



**SHINE**  
ACADEMIES



**Finance Assistant  
at  
SHINE Academies  
Candidate Information Pack**



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## Message from the CEO



I am privileged to be the Chief Executive Officer of SHINE Academies. Having been part of the SHINE journey since its inception in January 2015, I am incredibly proud of the progress that has been made by all of our pupils, staff and stakeholders over the years.

Children only get one chance for their primary education. Whilst we all understand the importance of the core subjects, our pupils are much more than a numerical outcome. We strongly believe that all pupils should have an opportunity to find their niche and reach their potential in all areas. This is supported by a steadfast commitment to the arts and sport, as well as opportunities for exploring cultural capital making our pupils exceptional citizens. We have high expectations of our pupils and encourage them to have high aspirations – there should be no ceiling.

I am proud that our schools are recognised as inclusive environments for our pupils, and we pride ourselves on having skilled practitioners to support our diverse communities. Our family support team has broad expertise and the capacity to support our pupils and their families in many areas beyond the classroom, including mental health, bereavement and housing support. We offer a range of opportunities to our pupils, creating a high-quality educational experience, in a safe, creative and exciting learning environment.

I am proud that our schools maintain their own identity and characteristics, whilst joining a MAT that supports the strategy and school improvement journey, alongside the business elements of running an educational establishment, such as finance and HR. SHINE Academies has a mission to grow with likeminded schools joining our Trust, and whilst we have the capacity to support schools that need additional help in key areas, we are small enough to listen and work alongside our Headteachers to ensure support is tailored for their needs. All of our leaders recognise the need to evolve and take mitigated risks in order to ensure our pupils are ready for the challenges of secondary school and beyond.

Strong and robust governance is key to a successful MAT and I am lucky to work with some exceptional individuals who volunteer on our Member, Trust and Local Governing Boards. Each governance function aids the MAT delivery of its strategic objectives and ensures accountability of my role and that of other executive leaders within the MAT.

This is an exciting time to be part of SHINE Academies!

Gemma Draycott  
Chief Executive Officer

## Our Values

In 2024, our stakeholders developed a new set of values and a vision for SHINE Academies. These values are our drivers for change within all of our schools, and underpin everything that we do within the MAT. We demonstrate working COLLABORATIVELY, with COURAGE and COMPASSION – we support staff and stakeholders to take calculated risks but always remember that children must be at the heart of everything that we do.

Our Trust values are:

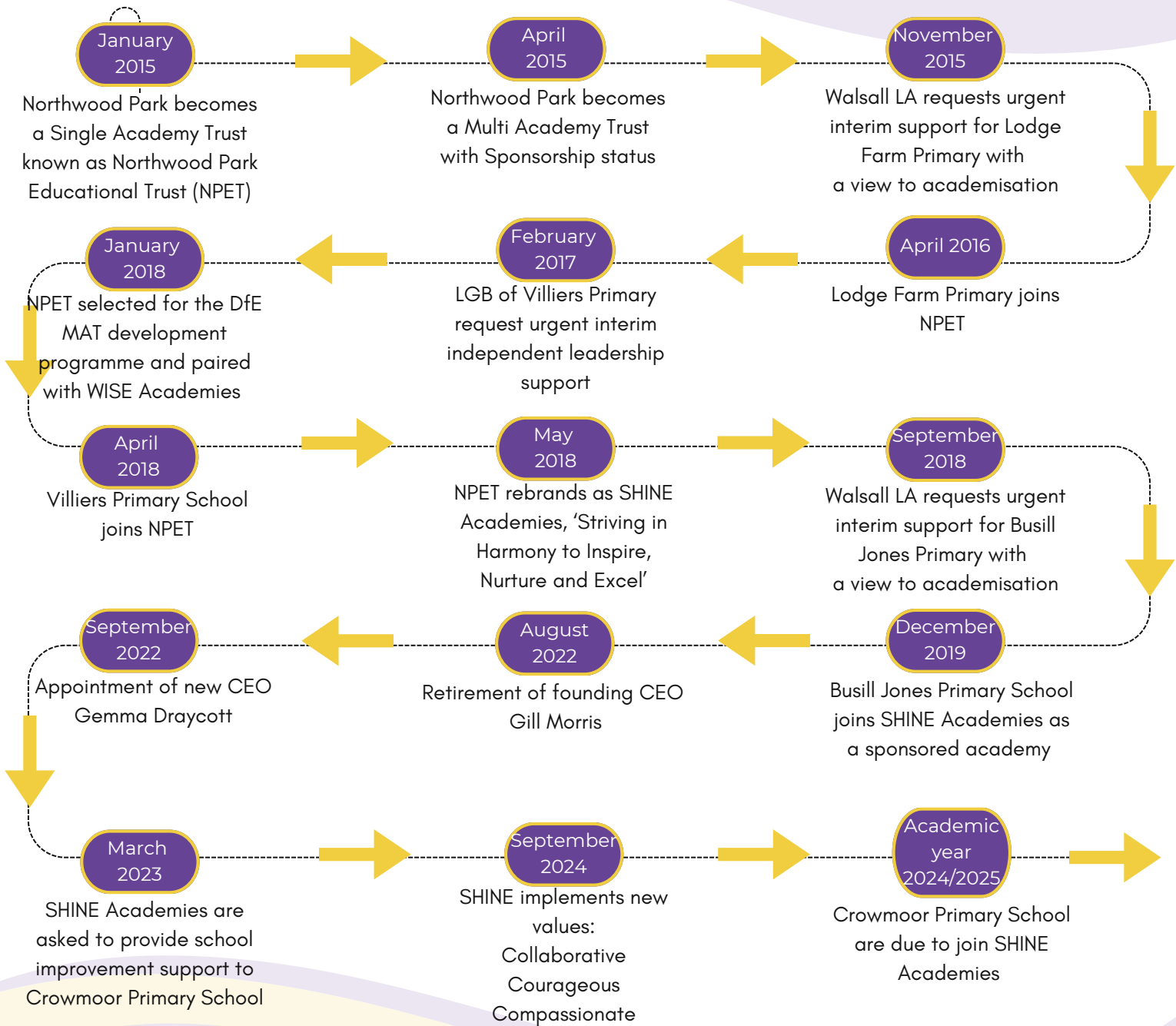
**Collaborative**

**Courageous**

**Compassionate**

No matter the challenge, **SHINE** works **collaboratively** with **courage** and **compassion**, creating a child centered community

# Our Journey So Far



## Careers at SHINE Academies

The Trust currently comprises of four schools: Northwood Park Primary School in Bushbury, Lodge Farm Primary School in Willenhall, Villiers Primary School in Bilston, and Busill Jones Primary School in Bloxwich. We are expected to grow to six schools this academic year, with two schools in Shropshire due to join us. All our schools are large, and therefore progression opportunities are plentiful. All our schools across SHINE Academies work collaboratively and to the same ethos. Our executive leadership, middle management teams, trust board, and local governing body are compassionate and supportive. Our talented, enthusiastic, and caring pupils are at the center of all that we do, and our staff are proud to be part of the SHINE family.

We recruit highly talented individuals for our schools, which are led by exceptionally talented Headteachers and their teams, who demonstrate a dedication, enthusiasm and commitment to their local community. We recognise talent and develop our staff to be the very best they can be through an intense internal and external CPD programme of support. Our staff and leaders refer to being part of an extended family.

## We are proud of our SHINE family of Schools



## Employee Benefits

We offer a range of employee benefits, including:



**Excellent CPD Opportunities**

**One term time wellbeing day  
per year**



**Lifestyle & Shopping  
Discounts**

**Employee Assistance  
Programme**



**Generous Occupational  
Pension Schemes**



*Your Award-Winning Employee Benefits Provider*



Working for SHINE Academies you will have access to our employee benefits platform in partnership with Vivup, a leading and award-winning employee benefits provider



24/7 counselling support, options include telephone, virtual and face to face counselling sessions

Online GP with video and telephone consultation options

Access to health and wellbeing resources such as recipes, podcasts & health assessments



## **Job Description**

<b>Job title:</b>	Finance Assistant
<b>Responsible to:</b>	Assistant Finance Manager
<b>Grade:</b>	Grade 4
<b>Hours:</b>	37 hours per week, TTO

### **Job purpose:**

- To support the Trust's central finance function under the direction of the CFO and Assistant Finance Manager
- Assist with the efficient and effective management of the Trust's finances
- Provide general administrative and clerical support where required

### **Duties and responsibilities**

- Prepare timely and accurate information for the CFO / Assistant Finance Manager to enable them to discharge their duties
- Under the direction of the CFO / Assistant Finance Manager, organise and prepare information for the annual statutory audit and growth of the Trust
- Assist the Assistant Finance Manager with the monthly bank reconciliation process
- Assist the Assistant Finance Manager with charge card reconciliation and payment
- Assist the Assistant Finance Manager with the preparation of monthly BACS payments
- Assist the CFO with the monthly VAT return
- Record details of energy bill payments and related consumption
- Raise monthly sales invoices for each school as required
- Upload non-order invoices for processing as required
- Process / record ParentPay income as required
- Provide the CFO with accurate and timely financial information for management accounting and budget planning purposes, and reports to ELT / Trustees
- Work to the monthly (and annual) financial timetable provided by the Assistant Finance Manager and be responsible for reminding all Office Managers about deadlines
- Ensure that the Trust's financial policies / procedures and audit requirements are met at all times
- Check that all Trust invoices are processed against the correct accounting codes with correct VAT amounts
- Accurately update appropriate spreadsheets / records provided by the CFO / Assistant Finance Manager
- Ensure all necessary paperwork is scanned / filed as required by audit and to ensure an appropriate audit trail exists
- Liaise with the Assistant Finance Manager and Office Managers to resolve outstanding payment issues or missing payments to suppliers / contractors
- Assist Office Managers to review and clear outstanding orders as directed by the CFO / Assistant Finance Manager
- Assist the CFO with the review of aged creditor reports
- Cover duties and responsibilities of the Assistant Finance Manager during times of absence, where appropriate
- Ensure the efficient and effective operation of funding raising activities





- Monitor outstanding ParentPay payments and other debts and support Office Managers with progressing collection where appropriate

#### Other

- Attendance at staff and other work-related meetings
- Organise and manage own work with little or no input from others
- Carry out any other duties commensurate with the grade in order to ensure the smooth operation of the finance function
- Responsibility for promoting and safeguarding the welfare of children and young people the postholder may come into contact with
- Ensure all tasks are carried out with due regard to Health and Safety
- Actively promote the Trust's policies
- Take part in the Trust's staff development programme by participating in training and professional development activities
- Support the Trust's mission and ethos and encourage staff and pupils to follow this example
- Communicate and co-operate with persons or bodies outside of the Trust
- Follow agreed policies for communications within and outside of the Trust
- Awareness, understanding and commitment to equal opportunities



**Finance Assistant**  
**Person Specification**

	<b>Essential</b>	<b>Desirable</b>	<b>Identified</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ Level 2 in Administration procedures or equivalent further/higher education qualification</li> <li>Good literacy and numeracy skills demonstrated by GCSE grade C or equivalent in English and Maths</li> <li>Use of finance systems and Microsoft</li> </ul>		Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>Knowledge of relevant policies / codes of practice</li> <li>Experience working in an office environment</li> <li>Experience using IT based and data base systems</li> <li>Experience in cash handling</li> <li>Able to demonstrate financial process experience</li> <li>An understanding of the requirements and demands of administration duties</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a school or education setting</li> </ul>	Application Interview Assessment
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>Ability to identify own training and development needs and cooperate with means to address these</li> <li>Effective use of IT packages</li> <li>Competent use of administrative equipment / resources</li> </ul>		Application Interview Assessment

	<ul style="list-style-type: none"> <li>• Proven written, oral and communication skills Well-developed</li> </ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• interpersonal skills and the ability to work collaboratively as part of a team Show initiative and</li> <li>• shares good practice Attention to detail Self-management skills</li> <li>• including the ability to plan and organise one's time effectively A high level of personal integrity and flexible</li> <li>• approach to responsibilities</li> </ul>		Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• An awareness, understanding and commitment to equal opportunities</li> <li>• An awareness and understanding of safeguarding procedures</li> </ul>		Interview