



ATHENA
LEARNING TRUST

Finance Assistant

Applicant Pack

Closing date:

19th August 2024

Interview date:

23rd August 2024



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility**, and **be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:	Finance Assistant
School Base:	Dunheved House
Closing Date:	19/08/2024
Interview Date:	23/08/2024
Vacancy Start Date:	As soon as possible
Contract Type:	Permanent
Salary:	£23,150 - £24,830 £12.00 - £12.87 ph



Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Car Schemes: car schemes that cater to your commuting needs

Perkbox: discounts, benefits, and rewards to enhance your lifestyle

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

flexible working to promote work-life balance where possible



Role Summary

The role of Finance Assistant encompasses operating the Trust's accounting systems, including SIMS and PSF, to build knowledge and ensure accurate financial processing.

Responsibilities involve facilitating transparency and trust through clear communication with stakeholders, prioritising tasks efficiently, and following up on payments to maintain financial integrity. Additionally, the role entails assisting with financial reporting and adhering to regulatory requirements, fostering clarity and energy in financial operations.



What you will be doing

Build Knowledge:

- Utilise and navigate the Trust's computerised accounting systems, including SIMS and PSF, to ensure accurate processing of financial transactions.
- Implement procedures for stock-taking and replenishment of supplies in alignment with organisational guidelines.

Build Trust:

- Facilitate the collection and issuance of receipts for Trust transactions and log them on the Trust accounting system, ensuring transparency and accountability.
- Engage in consistent communication with suppliers and staff members to validate transactions and maintain trustworthiness.
- Uphold confidentiality protocols to safeguard sensitive financial information.

Prioritisation:

- Strategically prioritise processing of orders and invoices to meet deadlines and ensure efficient financial operations.
- Contribute to the timely submission of financial reports and VAT returns, demonstrating commitment to organisational goals.
- Assist in the preparation of financial reports and statistics for the Trust Leadership

Clarity and Energy:

- Communicate effectively with suppliers regarding pricing, deliveries, and discrepancies, promoting clarity and resolution.
- Adhere to regulatory requirements and organisational policies, fostering an environment of compliance and safety.
- Pursue ongoing professional development opportunities to enhance skills and maintain energy and enthusiasm in the role.

Follow-up:

- Proactively follow up on outstanding payments from parents and debtors in accordance with Trust policies, demonstrating diligence in financial management.
- Maintain accurate records of payments received from pupils for educational and recreational services, ensuring accountability and financial integrity.

How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

- To strictly adhere to the Trust's Scheme of Delegation of Financial Authority and other financial policies and procedures
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role
- To be aware of and work in accordance with the School's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

Be Kind

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- Attainment of GCSE qualifications or equivalent (Level 2 standard of education) to include Maths and English.
- Working towards or attainment of NVQ Level 2 in a finance related field is desirable.

Experience & Skills

Experience:

- Minimum 12 months' administrative/clerical experience.
- Prior experience in financial administration within an educational setting.

Skills:

- Strong analytical and problem-solving abilities.
- Excellent written and verbal communication skills.
- Capacity to work independently and collaboratively.
- Attention to detail and accuracy.
- Proficient time management and deadline-oriented

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference in a rewarding and meaningful career in education.