

Academy
Transformation
Trust

Finance Assistant

Application Pack



Contents

01	About ATT	Page 3
02	Career Testimonials	Page 5
03	ATT Institute Information	Page 6
04	Job Description	Page 7
05	Person Specification	Page 9
06	How to Apply	Page 10



01. About Academy Transformation Trust

Our Mission

Four Critical Questions

These four critical questions make it clear who we are and what we do. We ask ourselves these questions to guide our work and our improvement.

Why We Exist?

To **transform life chances** by achieving the highest possible standards and preparing all our students to lead successful lives.

How do we Behave?

- **Hard work**

We are determined to see things through to the end and are resilient when faced with challenges.

- **Integrity**

We do the right thing because it is the right thing to do.

- **Teamwork**

We work together to help everyone succeed.

What do we do?

- We educate, safeguard and champion all our learners.
- We set high standards for ourselves and our learners.
- We build the powerful knowledge and cultural capital which stimulate social mobility and lifelong learning.

How will we Succeed?

- Aligned autonomy
- Keeping it simple
- Talent development



Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 22 academies (primary, secondary, special and FE) operating across the Midlands and East of England. We are responsible for the education of over 13,000 learners, for the careers of over 2000 colleagues and for the most effective spending of nearly £100 million of taxpayer income each year.

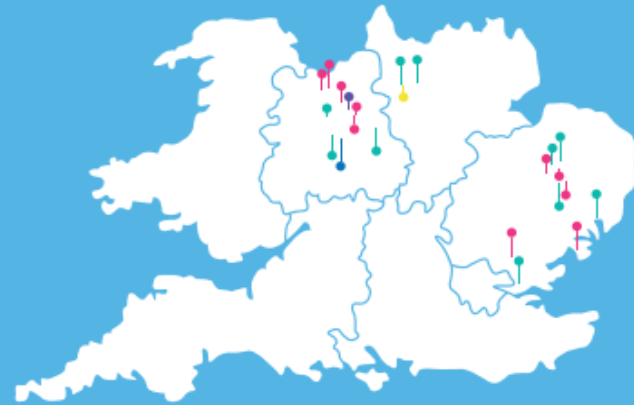
Our Priorities

Achieve greater alignment of culture and routines.

Map processes to achieve greater efficiency.

Improve attendance.

Align curriculum and improve student outcomes.



- Academy Transformation Trust
- Secondary Academies
- Primary Academies
- Special Academies
- FE Colleges



ATT | 22 Academies

Local Authority Areas | 10

Staff | 2014

Primary | 391
Secondary | 1244
FE | 111
Other | 268

Learners | 13,334

Primary | 2711
Secondary | 9280
Special | 45
FE | 1298

Governance

People Engaged | 120+
Trustees | 8
Members | 5

Finance

£99 million in funding and other income

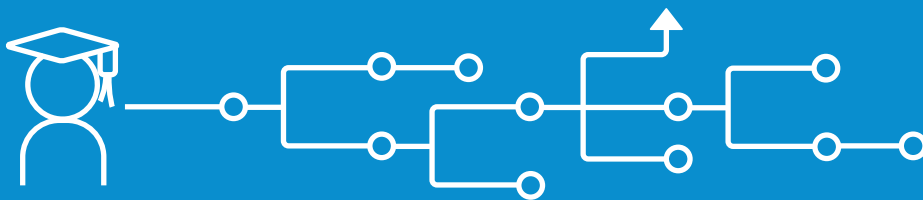
ATT Institute | Offering the very best PD opportunities for all our people & partners



Our Performance: Ofsted

We've achieved a long run of consecutive positive outcomes from Ofsted inspections. Nineteen of our academies are rated **Good**; one is rated **Outstanding**; the academy most recently inspected, after single-word judgements ceased, is **Good** in 3/4 key areas; the final academy has not yet been inspected.

02. Career Testimonials



Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

Sarah Tranter | Teacher in Charge of Teaching and Learning for RSE

Bristnall Hall Academy has been a great place for me to work for over 25 years. I started here as a teacher of Music and Religious Education and then progressed to Leading Year 10, Work Experience and taking many whole school rewards trips. I even led the Religious Education department for a while. However, careers do not always have an upwards projection and for the last few years Bristnall Hall Academy has allowed me to take a step back from being a busy Year Leader to focussing on classroom teaching, which I greatly enjoy and becoming teacher in charge of teaching and learning for RSE. As I enter my final years of my teaching career, I find the younger teachers and leadership team are gifted, full of enthusiasm and importantly fun to work with.

Nicola Powling | Vice Principal

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

Transformational Teaching

Transformational Services

Professional Development at ATT:

03. The ATT Institute

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

[ATT Institute](#)

04. Job Description



Finance Assistant

Purpose of the job:

We are seeking an exceptional individual to join our dynamic Central Finance team. This role provides an exciting opportunity to work across a variety of financial processes and interact with multiple academies, playing a key role in ensuring the efficient and effective functioning of our finance operations. As a Central Finance Assistant, you will contribute to the continuous improvement of our processes, identifying and implementing ways to streamline operations and enhance overall efficiency. You will be involved in a range of day-to-day financial activities, assisting with the smooth running of both central finance functions and supporting academies and the Purchase Ledger Team (PLT).

Reporting directly to the Senior Finance Assistant, you will be an integral part of the central finance team, collaborating closely with colleagues to maintain accurate financial records and support various finance activities. Your role will require you to manage multiple tasks simultaneously, so being well-organised and adaptable will be crucial. Strong communication skills, both oral and written, are essential to building effective professional relationships and influencing key stakeholders. As a team player with excellent time management skills, you will ensure that deadlines are met while maintaining the high standards of financial accuracy and integrity expected in a Multi Academy Trust environment.

Key Responsibilities:

- Support the Trust and Academy-level purchase requisition process to ensure that purchasing requirements are accurately described, properly coded, appropriately approved, and processed in line with the Finance policy. This includes validating requisitions, raising Purchase Orders, dispatching approved orders to suppliers, cancelling orders or adjusting order values when no longer required, completing goods receipting within 48 hours, and collaborating with the Purchase Ledger team for supplier payment processing as needed.
- Manage payments made on academy credit cards, including acting as a cardholder in some instances. Responsibilities include producing monthly credit card expense reconciliations and uploading payment data into the General Ledger in compliance with the credit card policy.
- Administer and review monthly employee expense claims related to specific academies (education budget only), ensuring compliance with the expenses policy and uploading the data to the general ledger.
- Raise sales invoices related to local sports and lettings, along with any additional education income, and assist with debtor management and credit control.
- Create school trips in systems such as School Money, Bromcom, and My Child At School (unless performed by an academy-based employee). Set up trip cost centres in Iplc as necessary, ensuring that trip leads arrange appropriate funding routes for all educational trips and that other parent-funded activity debts are managed.
- Support and liaise with Finance Business Partners, providing updates and ensuring completion of all duties outlined within the month-end timetable. Address queries related to the monthly payroll reconciliation and respond to ad hoc finance-related inquiries.
- Assist in ensuring the smooth running of academy finances by promptly escalating any issues to the relevant personnel.
- Monitor cash levels and controls within designated academies and ensure cash is banked once the balance exceeds authorised limits.

- Collate student bursary payments and forward them to the Purchase Ledger Team for processing.
- Provide support with Trust-level processes, including recording income receipts, performing bank reconciliations, reconciling key supplier accounts, and managing head office recharges.
- Undertake other duties reasonably required by the Trust or line manager.
- Assist with processing bank transactions to the correct accounts in the General Ledger.
- Support balance sheet reconciliations for nominal accounts, including VAT, ensuring supporting evidence is available for review by the Financial Controller/Head of Finance.

We particularly welcome applicants from under- represented groups including those based on, ethnicity, gender, transgender, age, disability, sexual orientation or religion or belief.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

ATT 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 by observing the academy's safeguarding policies and procedures.

05. Person Specification



Finance Assistant

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> Educated to Level 2 in English and Maths (e.g. GCSE grade C/4 or above). 	<ul style="list-style-type: none"> Basic accounting / bookkeeping
Experience	<ul style="list-style-type: none"> General office experience 	<ul style="list-style-type: none"> Experience of a purchase order/ accounts payable process
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> Communicate in a fluent and adaptive manner; experience of successfully influencing opinion and generating support Manage conflicting priorities, both individual and team, to achieve stretching objectives Demonstrates integrity Work effectively with a broad range of stakeholders and partners 	
Personal Qualities	<ul style="list-style-type: none"> Keen to learn and expand their financial experience Professional, Patient and calm Wants to provide the best support service to academies and understands how this drives the best possible opportunities for all pupils Organised, good time management, proactive and self-motivated Upholds and promotes the ethos and values of the academies Able to work under pressure and prioritise effectively Maintain confidentiality at all times Committed to safeguarding, equality, diversity and inclusion This post is subject to an enhanced Disclosure and Barred Service check 	

06. How to Apply

Finance Assistant

Applying:

Please apply by visiting
[www.academytransformatio
ntrust.co.uk/vacancies](http://www.academytransformatio
ntrust.co.uk/vacancies)

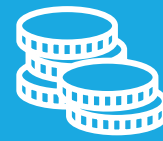


Status:

37 hours per week, 52 weeks per year
Fixed Term Contract (Maternity Cover)

Salary:

NJC Point 7 - Point 14
£25,584 FTE - £28,624 FTE



Closing Date:

Friday 12th September 2025

Start Date:

October 2025



Interviews:

Thursday 18th September 2025



@academytransformationtrust



@AcademyTrust



academytransformationtrust.co.uk



office@atrust.org.uk



0121 354 4000



Unit 4, Second Floor,
Emmanuel Court, Reddicroft,
Sutton Coldfield, B73 6AZ

