



North East Learning Trust

FINANCE ASSISTANT
Applicant information pack

Finance Assistant
Permanent
Grade 3 SCP7 – SCP11
£25,584 - £27,269 per annum (pay award pending)
37 hours per week
Monday to Friday

Working for North East Learning Trust means joining one of the most successful and ambitious education trusts in the country and one of the largest school networks in the region. Our vision is simple and shared by all staff – that every child experiences excellence every day – as part of the Trust Head Office team you will play an important role in supporting front line staff to deliver outstanding outcomes for children across our region. As we continue to expand, this is a great opportunity for you to grow and develop.

Join our dynamic team where we provide excellent central support to our schools. We are looking for a motivated, experienced Finance Assistant to support the central team contributing to an efficient, organised and accurate finance service for all academies within the Trust.

You will be part of a friendly and supportive team, working with various stakeholders to deliver outstanding customer service. Therefore, you will have excellent interpersonal skills to work collaboratively and adaptively.

This role demands exceptional accuracy and attention to detail. We seek individuals who are highly organised and possess extensive experience in diverse finance roles, coupled with strong proficiency in IT and financial systems.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Access to the Local Government Pension Scheme
- Generous 32 days holiday entitlement, plus 8 days public holidays
- One paid Wellbeing Day per year
- Free on-site car parking
- Lifestyle savings and range of discounts from top retail brands
- Discounted gym membership
- Employee Assistance Programme offering free confidential advice and counselling services for staff and their family members.

You will:

- A relevant accounting qualification equivalent to AAT Level 2
- Highly competent in analysis and interpretation of information.
- Strong interpersonal skills, particularly in developing relationships with internal customers.

Deadline: Monday 5th May 2025

How to apply:

Application packs can be downloaded from our website.

Application forms should be returned to humanresources@nelt.co.uk or by post to Human Resources, North East Learning Trust, Traynor House, Traynor Way, Whitehouse Business Park, Peterlee. SR8 2RU. You can if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job description

Post title: Finance Assistant
Responsible to: Head of Finance
Responsible for: Maintaining financial records
Salary Band: Grade 3 SCP7 – SCP11

Job Purpose:

To support the finance team, maintain financial records, and assisting with financial reporting. This role involves data entry, processing invoices, reconciling accounts, and providing general administrative support to ensure the smooth operation of financial activities.

Provide an excellent finance service to all academies within the Trust, working to deliver outstanding customer service.

Duties and responsibilities:

- Process purchase and customer invoices with high accuracy.
- Maintain effective procurement systems and cash book entries.
- To support the administration of the school's cash office system, including the generation and monitoring of reports.
- Handle general office duties, including managing post and finance emails.
- Provide finance guidance and support to schools within the Trust.
- Purchase ledger: process orders, matching codes, invoices, queries, and reconcile statements.
- Sales ledger: raise invoices, issue statements, credit control, and resolve queries.
- Procurement: Maintain preferred suppliers, assist with purchase orders and enquiries, and manage procurement information.
- Prepare and input data for journals related to income and expenditure.
- Support continuous improvement of operating processes.
- Assist with ad hoc enquiries and report preparation using Excel and system tools.

General

- Develop good working relationships with colleagues and stakeholders.
- Attend job related courses.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



Person specification

Finance Assistant

	Essential	Desirable
Education/traini	<ul style="list-style-type: none"> AAT Level 2 or equivalent qualification 3 GCSEs grade 9-4 (A*-C) or equivalent, including English & Maths 	
Experience	<ul style="list-style-type: none"> Experience in a relevant finance role Working knowledge of financial systems and controls Experience of accurately inputting data and maintaining records 	<ul style="list-style-type: none"> Experience of working in Public Sector
Aptitude and skills	<ul style="list-style-type: none"> Excellent IT skills, Excel and Word Excellent communication skills Excellent numerical and problem solving skills Strong attention to detail Ability to prepare, analyse and report information 	
Personal	<ul style="list-style-type: none"> Ability to work as part of a team Initiative and ability to plan and prioritise workload to meet strict deadlines The ability to work methodically Flexible approach to work 	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.

