



WMAT

# Finance Assistant



We are delighted to announce an exciting permanent opportunity within the Finance Team at Weydon Multi-Academy Trust. We are seeking a highly organised and detail-driven Payroll Administrator to join our supportive and forward-thinking Trust.

The Trust was formed in April 2017; it resulted as a consequence of a group of local Headteachers wanting to work together to create even better opportunities for the students.

As a Trust, our vision is quite simply

***Stronger together, transforming lives, creating memories which are celebrated for a lifetime***

This vision is underpinned by our core values which sit at the heart of how we work together as a group of schools.

***Aspiration and ambition for all, trusting relationships, restlessness in the pursuit of being better, positive and inspiring, people focussed***

We are currently thirteen schools: all local to the Farnham, Haslemere, Woking and Reigate areas. As a Trust, we are very positive about the difference we are making. Our schools are a force for good within their respective communities delivering positive outcomes as measured across the measures of Ofsted, Progress 8 and national attainment measures.

Our finances are strong despite funding challenges, and our estates are well maintained with a regular programme of innovative capital works taking place across all our schools. We are the largest employer in the area and therefore have a responsibility to our staff to ensure that they are looked after and enjoy being part of our organisation.

If you are a highly organised and detail-driven Payroll Administrator, with proven experience in delivering accurate and timely payroll services, we would love to hear from you.

We offer the following benefits:

- Up to 31 days annual leave plus Bank Holidays
- Membership of the LGPS with 19.3% employer contribution
- Hybrid working opportunities
- A flexible approach to working to promote fulfilling working opportunities with wider work-life balance
- Access to rewards scheme offering savings with national retailers
- Interest free loans available through cycle to work scheme
- Health Cash Plan
- Additional 2-day wellbeing weekend in November
- Commitment to high-quality professional learning throughout your career
- Social events, refreshments
- Free onsite parking facilities

Thank you for your interest in working for the Weydon Multi-Academy Trust.

Best regards,

Louise Buckley  
Chief Operations Officer

## Job Description

Job Title	Finance Assistant
Salary	WA5 FTE pay range £27,224 - £31,341
Hours	36 hours per week/52 weeks a year (flexible weekly working pattern, minimum weekly working hours of 30hrs per week and term time plus of 4 weeks could be considered)
Start Date	ASAP
Location	WMAT Central Team Head office base is at Weydon School, Farnham.  Within the role there may be a requirement to work flexibly across WMAT school sites.  This role could include an element of flexible working and hybrid remote working for parts of the working week.
Key Purpose	An exciting opportunity has arisen to join the central WMAT Finance Team as a Finance Assistant. Ideally this post will be 36 hours / 52 weeks a year and is to support the financial accounting function for schools within the Trust. (flexible weekly working pattern, minimum weekly working hours of 30hrs per week and term time plus of 4 weeks could be considered)  The successful candidate will be working alongside the existing finance team and schools within the Trust to provide excellent financial support for purchase ordering and invoice processing.  We are looking for someone with excellent financial acumen, a pro-active team worker with outstanding inter-personal skills.
Finance and accounting	Process PSF/ IRIS accounting requisition purchase orders, checking the correct nominal coding and authorisation signatories has been applied  Process invoices into PSF Accounting, reconciling delivery notes to invoices received and purchase orders  Provide help to school staff regarding financial issues, for example, placing and following up orders, advising on best value, providing details of alternative suppliers.  Liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required by her/his line manager

	<p>Assist in the preparation of purchase summaries</p> <p>Process business expense returns</p> <p>Assist in the BACS payments run process</p> <p>Assist with school trips financial administration when required</p> <p>Contribute to the evaluation and development of financial systems and procedures.</p> <p>Assist internal and external Auditors with purchasing/invoice queries</p> <p>Any other duties as required by the Finance Team leader</p>
Administration	<p>Ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required.</p> <p>Ensure compliance with data protection regulations.</p> <p>Deal with correspondence promptly and as required.</p>
General	<p>Attend training sessions, conferences and meetings as required.</p> <p>Consider, and act upon professional support and as advice required.</p>
Vision & Values	<p>To work in a way that underpins the WMAT Vision and Values:</p> <p><i>Stronger together, transforming lives, creating memories which are celebrated for a lifetime</i></p>
Other Duties	<p>All WMAT staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. Duties and responsibilities may vary from time to time.</p>

This Job Profile is intended to provide guidance on the range of duties associated with the role. It may be changed by the Trust Leadership Team to reflect or anticipate changes or to undertake additional duties as required by the CEO.

The role is subject to Enhanced DBS Clearance, Medical Clearance and Satisfactory references.

We reserve the right to close this job early. Please apply ASAP to avoid disappointment.

#### **Safeguarding Statement**

Weydon Multi Academy Trust (WMAT) 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. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

## Person Specification

Qualifications		Essential or Desirable	Assessed via
	Minimum of 5 GCSEs (or equivalent) including Maths and English	E	A/I
Experience		Essential or Desirable	Assessed via
	Experience working within a finance function, including experience working in a purchase ledger role	D	A
	Experience of working in a school/educational setting in a financial management role or equivalent	D	A
Knowledge, Skills and Abilities		Essential or Desirable	Assessed via
	Evidence of good team working skills	E	I
	Evidence of ability to work to monthly deadlines	E	I/R
	Strong ICT skills and specifically Microsoft Excel	D	I/R
	Excellent verbal and written communication skills	E	I/R
	Strong attention to detail and able to produce work at a high level of accuracy	E	A/I/R
	Ability to prioritise workload	E	A/I/R
	Ability to liaise positively with staff, students and parents/carers and be customer focussed with a professional and friendly manner	E	A/I/R
Motivation		Essential or Desirable	Assessed via
	Commitment to continuing personal development	E	A/I
	Supportive of principles of equality and diversity	E	A/I/R

	Proactive, motivated, calm and able to demonstrate initiative	E	I/R
<b>Personal Qualities</b>		<b>Essential or Desirable</b>	<b>Assessed via</b>
	Must be able to always respect confidentiality	E	I/R
	Expectation of high standards	E	I/R
	Excellent personal organisation and self-motivation	E	I/R
	Excellent communication, presentation and interpersonal skills	E	I/R
	High standards of personal appearance	E	I/R
	Demonstrate resilience, positivity, determination and a strong work ethic	E	I/R
	Ability to adapt to changing circumstances and new ideas	E	I/R
	Excellent numerical skills	E	I/R
<b>Safeguarding</b>		<b>Essential or Desirable</b>	<b>Assessed via</b>
	Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	E	A/I



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