to the Lettings Policy.
- Responsible for the timely collection of all monies due.
- Proactively chase large customer balances outstanding.
- Record monies from pupils for trips, school purchases and charity collections immediately upon receipt using Parent Pay. Collect the necessary paperwork from students and collate according to the trip.
- Ensure all monies received by the Trust are receipted, banked and entered on the financial system on a weekly basis.
- Bank the Voluntary Fund income and ensure income is recorded in Parent Pay against the correct coding on a weekly basis.
- Responsible for operating the school's petty cash system to include obtaining the necessary authorisation in accordance with laid down procedures and ensuring that income is recorded on Xero and processing reimbursement of floats.
- Ensure all income received in the finance office is counted and receipted and locked in a safe.
- Book taxis in support of P16 student courses.
- Assist in the organisation of booking transport and ordering goods for school events.

Line management

- The job involves no direct responsibility for the line management of other employees. The work does involve demonstration of own duties, providing advice and guidance to new employees or others.

Professional Development

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



▼ Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE's grade C or above in Maths and English or equivalent • AAT qualified with current membership or relevant work experience • Full driving licence and own transport 		Application Form Certificates Membership number
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Able to maintain the highest levels of confidentiality and data security • Can prioritise and work well under pressure; meeting strict deadlines and exercising attention to detail • Excellent communication skills; able to communicate effectively both verbally and in writing with a range of audiences • Excellent numeracy skills • Able to consistently produce high quality accurate work • Able to maintain accurate electronic and hard copy filing systems 		Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
SKILLS AND ABILITIES CONTINUED	<ul style="list-style-type: none"> • Able to ensure the efficient and effective use / deployment of resources • Able to use ICT systems to ensure the efficient and effective running of the finance function; including proficient use of Microsoft excel • 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
EXPERIENCE	<ul style="list-style-type: none"> • A minimum of 12 months experience working in a finance function including cash handling and reconciling accounts • Successfully working in a fast paced environment and managing competing demands • Implementing existing systems and developing new ways of working 	<ul style="list-style-type: none"> • Working in an education context • Working with the Xero system 	Application Form Interview
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Microsoft Outlook and Office Suite • Accounting procedures in readiness for regular audit processes • Accounting ledgers with education finance • The impact of Finance in the context of the values and expectations of the school and the Trust 	<ul style="list-style-type: none"> • Use of digital technology to enhance clerking. Recording, Transcription, AI summaries, Remote support. • The issues relating to • safeguarding children and young people 	Application Form Interview Test
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the vision and values of the Trust • Able to work calmly under pressure. • Able to work flexibly, and to attend meetings and INSET days as required including evening governance meetings and events 		Application Form Interview



How to apply

Closing date:

Wednesday 11 March 2026

Interviews:

To Be Confirmed

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

tel: 02477 102134

To apply for this post, please complete the online application form found at:

www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:

www.thefuturestrust.org.uk/work-with-us/recruitment-pack

- Barr's Hill School 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.