



## **Trust Finance Assistant**

### **Candidate Information Pack**

**Closing Date: 12.00pm, Monday 14<sup>th</sup> September 2026**



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# Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



# Trust Finance Assistant

**Job Title:** Trust Finance Assistant

**Location:** Spark Education Trust, Whinstone Primary School (Ingleby Barwick)

**Start Date:** As Soon As Possible

**Actual Salary:** £23,394 to £24,307 (Grade F, SCP 7 to 8)

**Hours of Work:** 37 hours per week, term time plus 10 days (the possibility of whole time working would be considered)

**Contract Type:** Permanent

**Closing Date:** 12.00pm, Monday 14<sup>th</sup> September 2026

**Interviews:** Thursday 17th September 2026

## About the Role

Spark Education Trust are looking to appoint a highly motivated and suitably experienced individual for the role of Trust Finance Assistant. The post holder will be based at our Trust Offices at Whinstone Primary School working with our supportive and enthusiastic Central Finance Team. The Central Team are responsible for supporting 15 schools comprising of 4 secondary schools and 11 primary schools.

## Key responsibilities include:

- Processing invoices and resolving queries
- Processing income received and resolving queries
- Raising purchase orders on behalf of the Trust and academies.
- Processing debtors invoices as required
- Process expense claims in line with Trust procedures
- Assist in the administration and reconciliation of all credit card usage
- Assist with the collation of information and preparation of regular reports
- Liaising and dealing with financial enquiries and queries from staff and parents, particularly relating to Arbor payments.
- To maintain manual and computerised systems including inputting data, keeping records, statistics, confidential and general filing systems as directed.

## The right candidate:

- AAT level 2 qualified or relevant experience
- A strong team player and excellent communicator
- Competent at use of excel with the experience and ability to communicate financial data to both internal and external customers or colleagues.
- Proactive and self-motivated using your initiative, in a changing educational landscape.

## About Us

We are a Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

## What we have:

- A positive and caring ethos and working atmosphere.
- A committed, enthusiastic and supportive staff team.
- Opportunities for career development.

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#) or contact our Trust HR Team at [vacancies@sparkeducation.org.uk](mailto:vacancies@sparkeducation.org.uk).

**How to Apply**

Please make sure that the application form is completed and returned via email to [vacancies@sparkeducation.org.uk](mailto:vacancies@sparkeducation.org.uk), addressed to Katy Riley, Chief Finance and Operations Officer.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

**Safeguarding Notice**

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

# Job Description

|                     |                                                                                                |
|---------------------|------------------------------------------------------------------------------------------------|
| <b>Job Title</b>    | Trust Finance Assistant                                                                        |
| <b>Salary Range</b> | Grade F, SCP 7 to 8                                                                            |
| <b>Reporting to</b> | Senior Finance Manager                                                                         |
| <b>Job Purpose</b>  |                                                                                                |
|                     | <ul style="list-style-type: none"><li>To provide support to the Central Finance Team</li></ul> |

## **Main Duties and Responsibilities**

### **Financial Management**

- Processing invoices and resolving all resulting queries
- Processing income received and resolving all resulting queries
- Raising purchase orders on behalf of the Trust and academies.
- Processing debtors invoices as required
- Process expense claims in line with School procedures
- Assist in the administration and reconciliation of all credit card usage
- Assist with the collation of information
- Assist with month end tasks as required

### **Administration**

- Liaising and dealing with financial enquiries and queries from staff and parents.
- To maintain manual and computerised systems including inputting data, keeping records, statistics, confidential and general filing systems as directed.
- To undertake other administrative duties as required commensurate with the grading of the post.

### **Other Responsibilities and Duties**

- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
- Contribute to the overall ethos/work/aims of the Trust
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

### **Safeguarding**

- To safeguard and promote the welfare of children for whom you have responsibility for or come into contact with, to include adhering to all specified procedures.

# Person Specification

**Job Title:** Trust Finance Assistant

| Qualifications                                                                                                                                            | Essential | Desirable |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| NVQ2 or equivalent qualification in relevant discipline, e.g. AAT Level 2 OR relevant experience.                                                         | ✓         |           |
| Willingness to participate in training and development opportunities.                                                                                     | ✓         |           |
| AAT Level 3 or similar relevant qualification.                                                                                                            |           | ✓         |
| Experience                                                                                                                                                | Essential | Desirable |
| Previous experience of working in a similar role.                                                                                                         | ✓         |           |
| Experience of working with computerised accounting packages.                                                                                              | ✓         |           |
| Experience of working in the education sector.                                                                                                            |           | ✓         |
| Experience of bank reconciliation.                                                                                                                        |           | ✓         |
| Experience of Arbor/comparable MIS.                                                                                                                       |           | ✓         |
| Skills and Knowledge                                                                                                                                      | Essential | Desirable |
| Competent in the use of Microsoft Office packages, e.g. Excel.                                                                                            | ✓         |           |
| Good numeracy/literacy skills.                                                                                                                            | ✓         |           |
| Ability to work successfully as part of a team and to prioritise own workload with minimum supervision.                                                   | ✓         |           |
| Ability to communicate well, both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports. | ✓         |           |
| Ability to relate well to children and adults.                                                                                                            | ✓         |           |
| Personal Attributes                                                                                                                                       | Essential | Desirable |
| Capacity to work hard under pressure to tight deadlines on a number of different projects.                                                                | ✓         |           |
| Willing to participate in development and training opportunities.                                                                                         | ✓         |           |
| High level of personal integrity and confidentiality.                                                                                                     | ✓         |           |
| An ability to fulfil all spoken aspects of the role with confidence through the medium of English.                                                        | ✓         |           |

# How to Apply

Application forms and further details are available on the Trust's website –

[www.sparkeducationtrust.org.uk](http://www.sparkeducationtrust.org.uk)

Please make sure that the application form is completed and returned via email to [vacancies@sparkeducation.org.uk](mailto:vacancies@sparkeducation.org.uk), addressed to Katy Riley, Chief Finance and Operations Officer.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

## Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

## Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

## Person Specification

Sets out the criteria to be used for the shortlisting process.

**Closing date: 12.00pm, Monday 14<sup>th</sup> September 2026**

**Interviews to be held: Thursday 17<sup>th</sup> September 2026**



# Employee Benefits

## Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

## Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

## Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www.greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.

## Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

## Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.