



ACCORD MULTI ACADEMY TRUST

# RECRUITMENT PACK



# DEAR APPLICANT

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Thank you for your interest in this very important post at Accord Multi Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for the position.

Accord Multi Academy Trust is an educational charity established in September 2016. The founding members of the Trust were Horbury Academy and Ossett Academy & Accord Sixth Form College, joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy. Our fifth member, South Ossett Infants Academy, joined us in 2024.

The overarching vision for the Trust is to work in one 'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.' Our vision is underpinned by the highest expectations of what every child can achieve regardless of their context or starting point.

This is an exciting time in our development as we continue to work tirelessly to provide world class education for young people within our community. In our infancy, the Trust secured a strong foundation on which to build, consolidating the important structures necessary for growth, development, innovation and sustained improvement. These foundations have been underpinned by strong collaboration between all leaders across each of our academies, and this has been instrumental in allowing us to meet the many challenges in education in a coherent, co-ordinated and effective way.

Working together as a team has clearly made us stronger, and the support and challenge of each other has enriched our individual academies and the Trust as a whole.

As a Trust we are fully committed to investing in our staff, and as an employee you will have access to high quality professional development and an employee benefit package that includes a range of wellbeing support in addition to cash saving and salary sacrifice schemes.

It is a real privilege to work alongside such a talented body of professionals working tirelessly to provide the best opportunities for young people across the Trust, and if you feel that you have the vision, drive and energy to support and contribute to the Trust's further development, then we would like to hear from you.

Yours sincerely,



**Alan Warboys**  
Chief Executive Officer

# ABOUT THE TRUST

The Accord Multi Academy Trust is an educational charity established in September 2016. The founding members of the Trust were Horbury Academy and Ossett Academy & Accord Sixth Form College, joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy. Our fifth member, South Ossett Infants Academy, joined us in 2024.



The overarching vision for the Trust is to work in one

*'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.'*

Our academies work on the following key principles:



**Ambitious for our young people and staff;**



**Creating a positive climate and an ethos for learning and success;**



**Collaborative to secure the best possible learning experiences for young people and staff;**



**Opening doors for parents, carers and the community and being fully inclusive;**



**Resilient in order to develop in young people and staff a mindset for success;**



**Dynamic and reflective learning communities.**

Our vision and key principles are underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

Having consolidated our position as a multi academy trust, we are now at a point where we are looking to build on our existing central structures to sustain our improvement to date, but also to ensure that we have the strong educational capacity necessary to welcome more academies to join the Trust. This particular post is therefore a very important feature of our planned growth and development and aspiration to provide a world class education for all young people within our community.



## WHY WORK AT ACCORD MAT?

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Accord Multi Academy Trust is based in Wakefield; all five academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. All academies are within a three-mile radius of one another and can be found a short drive off junction 40 of the M1.

At Accord we are committed to providing world class education for all young people within our community and as such we recognise the pivotal role that our staff play in this respect.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

The Trust is strongly committed to fostering a positive and healthy working environment with wellbeing and workload management at the forefront of all decision making.

Across the Trust there are a number of opportunities for staff to come together outside of their normal working day in a social or other activity capacity. The Trust and individual academies organise regular staff social events, craft workshops, and sporting groups, which currently include a running club and weekly staff football matches.



**Accord** \*  
Sixth Form  
College

## As a Trust we are committed to providing a suite of benefits for employees, as part of our People Pledge and Accord Rewards scheme.

Exclusive for all colleagues across the Trust, our Accord Rewards initiative grants access to Reward Gateway and its SmartSpending App, allowing for instant savings on everyday high street brands, including supermarkets.

Other Reward Gateway benefits include:

- Cashback Schemes
- Employee Assistance Programmes
- Salary Sacrifice Schemes (eligibility restrictions may apply)
- Healthcare Cash Plans
- Wellbeing Centre

In addition to this, employees are also automatically entitled to a comprehensive range of nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff. All employees have the opportunity to access a pension scheme.

Furthermore, we actively promote a collaborative culture amongst colleagues, which affords the opportunity for sharing best practice and enhancing pre-existing strategies.

More information about working for Accord Multi Academy Trust can be found [here](#).



### Employee Engagement Platform—Accord Rewards

We partner with Reward Gateway, who provide our employees with a central employee engagement app with access to a range of retailer discounts, a cashback scheme, 24/7 access to support, salary schemes and healthcare cash plans.



### Accord Multi Academy Trust Benefits

Our own in-house rewards offer encompasses a whole host of essential, everyday options, to support with day-to-day life.

From an eye care scheme to free flu vaccinations and gym discounts to professional learning and development sessions, we aim to underpin multiple facets of our staff's lives.



### Accord Multi Academy Trust Contractual Benefits

Incorporated within our employees' terms and conditions are benefits such as pay progression, alignment with the local living wage and generous annual leave and pay in times of absence due to illness or maternity.



### Other Discounts & Benefits

Besides all the above perks, staff can also make use of several further benefits, whether that be in relation to mobile phones with O2 or further discounts courtesy of, for example, Blue Light Card and Discounts for Teachers.



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“Joining Accord Multi Academy Trust has allowed me to follow my passion for education in a truly meaningful way. I started as a Computer Science teacher at Ossett Academy and took full advantage of the opportunities available to transition into the role of SENCo. The academy’s commitment to professional development and access to various qualifications has been pivotal in my personal and professional growth, enabling me to make a wider impact on both our pupils and the school community.”

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**Thom**  
SENCo

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“Working for Accord provides opportunities to work closely with the wider Trust to develop your skills and knowledge and build positive working relationships. I was a School Business Manager at Middlestown Primary Academy when the school joined the Trust in 2016; the support and development opportunities available to me since then have enabled me to progress to a managerial role in the central team alongside completing professional qualifications.”

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**Jules**  
Finance Manager



# WHAT MAKES US A GREAT EMPLOYER?

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- We have designated Central Team offices located close to Junction 40, Wakefield.
- We have additional Central Team offices based at both of our secondary academies, allowing staff to be flexible in terms of working across sites.
- The Central Teams consist of Operations, Finance, HR and ICT, who work in close partnership to ensure the smooth running of our academies.
- We have five local academy sites shrouded in local history, with school buildings dating back to 1850, including two of the oldest schools in Ossett.
- Our Trust promotes a one-Trust culture, in which our colleagues work as part of a wider team which spans all our academies.
- As a Trust we provide extensive opportunities and resources for career development, and encourage colleagues to take responsibility in leading their own progression.
- We encourage Central Team staff to build and maintain relationships across sites and with other local academies to develop their own and the organisation's expertise and provision.
- We prioritise a positive working culture through clear policies and procedures, and provide support for all colleagues in all roles to adhere to these and be the best possible role models that they can be.
- To support the achievement of success, Accord is a flexible and understanding employer and we seek to recognise the achievements and successes of all employees.



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“10 years ago I joined Ossett Academy as a Business Administration Apprentice. Upon completion of the course, I was given the opportunity to move into the HR Team and complete various HR-related qualifications. In 2019 I moved over to the Accord Central Team and now provide HR support across the Trust. Thank you will never be enough for the opportunities and support that have been given over the years.”

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Jessica  
HR Advisor



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"Since joining Ossett Academy several years ago I have had the opportunity to work alongside a range of amazing teachers and fantastic PE team. All the staff I have worked closely alongside have been very supportive and motivated to achieve the highest outcomes for pupils which fits in with my ethos. More recently I have moved to be part of the Accord Sixth Form College team, and I have thoroughly enjoyed being given the opportunity to lead on the Football Academy which has grown every year since we started."

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Tom  
Teacher of PE and Football Academy  
Lead

ADVERT

# FINANCE ASSISTANT

Scale 3, £25,583 to £25,989 per annum (actual salary)

37 Hours per week, Full Year

Permanent

To Start As Soon As Possible

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Accord Multi Academy Trust are seeking to appoint an outstanding Finance Assistant to provide a high-quality financial processing support service to the Trust Central Finance Team based at the Accord Central Offices and contribute effectively to the wider Finance Team and all academies, including internal and external stakeholders.

The successful candidate will be highly efficient, show attention to detail with a willingness to learn and develop within a professional and challenging environment. Some financial systems and procedures experience would be an advantage.

This will require you to support the Senior Finance Officer and Finance Manager in all financial support functions including processing invoices accurately, processing BACS and cheque payments and raising sales invoicing across the academies within the Trust. You will have the ability to complete work carefully, accurately and to agreed deadlines, taking a pro-active approach to work to ensure that these deadlines are met, maintain attention to detail in all aspects of work.

The position is on a full-time basis working **Monday to Thursday 8.00am to 4.00pm and Friday 8.00am to 3.30pm**, with a half an hour unpaid lunch break per day.

At Accord we strive to create an environment where pupils enjoy learning and are given opportunity to stretch themselves both academically and also through a wide range of other extra-curricular activities. Our success is founded on traditional values set in a warm friendly environment.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. Prospective applicants are welcome to visit prior to applying.

As a Trust, we have developed an extensive range of employee benefits and we also encourage prospective candidates to look at our website for further information regarding our 'People Pledge' and our recently launched Employee Benefit package [Working For Our Trust - Accord \(accordmat.org\)](http://accordmat.org).



Here are a few examples of employee benefits that focus on our employees Financial, Physical and Mental Wellbeing:

- Membership to either the Teachers' Pension Scheme or the Local Government Pension Scheme
- 29 days annual leave per annum plus bank holidays, increasing to 31 days plus bank holidays after 5 years' service or Scale Point 28 and above.
- Technology scheme via SmartTech\*
- Access to an extensive discounts platform via Accord Rewards
- Access to an industry leading Employee Assistance Programme
- 24/7 access to an online GP or Advanced Nurse Practitioner through Healthcare Cash Plans
- Cycle to Work Scheme\*
- Free annual flu jab
- Free, on-site parking at every site
- Trained Mental Health First Aiders in all our settings

\*restrictions apply

The Accord Multi Academy Trust was established in September 2016 and is currently made up of five academies, four of which were the founding members of the Trust. The Trust is committed to providing world class education for all our young people within our community and as such we recognise the pivotal role that our staff team have in this respect. The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

We offer a supportive work environment with a dedicated and approachable central operational team and an educational strategy group who will work with you in order for you to reach your career goals and aspirations.



**Closing Date:** Friday 19 September 2025 at 9:00am

**Interviews are expected to be held:** week commencing 22 September 2025

Application forms are available from <https://accordmat.org/join-our-team/our-vacancies/>

Completed application forms to be returned to [hr@accordmat.org](mailto:hr@accordmat.org).

Based on the quality and quantity of applications received, Accord Multi Academy Trust reserves the right to interview sooner than the specified dates above. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

We are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains high quality colleagues from all backgrounds and across all job roles at the Trust. We welcome and encourage applications from, but not limited to Black, Asian, other ethnic minority groups, individuals who identify as LGBT+; and/or are registered with a disability. Candidates will always be shortlisted based on the content of application against the job description and essential criteria without access to the personal details information.

**The Accord 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 post is subject to an Enhanced DBS check**

<b>Job Title:</b> FINANCE ASSISTANT	<b>Grade:</b> SCALE 3
<b>Department:</b> CENTRAL FINANCE TEAM	<b>Accountable to:</b> SENIOR FINANCE OFFICER
<b>Contract:</b> FULL TIME, FULL YEAR	<b>Responsible for:</b> N/A

#### Overall Purpose of the Job:

To provide a high quality financial processing support service to the Trust central Finance Team and contribute effectively to the function of the Finance Team.

#### Key Outcomes/Activities:

- Work with the Finance Leadership team to support the Trust's Academies in all financial support functions.
- Ensure all work undertaken is compliant with all financial regulations and audit requirements.
- Utilise and operate the Trust's accounting system (Sage Intacct) to undertake the following tasks:
  - Ensure invoices are processed accurately, have the appropriate authorisation, and are processed within the deadlines of the weekly timetable operated by the team.
  - Manage the allocated mailbox ensuring timely action is taken to resolve any queries.
  - Monitor aged creditors and take relevant action to ensure suppliers are paid promptly and within the agreed terms and conditions.
  - Prepare the weekly supplier payment run.
  - Raise purchase orders ensuring that the appropriate level of authorisation has been received and place the order with suppliers where required.
  - Monitor and review outstanding orders on an ongoing basis.
  - Reconciliation of bank accounts.
  - Post and reconcile income received relating to catering/music/trips back to source systems and post to the ledger.
  - Post transactions relating to multi pay cards to the ledger ensuring the supporting documentation has been received.
  - Contribute to the month end close process as required.
  - Reconciliation of trips, wrap around care, after school clubs and charity collections monthly.
  - Process journals.
  - Support any audit requirements as required.
  - Support cash collection procedures.
  - Assist with filing, scanning of post and forwarding any queries on to the relevant member of the team or academy.
  - Undertake general housekeeping and administrative duties as required.

#### General Responsibilities:

- Contribute to and uphold the overall vision and ethos of the Accord MAT.
- Recognise own strengths and areas of expertise and use these to inspire, advise and support others.
- Promote teamwork, working in partnership across the central team and other central teams to ensure effective working relations.
- Treat all users of the Academies within the MAT with courtesy and consideration.
- Be aware and comply with all Accord MAT and Academy Policies at all times.
- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the grade of the post as directed by the Finance Leadership team.

**The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

## Requirements for the Job/Evidence

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements. Please note A = Application Form I = Interview/assessment process

Competency	Essential	*How Assessed	Desirable	How Assessed
<b>Qualifications:</b>	5 GCSE passes (C or above) including English and Mathematics.	A/I A/I	AAT or other relevant accounting qualification or working towards this  Records of continuing professional development activities	A/I
<b>Experience:</b>	Previous experience of working in accounts payable  Experience of working with financial procedures/systems and processes  Experience providing excellent customer service	A/I		
<b>Knowledge and Statutory Requirements</b>	Awareness of finance practices  Excellent organisational skills  Ability to complete work carefully, accurately and to agreed deadlines, taking a pro-active approach to work to ensure that these deadlines are met  Accuracy and attention to detail  An analytical, logical and methodical approach  Ability to be able to contribute to effective working of a team  Ability to remain calm under pressure  Appreciation of need to maintain strictest confidence and adopt a professional approach to all aspects of the finance service  Excellent ICT skills with a proven ability to learn and adapt to new systems and procedures  Ability to use MS word and Excel  Willingness to be flexible  Willingness and commitment to Professional Development	A/I  A/I A/I A/I	Knowledge of and interest in the Education sector.	A/I

	<p>Awareness of child protection procedures</p> <p>Understanding of importance of Equal Opportunities and Health and Safety at Work</p>			
<b>Planning, Organisation and Mental Challenge:</b>	The ability to prioritise own workload and work on own initiative	A/I		
<b>Interpersonal &amp; Communication:</b>	<p>Excellent communication skills and an ability to relate to people at all levels, being approachable at all times</p> <p>Effective written skills</p> <p>Self-motivation</p> <p>Professional conduct and appearance</p>	A/I		
<b>Physical Skills and Demands:</b>	<p>The jobholder is expected to have good keyboard skills</p> <p>Ability to use MS Office applications and Accounting Software</p>	A/I		
<b>Initiative &amp; Independence</b>	Ability to work on own initiative following the direction of line manager for unexpected tasks	A/I		
<b>Emotional Challenge and Resilience:</b>	The jobholder may be required to apply resilience on an infrequent basis when dealing with emotions/challenges from students and/or staff	A/I		
<b>Philosophy and Commitment</b>	<p>An interest in educational issues</p> <p>A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities</p> <p>A personal commitment to lifelong learning and continuous professional development</p> <p>Commitment to high standards, best value and continuous improvement</p> <p>Commitment to inclusion so all students have access to a full Academy life</p>	<p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>		
<b>Personal qualities:</b>	A positive and approachable attitude	A/I		

**Responsibilities**

**Line Management Responsibilities:**

N/A

**Responsibility for Finances:**

Responsible for the handling and processing of all financial documentation and information in relation to purchase ledger, sales ledger and cash management with regard to the member academies of the Trust.

**Responsibility for Physical Resources:**

Responsibility for the accurate and confidential processing of all financial documentation and information in relation to purchase ledger, sales ledger and cash management with regard to the member academies of the Trust.

**Working Conditions:**

This post is full time, full year.

The role is based at our Central Office which is situated in Silkwood Court, Ossett, however there may be a requirement to work across the sites within our Trust which will be agreed in advance wherever possible

**Main Contacts:**

The jobholder liaises with a range of academy staff and central team colleagues including CFO, Finance Manager, Business Operations Managers, Finance Assistants, other staff and external parties/bodies as required.

**Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed: Sept 2025**

**Signature of Jobholder: ..... Date: .....**

**This is a description of the job as it exists at present; all Accord Multi Academy Trust Job Specifications are reviewed and are liable to variation as determined by the CEO in consultation with the post-holder in order to reflect future developments, roles and organisational change.**



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