



Central Team

Abingdon Learning Trust

Finance Assistant
RECRUITMENT PACK

June 2024

About

ABINGDON LEARNING TRUST

From the outset, the creation of Abingdon Learning Trust remains about maximising opportunities for children and young people in our schools so that each individual can thrive, grow and succeed.

Adding value more widely to the communities in which our schools sit is important to us too, and our Trust-wide commitment to achieving a Net Zero position in two generations of students, by 2035, demonstrates one facet of this.

We believe strongly that local school governors and school leaders know their schools best and are therefore in the position to make decisions for their school most effectively, with much responsibility delegated locally by the Trust Board.

We aim to celebrate diversity and promote equality of opportunity for all who learn and work in our schools and Trust; to create a culture and ethos where inclusion, equality and diversity are embraced; where employment and educational opportunities are open to all; and where everyone in the Trust is treated with fairness, dignity and respect.

We are committed to being the employer of choice in the area, and understand that great staff directly help our pupils and students reach their full potential for a happy and successful life.

Our commitment to staff includes our Wellbeing and Workload Charter and investment in CPD at all ages and stages; an additional structure of teacher Professional Pathways, which include strong support for ECTs, NPQs and preparation for the next professional challenge; and a culture that places carbon reduction towards a net zero position by 2035 at its heart.

We believe in investing for all of our futures.

OUR VALUES

QUALITY to create an outstanding learning community, including strong leadership and governance

OPPORTUNITY to provide the best opportunities for all children to reach their full potential

COLLABORATION to support a shared commitment and dedication to learning

AMBITION for continual improvement and to strive for excellence in all we do

COMMUNITY To be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.



JOB DETAILS

POST OF:	Finance Assistant
AT:	Central Team, across all trust schools
COMMENCEMENT:	4 September 2024
CONTRACT TYPE:	Permanent 12 hours per week, term time only.
SALARY:	Support Staff Grade 4 £6285.47 - £6449.06 (Pay award pending)

Letter from the CHIEF EXECUTIVE

This is a key role supporting governance across the Trust. From statutory and legal compliance to new governor induction to managing the clerking team, with the Deputy Governance Professional, you will be part of the Central Team, working closely with the CEO.

From Members to the newest local school Governor, the role of Governance Professional is essential to ensuring that there is both scrutiny of the work of the Trust as well as smooth supportive functions for this work.

The retirement of the current postholder, who has been with the Trust since 2018, and involved with the set up and changes in governance to date, provides an opportunity for a new pair of eyes and perspective to help us understand how we might further enhance our offer to our schools.

Although some experience with school and/or trust governance would be helpful, we offer a strong induction with the current postholder able to provide a 6 week 'working alongside' period to help really get to know the Trust and the role.

There is an experienced Deputy Governance Professional and currently both roles provide overview and clerking to the Committees at School level, and to the Board and its direct scrutiny committees.

The CEO is the line manager for the postholder and takes regular advice and views from the Chair of the Board and others, working closely with the Governance Professional.

As we embark on our next phase – building external relationships with the aim of growth, we want to secure a colleague who is flexible, adept and knowledgeable to be a part of our continued journey.



Job DESCRIPTION

ACCOUNTABLE TO: Chief Operating Officer

APPRAISAL: The post-holder will be subject to the Trust's annual performance appraisal Process.

POST: Finance Assistant

GRADE: 4

RESPONSIBLE TO: Head of Finance

1. JOB PURPOSE

Under the instruction and guidance of your line manager, provide general administrative and financial support to the Trust. This is a varied and challenging role and requires the post-holder to be articulate, confident, and methodical with good organisational skills and financial knowledge.

2. ORGANISATIONAL STRUCTURE

As per staffing structure.

3. KEY RESPONSIBILITIES AND TASKS

Main Responsibilities:

- Input of standing information to the Trust's Finance system (suppliers, debtors) in accordance with financial procedures.
- Assist in ensuring effective procurement practice and ensuring best value principles are met.
- Obtain quotes for goods and services where necessary.
- Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales.
- Ensure Purchase Orders are checked for accuracy and forwarded to suppliers.
- Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation and ready for payment.
- Investigating and resolving supplier invoices under query, arranging returns and ensuring that refunds or credit notes are received.
- Raising of Sales Invoices from appropriate documentation, printing and checking for accuracy before distributing to debtors.
- Responsible for the reconciliation and coding of the Business Charge Cards.



- Preparation, processing and safekeeping of all Academy income (cheques and cash) for payment into the Bank or Post Office.
- Assist with month end procedures including bank and other reconciliations and posting of journals as required.
- Accurate recording of all Transactions in respect of parent payment systems.
- Assist with BACS payment runs.
- To maintain an accurate filing system suitable for audit purposes.
- Deal with queries from suppliers (including statements), debtors, budget holders and other Academy staff.
- Run reports from the finance software as required.
- To operate flexibly and, in particular, to assist at peak times with financial activities.
- Ensure confidential, tactful and secure management of sensitive information.

Further duties

- Provide appropriate support when required for non-financial staff on basic financial procedures
- Provide cover in agreed activities in the absence of members of the finance team.
- Undertake any such other duties commensurate with the grade and responsibilities of the post.

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity in the workplace and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the central team
- Appreciate and support the role of other professionals, both within the central team and in the schools
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

4. JOB CONTEXT

The jobholder reports directly to the Head of Finance and is part of the Central Team. He/she will be empowered to make and take decisions related to his/her accountabilities and responsibilities. Whilst there will be freedom to act he/she should operate within the parameters as agreed by the Head of Finance.



5. CONTACT WITH OTHERS

To include:

- Trust Executive Team
- Staff in Central Team
- Headteachers within Trust
- School staff with the Abingdon Learning Trust
- Visitors from other schools, agencies and organisations

6. PERSON SPECIFICATION

- See attached document

7. KNOWLEDGE SKILLS AND EXPERIENCE

Essential

- GCSE standard Maths and English and/or Level 2 Numeracy and Literacy
- Confident use of ICT packages
- Good keyboard skills
- Identify own training and development needs and cooperate with means to address these.

8. MOBILITY CLAUSE

Your contract of employment is directly with The Abingdon Learning Trust. Your place of work will be within the

Central Office at Abingdon Learning Trust, Hendred Way, Abingdon, OX14 2AW however you may be requested

to work in any of the current schools in the Trust and carry out those duties that may be reasonably required in relation to such deployment.

Status of this Job Description:

This Job Description is provided as guidance regarding the Academy's professional expectations of you in accordance with your contract of employment.

This Job Description is not your contract of employment and cannot in anyway remove your statutory rights.

This job description will be reviewed at least annually as part of the Appraisal process.



Person SPECIFICATION

	Essential	Desirable
<p>Qualification criteria:</p> <ul style="list-style-type: none"> • Good GCSEs including English and Maths at Grade C or above (or equivalent). • A Levels/Degree • Financial qualification e.g. AAT • Excellent word processing and EXCEL skills. 	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>
<p>Experience:</p> <ul style="list-style-type: none"> • Experience of providing high quality financial and administrative support. • Experience of working in a busy environment with competing deadlines. 	<p>X</p>	<p>X</p>
<p>Vision and Strategy:</p> <ul style="list-style-type: none"> • Vision aligned with Abingdon Learning Trust of high aspirations and high expectations of self and others. 	<p>X</p>	
<p>Behaviours, Skills and Abilities:</p> <ul style="list-style-type: none"> • Excellent listening, communication skills and high levels of emotional intelligence. • Strong team working skills and ability to work under pressure. • The ability to self-motivate and have a 'can do' attitude. • Resilience and optimism to manage day-to-day challenges in a busy environment. • Ability to use IT systems including databases and Microsoft Office products. • Ability to pay attention to detail at all times • High levels of honesty and integrity, and the ability to follow requirements of confidentiality and data protection. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<p>Other:</p> <ul style="list-style-type: none"> • This post is subject to an enhanced DBS disclosure. • The post holder must be committed to safeguarding the welfare of children and young people. 	<p>X</p> <p>X</p>	





QUALITY
OPPORTUNITY
COLLABORATION
AMBITION
COMMUNITY



Terms of APPOINTMENT

The appointment will be made based on Oxfordshire County Council's Support Staff pay and conditions.

Appointment is for Grade 4 and is part-time -permanent 12 hours per week, term time only.

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act.

A copy of the Trust's Safeguarding and Child Protection Policy is here: [Trust-Safeguarding-Policy-2023-2024.pdf \(abingdonlearningtrust.org\)](#)

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

How to APPLY

Applications will be processed on arrival for this post.

Closing date: 27 June 2024.

Interview date: W/C 01 July 2024

Applications should be submitted online through our [recruitment portal](#).

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements.

Please do contact recruitment@abingdonlearningtrust.org for further information about the role.

For further details of our recruitment process, please visit [our website](#).

We look forward to receiving your application.

