



**GREAT
HEIGHTS**
ACADEMY TRUST

Achieving excellence together

Finance Assistant

CANDIDATE INFORMATION PACK



▶ Welcome

Dear Colleague

We are delighted that you are considering the position of Finance Assistant based within the central team at Great Heights Academy Trust (GHAT).

This is an exciting opportunity to work as part of the central finance team based at our Head Office in Elland.

We are seeking to recruit a Finance Assistant who has the skill set, drive, and motivation to support the effective and efficient financial operation of the Trust.

The successful candidate will be supported by the Trust's experienced financial team including Chief Finance Officer and Deputy Chief Finance Officer. GHAT finance team values incorporate five pillars of: Teamwork, Accuracy; Respect; Support; and Integrity.

Great Heights Academy Trust focuses on meaningful collaboration between all our schools for the benefit of all the children in the Trust. The Finance Assistant role will play a key part in supporting the aims of the Trust via delivery of strategic and effective financial operational and support services.

This is a great opportunity for a passionate finance assistant to join our growing Trust. We are looking for an individual who will be prepared to play a key part in supporting the finance team. You must be able to communicate effectively at all levels, bringing financial acumen, diligence, dedication, and high attention to detail, as well as possessing excellent interpersonal skills.

We hope that the candidate pack provided will give you all the information that you require.

We look forward to receiving your application.

Yours sincerely,

Mrs Amanda Rawson

CFO Great Heights Academy Trust

Overview of the Position of Great Heights Trust

The Trust Board is seeking a highly driven and talented individual to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our students. We are keen to hear from candidates who have a background in a similar financial role, someone who is capable of supporting our finance team's vision to deliver exceptional 2-18 provision for the students in our growing MAT.

About the Trust

The Trust currently comprises of seven primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Rayville Academy) and three in Kirklees (Carlinghow Academy, Marsden Junior School and, in April 2024, Nields Academy). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. DBS checks are required for all posts.



► Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

► We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

► Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations



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Our mantra across our partnerships embraces the following themes:

G Great teaching and learning opportunities for all in the partnership

R Real life opportunities to develop an understanding of the wider world

E Enthuse a love of learning and mutual respect

A Academic development to nurture potential for all

T Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.





GREAT HEIGHTS
ACADEMY TRUST

► **Finance Assistant**

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Position:	Finance Assistant
Department:	Finance
Responsible to:	Central Team Finance Manager
Responsible for:	Supporting the Trust Finance Team

Prime objectives of the post

- To support the CFO with all aspects of the development and effective operation of the Trust finance function.
- To assist the Finance Manager and CFO with the operation and monitoring of the Trust’s constituent academies and designations’ accounts and budgets.
- To assist the Finance Manager and CFO in the production of accurate information for a wide range of accounting purposes.
- To provide oversight of the financial management of the constituent entities of the Trust to ensure sound and appropriate financial governance arrangements are in place.
- To support wider business functions of the Trust and academies and to work effectively within the Trust team.
- To contribute to the collective responsibilities of the finance team.

Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to, as requested from the Trust post holders.

Main duties and responsibilities of the finance team

Contribute to the operational finance team requirements:

- Responsible for ensuring accurate reporting of budgetary expenditure throughout the year.
- Undertake the efficient and accurate preparation, input and maintenance of information and data into the financial systems, responsible for and carrying out any required journals to ensure the integrity of cost centre, ledger and fund accounting.
- Support the CFO in the production of financial information for a range of purposes, including year-end, auditors, the ESFA and DfE.
- Responsible for the production of budget monitors contributing to the Monthly Management Accounts, including any accrual adjustments
- Supporting the maintenance of the academies budgeting software, including monitoring and evaluating actuals to forecasts and updating, as required
- Providing the MAT Core Team with a range of financial and budgetary information, as required
- Operating the Trust’s financial procedures in accordance with Trust and ESFA guidelines
- Bank reconciliations, monitoring cash flow, as appropriate.
- Support the processing of central orders, invoices and preparation of central BACS payments ensuring all



transactions have the appropriate authorisation.

- Process Trust journals as required e.g. direct debits / credits; receipt remittances.
- Monthly VAT return and any required partial VAT calculations
- Responsible for the reconciliation of the central Business Card statement ensuring transactions are appropriately evidenced, authorised and entered onto the finance system accurately; reconcile academy credit card processing
- In liaison with the Finance Manager undertake monthly post payroll checks and subsequent journal postings.
- Support the inter-company journals process, ensuring appropriate authorisations, and integrity of consolidated accounting across the entities.
- Supporting accurate updates to the Trust Asset register including depreciation calculations, in liaison with the Finance Manager and CFO.
- Support the submission of accurate staff absence insurance claim returns across the Trust.
- Support the financial process for the Trust designations to include budget monitoring updates
- Contributing to the monitoring of the accuracy of administrative staff financial processes across the Trust –
providing support, challenge and guidance as appropriate to ensure Trust financial integrity.
- Monitor the control accounts across the Trust, independently identifying any issues and liaising, as appropriate, to correct
- Supplier set up maintenance on the finance system
- Work and communicate effectively within the finance team; wider business support team of the central Trust; and with academy staff in order to ensure team working and support to achieve whole Trust priorities
- Liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required; at all times ensuring a professional approach, as an outward facing representation of the Trust.

Administrative

- Ensure accurate maintenance of filing, archiving and data storage, complying with GDPR requirements.
- Maintain both manual and computerised record systems in line with audit requirements such as the Financial Scheme of Delegation; Academies Financial Handbook; Trust Financial Procedures Manual.
- Deal with correspondence and enquiries promptly from both internal and external stakeholders.
- Answer incoming and external telephone calls, dealing with requests and enquiries and taking messages, as required.

Safeguarding

- As part of your wider duties and responsibilities, you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults.

General

- Provide administrative support, as and when needed, to the smooth running of the second floor offices
- The role may require working in situ across the offices of the Trust, providing administrative cover, as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- Keep abreast of developments and changes in fields relevant to the role and communicate to staff / line managers as appropriate.
- To undertake any such duties commensurate with the post as directed by the Core Team.
- To act at all times as an Ambassador for the MAT actively promoting its values and vision with all stakeholders.

This job description is not intended to be comprehensive and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.



► Reasons to work at Great Heights Academy Trust



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

