



SENIOR FINANCE ASSISTANT

37 HOURS PER WEEK

GRADE 7 (POINT 8 TO 11)

ACTUAL SALARY £20,190 TO £22,019 PER ANNUM

CANDIDATE INFORMATION PACK

What's included within this pack?

Within this pack you will find both information and advice on applying for a role within Esteem Multi-Academy Trust including:

- About Esteem Multi-Academy Trust
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline



About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of eleven academies throughout Derbyshire, Derby City and East Staffordshire.

Formed by a group of like-minded school leaders in August 2018, the MAT is responsible for the education and care of approximately 1000 students and employs around 700 staff.

Esteem Multi-Academy Trust has a well-defined set of values and a clear vision for the MAT to become a regional hub in the Midlands for expertise in SEND and inclusion. We share a collaborative ethos, believing that our collective efforts will achieve a better outcome than we can as individual schools. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

- Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
- Deliver high standards and value for money from our support services, resources, estate and technology; and
- Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.

Julian Scholefield, CEO

The Advertisement – Senior Finance Assistant

Location – Based at Trust Central Offices, Sherwood Business Park, Annesley, Nottingham
37 hours per week,
Actual Salary - £20,190 to £22,019 Per Annum (Grade 7 Point 8-11)

The Senior Finance Assistant is a newly created role, which presents a fantastic opportunity for a candidate that shares our values and beliefs to join our team at a very exciting time.

This key role will be responsible for providing effective support to the MAT Finance team and will be responsible for day to day operations within the Finance team. The ability to work flexibly, with initiative and a measure of independence will be required. Other duties are outlined in the job description.

The successful candidate will report to the Finance Officer and will assist with invoice and bank processing, supporting the month-end and year-end processes and monthly VAT returns. The role will also include opportunities to provide support and training to school business management on Finance administrative tasks.

Benefits include; Local Government Pension Scheme, 25 days annual leave plus bank holidays, flexible working, Westfield Health Scheme and free parking.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Closing date for applications to be received is Friday 21 August 2020 (12 noon).
Interviews will be held on Wednesday 02 September 2020

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role, via email to hr@esteemmat.co.uk. Applications can also be submitted by post, for the attention of the HR Department, to the following address:

Private & Confidential
HR Department
Esteem Multi-Academy Trust
Suite 43 Pure Offices
Lake View Drive
Annesley
Nottingham
NG15 0DT

Application forms

Application forms can be downloaded from the Trust website www.esteemmat.co.uk/jointheteam. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 12 Noon on Friday 21 August 2020.

Interview

Interviews will be held on Wednesday 02 September 2020.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an Enhanced criminal record check via the DBS.

[HR Tel: 01623 859749](tel:01623859749)

[E-mail: HR@esteemmat.co.uk](mailto:HR@esteemmat.co.uk)

Job Description: Senior Finance Assistant

Esteem Multi-Academy Trust

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| Post Title: | | Senior Finance Assistant |
| Location: | | MAT Head Office, Lake View Drive, Annesley, Nottingham |
| Purpose: | | <ul style="list-style-type: none"> To provide effective administrative support to the MAT Finance Team. |
| Reporting to: | | Finance Officer |
| Responsible for: | | Day to day operational administrative support to MAT Finance. |
| Liaising with: | | Academy business management / admin staff / MAT Finance staff Contractors / suppliers / customers |
| Working Time: | | Full time - 37 hours per week |
| Salary/Grade: | | Grade 7 (actual annual salary £20,190 - £22,019) |
| Disclosure level | | Enhanced |
| PRINCIPLE RESPONSIBILITIES | | |
| To Achieve the Above | | <ul style="list-style-type: none"> To work flexibly and independently within the Finance function to provide accurate administrative support to the MAT Finance Team, e.g. invoice and bank processing, supporting the month-end and year-end processes and monthly VAT returns To provide support and training to school business management on Finance administrative tasks To create and maintain documents and systems in accordance with standard and bespoke formats, also using Microsoft Office including Excel, taking responsibility for completing work and meeting deadlines To follow financial processes in accordance with MAT Financial Regulations, ensuring confidentiality and compliance with the Data Protection Act. To provide efficient, friendly and professional communication skills to support the smooth running of the Finance team including face to face, telephone, and email. To reschedule daily workload to ensure priorities are met and take responsibility for completing work and meeting deadlines within the range of the post. To assist with compiling statistics and information for use in management information reports. |

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| | | <ul style="list-style-type: none"> To make routine arrangements and bookings and prepare materials for and provide support at external/internal events and activities. |
| OTHER GENERIC RESPONSIBILITIES: | | |
| <ul style="list-style-type: none"> Represent and promote the ethos and values of Esteem Multi-Academy Trust To take and be accountable for all decisions made within the parameters of the job description Participate with performance management and training and activities that contribute to personal and professional development. Actively promote and act at all times in accordance with the policies of the MAT eg. Safeguarding, Health and Safety, Equal Opportunities Provide a high standard of customer service in all dealings internal and external to the MAT 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 The post holder will be working in a developing environment and will therefore be expected to undertake other appropriate duties as required for the effective operation of the Trust The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition | | |
| <p>This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.</p> | | |

Person Specification: Senior Finance Assistant

Esteem Multi-Academy Trust

| | Essential | Desirable |
|-----------------------------|--|---|
| Qualifications and training | General Education to GCSE including English and Maths | Educated to A' Level or higher Relevant finance qualification such as ATT or similar |
| Experience | Experience of working in a financial environment including accounts payable, accounts receivable, banking and cash handling security and procedures | Experience of working within finance in the charity or education sectors |
| Knowledge and understanding | Knowledge of accounts processing, accruals accounting concepts, budgets and income and expenditure processes / procedures | Significant experience of using commonly used financial accounting package in a not for profit environment such as ACCESS |
| Skills | <p>Strong ICT skills including MS Excel, Word and Outlook</p> <p>Excellent verbal and written communication skills, with the ability to relate to people at all levels</p> <p>Excellent organisation and administrative skills with the ability to work effectively to deadlines, meet targets and achieve demonstrable results</p> <p>Ability to record information in a clear and accurate manner</p> <p>Ability to work with minimal supervision, independently and as part of a team</p> <p>Analytically minded and demonstrates attention to detail in all tasks</p> <p>Sound judgement and ability to handle competing priorities</p> <p>A confident and resourceful individual who can operate in a challenging environment</p> | Ability to explain complex financial information to non-finance staff |

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| Equal Opportunities | Knowledge and awareness of equal opportunities policy and commitment to its implementation | |
| Other | <p>Evidence of commitment to Continuing Personal and Professional Development</p> <p>Patient, tactful and approachable</p> <p>Able to undertake a range of tasks as appropriate for the role.</p> <p>Flexible approach to tasks and workload</p> | |

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| <p>This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.</p> |
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Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2018' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at www.esteemmat.co.uk/jointheteam or you can email HR@esteemmat.co.uk to request a copy. Please specify the job vacancy for which you wish to apply.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at www.gov.uk/guidance/documents-the-applicant-must-provide.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications to be received is Friday 21 August 2020 (12 noon).
Interviews will be held on Wednesday 02 September 2020

Completed application forms can be returned electronically to: hr@esteemmat.co.uk

If you wish to submit your application form by post, please return it to the following address:

**HR Manager,
Esteem Multi-Academy Trust,
Suite 43 Pure Offices,
Lake View Drive,
Annesley,
Nottingham,
NG15 0DT**