

Consilium Academies Recruitment Pack

Finance Assistant

Central Team



Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Finance Assistant at Consilium Academies.

Consilium is built on the values of partnership, opportunity, and integrity. We work collaboratively with our stakeholders and external organisations to foster relationships that will enhance educational experiences across the Trust.

Each member of our talented Trust believes every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is currently going through a huge period of change with rapid growth and opportunities; I can't think of a better time to join us.

David Clayton
CEO of Consilium Academies.

About the Role

Job Title: Finance Assistant

Hours: Full time, 36 hours per week.

Contract: Permanent

Salary: £19,698 - £20,493 (Grade 4 – NJC SCP 6 – 8)

Do you have the drive, passion and commitment to deliver outstanding support? This is an opportunity to join a dedicated team of staff at Consilium Academies who are committed to providing the best possible education for our pupils.

As a growing organisation, we are looking to appoint a Finance Assistant to join us in our next phase of development. The post-holder will report to and be line managed by the Finance Manager.

The post of Finance Assistant, will support the finance team through the administration of purchase ledger and general finance transactions.

As Finance Assistant you will be responsible for the coding, inputting and processing of invoices on a daily basis. The successful candidate will have experience of monitoring budgets.

To apply please download the attached application form. We ask that all completed application forms are sent to HR@consilium-at.com

Please ensure that within your application you provide the names, addresses and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is Monday 14th December 2020.

Interviews will take place on Wednesday 16th December 2020.

Consilium Academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check.

The trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

About the Trust

The Consilium Mission

‘Consilium Academies will provide an inclusive partnership within our Trust and with our communities, where lives are enriched by providing care, experience and opportunity, and where every student benefits from the same opportunities to succeed’

“Partnership, Opportunity and Integrity”

Consilium Academies Trust is a Multi Academy Trust of 8 schools based across 3 hubs in Salford, South Yorkshire and the North East of England.

Consilium Academies believes in inclusivity, both in the schools and communities we serve. We are committed to working with our academies to ensure that our ethos is realised on a daily basis. The lives of our young people should be enriched by care, experience and opportunity. This is achieved by;

- helping children and young people to succeed to their potential academically, socially and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff and students can grasp their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired and empowered to succeed;
- ensuring that all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a small central team led by our CEO, David Clayton. The team provide direct services to our schools as well as Trust level accountability, leadership and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of the trust.

We are aligning systems and processes throughout our school partnership and the input from our schools alongside the central team is therefore vital. The Trust works with its schools and academies in a supportive way that does not detract from the individual identity of a school.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS TO OUR EMPLOYEES:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part time employees)
- 36 hour working week for all full time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox with hundreds of exclusive perks and discounts available online and in store at many shops, gyms and restaurants
- Providing excellent CPD working alongside external experts such as “Ambition”
- Providing free parking on site for all staff
- We have many new build state of the art campuses
- We are a family of academies that are inclusive and embrace diversity

Job Description

Job Title:	Finance Assistant
Reports to:	Finance Manager
Based at:	Consilium Academies Central Office
Grade:	Grade 4 (NJC SCP 6 – 8)

Main purpose of the Role

To support the finance team through the administration of purchase ledger and general finance transactions.

Core Responsibilities & Tasks

- Coding, inputting and processing of invoices on a daily basis
- Prepare payment runs according to company standards and in line with internal controls (invoice authorisations)
- Supplier statement reconciliations
- Assist in the maintenance of the finance system, ensuring the accuracy and integrity of information input.
- Build and maintain solid supplier relationships
- Resolve routine supplier queries including but not limited to invoicing, remittance and payment queries.
- Assist in the production of financial information as required by the wider finance and central teams
- Assist in the monitoring of budgets, highlighting to senior staff when budgets require attention.
- Support the finance team, in proactively monitoring processes and systems performance, recommending changes and help implement improvements.
- To carry out duties in line with the Trusts' policies for Health and Safety and Equal Opportunities.
- To undertake other reasonable duties as requested by the Finance Manager or Director of Finance & Operations.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- This Job Description provides an overview of the principal accountabilities of the post and will include, but will not be limited to, those detailed. It is anticipated that the content of roles will evolve and change over time and such the

balance of duties within the Job Description will change within the broad remit of the post. This Job Description does not form part of your contract of employment and will be updated from time to time in consultation with you.

- It is expected that all staff work collaboratively to share good practice, resources and ideas to realise Consilium Trust Vision and aims. All staff should act with professional integrity at all times, following the Code of Conduct.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust or Academy.

Person Specification

	Essential	Desirable
Qualification and CPD		
5 GCSE passes A* to C or equivalent (inc English and Maths)	✓	
Full driving license and ability to travel to Trust sites		✓
Experience, Knowledge and Skills		
Evidence of experience in support the day-to-day operation of an establishment / company within financial constraints	✓	
Good working knowledge of principles and methods of financial control and reporting, and their adaption to various purposes, including the preparation of financial accounts.	✓	
Ability to problem solve	✓	
Ability to work flexibly to meet deadlines and respond to unplanned situations	✓	
Understanding of the importance of confidentiality and an appreciation of the implications of the GDPR	✓	
Understanding of finance systems within the education sector		✓
Knowledge and understanding of Academies Financial Handbook and ESFA financial requirements		✓
Experience of finance in the education sector (Academies)		✓
Personal Attributes		
Responsibility for own professional development and be willing to partake in further staff development	✓	
The ability to motivate, support and challenge	✓	
The ability to promote and maintain quality control in all aspects of work	✓	
A team player with energy, commitment, enthusiasm and resilience.	✓	
The ability to prioritise workloads and to work to given deadlines	✓	
The ability to adapt to change within the working environment	✓	
The ability to maintain confidentiality	✓	
A commitment to equality and diversity policies	✓	
A commitment to Health and Safety	✓	
A commitment to child protection and safeguarding	✓	
An understanding of child protection and safeguarding	✓	