



“Providing great schools at the heart of the local community”



Dear Applicant,

Thank you for showing an interest in joining our Central Team at Endeavour Learning Trust.

Endeavour Learning Trust is a small but steadily growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have three secondary schools and two primary schools formally in the Trust, a Teaching School Alliance and a Teacher Training unit (SCITT). We also run a further secondary school that will hopefully convert into our Trust in the near future.

Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are open to welcoming other schools into our Trust and we are strengthening our central team to ensure we have the capacity to continue to support where we are needed most. All of our schools and our staff provide us with rich opportunities to learn from and with each other.

Our Values:

- Truly Collaborative
  - We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of everyone in our Trust, our families and the communities we serve
- People Centred
  - We foster authentic, positive relationships which are based on the foundations of respect, listening, kindness, support and constructive challenge. We are approachable, open and honest
- Inclusive
  - Equity of opportunity is central to our practice, and we will invest time, training and resources so that everyone is included and has the best chance to be their very best
- Unique
  - We are firmly committed to recognising, celebrating and investing in the individuality of all our children and young people, each staff member across the Trust and the distinct ethos and identity of each of our schools
- Aspirational
  - We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual best potential

We strive to ensure that our family ethos is tangible; that we work as a team; that we want the best for everyone. We are also staunch in our commitment to working in a way which protects the wellbeing of our staff; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, collectively, in our classrooms, staffrooms, schools, our central team and across the Trust.

We hope you will show an interest in this exciting role,

Yours faithfully,

David Clayton  
Chief Executive

## Advert – Finance Assistant

Endeavour Learning Trust (ELT) are seeking to appoint an enthusiastic and highly motivated individual to provide finance assistance to our academies and to assist the Finance Team in carrying out the financial processes across the Trust.

The main purpose of the role:

- Liaise with budget holders across the Trust.
- To process all entries on to PS Financials and monitor supplier accounts
- To ensure accurate records are maintained on PS Financials to support payment and reconciliation processes.
- To support staff across all Trust schools with any finance queries
- To support and assist Finance team on a day-to-day basis.

Why you?

- You are a self-starter, who can work with minimal supervision
- You are highly organised, proactive and an effective communicator
- You have commitment to partnership working across our schools and with external stakeholders
- You have good attention to detail
- You are winning to work as a member of a team
- You have good time management
- You have good technical ability
- You have a willingness to learn and improve skills

Why choose us?

- At ELT we value all members of staff. We have a focus on staff wellbeing, providing access to wellbeing support services via a dedicated wellbeing website
- Growing Multi Academy Trust (MAT)
- Free on-site parking
- Guidance of a supportive and experienced executive leadership team who invest in the development of their teams and the Trust
- 50% off Endeavour Children's Holiday Camp
- Encouragement of further and continued professional development
- Fantastic Local Government Pension Scheme

### **This role is full time, permanent and all year round**

To apply for this vacancy please follow the link to TES which is available on our website

If you require any further about this role please contact our Recruitment Manager at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org) or on 01772 817904

Applications should be submitted, via TES by 9am on Thursday 10<sup>th</sup> August 2023

Interviews are to be held on Friday 18<sup>th</sup> August 2023

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children. Any relevant issue which may arise from the references will be taken up at interview.

Endeavour Learning Trust reserves the right to close the recruitment process earlier than advertised should it received a high volume of applications for this vacancy. Therefore, it is advisable to apply as early as possible if you would like to be considered for this role with us.

Due to the high volume of applications received by Endeavour Learning Trust we are unable to provide individual feedback on applications.

Please note that in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

## JOB DESCRIPTION

<b>Job Title</b>	Finance Assistant
<b>Grade</b>	Grade 4 SCP 4-6
<b>Salary</b>	£21,189 - £21,968 per annum
<b>Location</b>	Endeavour Learning Trust Head Office, Yewlands Drive, Leyland PR25 2TP
<b>Hours Per Week</b>	37 hours per week Monday to Thursday 8:30am to 4:30pm & Fridays 8:30am to 4:00pm
<b>Contract</b>	Full time, Permanent
<b>Annual Leave</b>	26 days plus bank holidays
<b>Responsible to</b>	Senior Finance Officer
<b>Job Purpose</b>	
<ul style="list-style-type: none"><li>To effectively and efficiently process financial transactions and finance related enquiries for internal and external clients with all due care and professionalism.</li></ul>	
<b>Main Activities</b>	
<p>The Finance Officer will be responsible for the following areas:</p> <ul style="list-style-type: none"><li>To maintain the effective and efficient operation of the purchase/sales ledger system.</li><li>Maintenance of the cash and day books.</li><li>Maintain of all financial records and systems for the effective and efficient management of public funds.</li><li>To acknowledge and respond to all internal and external finance related enquires and requests for assistance.</li><li>To support the delivery of curriculum and operational objectives in an effective, efficient and professional manner.</li><li>Assisting in budget planning, monitoring and evaluation and provision of regular reports to school management</li><li>Contributing to the delivery of support services and procedures.</li><li>Maintenance of manual and computerised records</li><li>To work within Trust policies and procedures.</li><li>To support the promotion of positive relationships with all stakeholders.</li><li>To attend skill training and participate in personal/performance development as required.</li><li>To take care for their own and other people's health and safety.</li><li>To be aware of the confidential nature of issues.</li></ul>	
<b>NOTE:</b> In addition, other duties at no higher level of responsibility may be interchanged with / added to this list as required.	
<b>Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so</b>	

## Person Specification – Finance Assistant

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
<b>QUALIFICATIONS AND TRAINING</b>		
The successful candidate will have:		
4 GCSEs (or equivalent) A* - C including English and Mathematics/Grade 9 to 5	D	AF
Level 2 qualification (AAT) (or a willingness to work toward)	D	AF
Professional development relevant to post	D	AF
<b>EXPERIENCE</b>		
The successful candidate will have:		
Successful experience of financial administration	D	AF/I/T
Successful experience of clerical administrative work	E	AF/I/T
Experience of previous work in a busy finance environment	D	AF/I
Experience of working within a public sector environment	D	AF/I
<b>SKILLS AND ATTRIBUTES</b>		
The successful candidate will be able to:		
Demonstrate that they are able to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail	E	AF/I
Competently and confidently use ICT and MS Office Software, with intermediate skills in Excel	E	AF/I/T
Demonstrate significant numerical ability and accurate data entry skills	E	AF/I/T
Demonstrate knowledge and understanding of control account reconciliations and basic double entry bookkeeping	E	AF/I/T
Demonstrate knowledge of financial management software.	D	AF
Demonstrate knowledge of financial and accounting policies and procedures	D	AF/I/T
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>		
The successful candidate will have:		
Excellent time management, motivational and organisation skills with the ability to effectively prioritise their workload to deadlines.	E	AF/I/T
A calm and organised nature, with the ability work professionally under pressure	E	AF/I/T
The ability to communicate confidently and effectively, in varied situations, using a range of methods	E	AF/I/T
The ability to respond effectively to challenges	E	AF/I
A flexible approach to working practices	E	AF/I
High expectations of self and professional standards	E	AF/I
The ability to work as both part of a team and independently	E	AF/I
The ability to maintain successful working relationships with other colleagues	E	AF/I
Ability and willingness to travel between sites, as required	E	AF/I
<b>OTHER</b>		

Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I