



Finance Assistant

QEGSMAT

Maternity Cover

37 Hours, 52 weeks (Part Time Hours Considered)

Scale 4 £25,907- £27,592

QEGSMAT are seeking to appoint an enthusiastic Finance Assistant to join our hardworking and high achieving team at QEGSMAT to cover a maternity absence.

This is an exciting opportunity to join a growing and forward-thinking education trust, currently of 7 academies, in Derbyshire, Derby City and Staffordshire. Our aim is to ensure all our young people achieve the very best outcomes and leave education well prepared for the next steps in their lives based upon the principles of **Question; Explore; Give; Succeed**.

The successful candidate will join our central team based in Ashbourne, Derbyshire, and be responsible for processing financial transactions, ensuring strong financial management, and ensuring that resources are used efficiently to improve outcomes for all the young people in our schools.

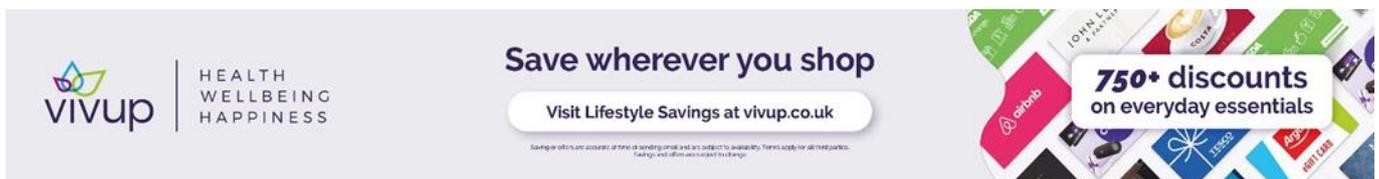
The post holder will be dynamic, have good communication skills, be highly organised and have a proven ability to work under pressure and respond to deadlines.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.

- QEGSMAT is a recognised Disability Confident employer.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff
- 23 days holiday rising up to 26 days after five years' service; plus an extra 4 days' leave (known as extra statutory and concessionary)
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.
- Access to 750+ discounts on everyday essentials via our benefit package with Vivup



QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Further details about our school can be found on our website: <https://www.qegsmat.com/>

To apply for this position, please visit <https://qegsmat.face-ed.co.uk/vacancies>

Closing date for applications: 21st March 2025 @ noon

Interview date: TBC

Salary: Scale 4 £25,907- £27,592

Potential Start date: May 2025



JOB DESCRIPTION

Post Title:	Finance Assistant
Reporting to:	Finance Officer
Responsible for:	To assist in the provision of a consolidated finance function to the Academy Trust by undertaking a range of financial, administrative and clerical duties, in accordance with the Trust's internal control framework.
Scale:	Scale 4 £25,907- £27,592
Disclosure Level:	Child Workforce - Enhanced, Childs Barred list

Main Duties

- Contribute to the development of a strong internal control framework to keep the Trust's cash and other assets safe and secure;
- Ensure consistent implementation of the internal financial control framework and other financial policies and procedures across the Trust;
- Process purchase and sales orders;
- Process purchase invoices, ensuring payments are made in a timely manner;
- Maintain the Trust's database of approved suppliers;
- Maintain the Trust's purchase and sales ledgers, nominal accounts and cash book;
- Provide support and guidance on the Trust's on-line payments system;
- Assist with processing staff expense claims, claims for additional hours and absence returns in a timely manner;
- Assist with maintaining an accurate register of fixed assets and inventory;
- Prepare BACs payment runs and cheques for signature as required;
- Assist with the recording and reconciling of monies received for trips, other activities and sales;
- Keep incoming cash and cheques safe and secure, and bank all monies received by the central team a timely manner;
- Keep all records up to date for internal and external inspection, and co-operate with internal and external auditors and other regulatory bodies;
- Assist with the procurement of goods and/or services to ensure the Trust achieves high value for money;
- Manage the central team's stationery stocks;

- Assist with the management of fund accounts, delegated budgets, printing, journals, provide reports as required and report any concerns to the Head of Finance;
- Deal with routine enquiries;
- Produce letters and reports, and collate information as required;
- Provide general administrative support
- Ensure all financial records are filed and securely archived in accordance with legislative requirements;
- Assist with the monthly payroll verification, in liaison with the Trust's payroll provider and the Head of Finance; and
- Support Trust events as required.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities, targets, professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



Person Specification - Finance Assistant (Maternity Cover)

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> NVQ Level 3 (or equivalent) 	<ul style="list-style-type: none"> Willingness to undertake an accountancy qualification such as the AAT 	
Experience	<ul style="list-style-type: none"> Good standard of practical knowledge, skills and experience of finance related work High Level of ICT Skills and experience of all Microsoft Office Suite applications 	<ul style="list-style-type: none"> Minimum of 1 years' experience in finance related work Previous administrative work experience within a school/ college environment 	
Skills	<ul style="list-style-type: none"> Excellent numeracy & literacy skills Self-motivated and able to work constructively as part of a team and on own initiative Meticulous Honest and reliable Good organisational skills Ability to work to deadlines and methodical approach to working under pressure Professional & friendly approach - comfortable with young people Professional, tactful, confidential 		
Knowledge	<ul style="list-style-type: none"> Knowledge of accounting systems, manual and computerised Purchase order systems Good working knowledge of spreadsheets and databases 	<ul style="list-style-type: none"> Experience of working in finance environment Experience of working in an educational establishment 	
Personal qualities	<ul style="list-style-type: none"> Ability to work flexibly in order to meet the demands of the job at particular times of the year. Enthusiastic, hardworking and assertive 	<ul style="list-style-type: none"> Desire to enhance and develop skills and knowledge through Continuous Professional Development 	

	<ul style="list-style-type: none">• Excellent attendance and timekeeping record• Flexible and adaptable• Meet deadlines and respond to unplanned situations• Self-motivating with the ability to multitask• Commitment to the highest standards of child protection• Recognition of the importance of personal responsibility for Health & Safety		
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