



Inspire Trust



## Accounts Assistant

**Closing Date - 7<sup>th</sup> of November 2022**

**Interviews - w/c 14<sup>th</sup> of November 2022**

<b>Responsible to:</b>	Trust Strategic Lead: Finance & Facilities
<b>Responsible for:</b>	Delivering a day-to-day finance service to the Academy / Trust
<b>Salary:</b>	Band E - £22,777 - £24,054 Primarily based at Oakwood High School (but at any academy as required)
<b>Working hours:</b>	37 hours per week (over 5 days) - All Year Monday to Thursday 8.00am to 4.00pm - Friday 8.00am to 3.30pm

Inspire Trust is a Multi Academy Trust based in Rotherham which also includes Oakwood High School, Sitwell Junior School and Thomas Rotherham College.

We offer a positive working environment, we care about our learners and we care about our staff, all of whom know and appreciate that. The successful candidate will have the opportunity to be part of this, contributing to this culture and developing it further.

As a Trust we are truly community based and committed to developing a set of shared values through every aspect of our work. These values are the development of respect, responsibility, resourcefulness, resilience, reflection, risk taking and relationships.

Applicants are required to apply via our online application form which is available on our website:

<https://www.inspiretrust.uk/vacancies/>

Inspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers and volunteers to share this commitment. The Trust is an equal opportunities employer and operates a no smoking policy in all its workplaces.

We undertake to make any reasonable adjustments to a job or workplace to counteract any disadvantages a disabled person may face.

Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

***PLEASE NOTE we operate Safer Recruitment and we do not accept CVs or CV attachments, all applicants must complete an application form in full.***



## **Inspire Trust is committed to... Educational Social Responsibility** **We are committed to a value led educational provision.**

Inspire Trust is an organisation driven by a desire to provide a truly outstanding and inspirational educational experience for all its pupils and students. Underpinning this aspiration, is an equal commitment to being a wonderful place to work and a valued and impactful community asset.

Since its journey began a decade ago, Inspire Trust has worked tirelessly to develop a strong ethos. Together, within this multi academy trust, we will work to inspire learners to achieve, for today, for tomorrow and into the future. Through a process of engagement and collaboration, Inspire Trust has further developed this ethos, by encouraging each establishment to define their specific purpose in the development of the young people they support:

- Inspiring lives, creating possibilities, shaping futures - Sitwell Junior School
- Inspired to achieve - Oakwood High School
- A tradition of achievement - a future of opportunity - Thomas Rotherham College

Underpinning this ethos, Inspire Trust has embedded a set of common values that are believed in and shared, by the trusts, staff, pupils, and trustees, these are;

***Respect, Responsibility, Resourcefulness, Resilience,  
Reflection, Risk taking and Relationships***



## Job Description and Person Specification

### Main Purpose of Job

To provide a high quality, finance service to the Trust. This is a varied role and requires a person who is willing to be adaptable and multitask to meet the needs of the Trust and work within the legal, regulatory and policy frameworks of the Trust.

Excellent standards of behaviour, respect and learning depend upon the 'tone' set by all members of the Trust community. We build upon our strengths – together!

For the purposes of this Job Description and Person Specification, Trust is Inspire Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post, or the lead responsibility for an activity lies with another member of staff, this is stated and will be expanded on in the Service Framework and Development plan where appropriate.

### Role Specific Duties and Responsibilities of the Post

(including Leadership, Accountabilities and Operational Activities).

**A** = Accountability (which means being responsible for something to somebody)

**L** = Leadership (guide, direct and influence the outcomes of)

**O** = Operational (day-to-day management and control of these activities)

	A	L	O
In accordance with Trust Financial Regulations and Procedures, receipting and assisting with banking monies from various academy activities including dinners, educational visits sports centre, departmental funds, iPad repairs, selling ties, revision guides, charitable activities. Ensure all entries are input to the finance system Sage daily.	✓		✓
	A	L	O
Ensure banking is completed and that the banking and Sage entry reconciles in a timely and accurate manner in accordance with Trust Financial Regulations.	✓		✓
	A	L	O
Raise all purchase orders. Liaise with the procurement officer	✓		✓
	A	L	O
Keep stationery to a reasonable level.	✓		✓



	A	L	O
Place online orders for delivery to each academy e.g. Amazon, Tesco	✓		✓
Administer the cashless system including year-end rollover, printing activation letters, consent information, fingerprint activation and support pupils/parents with payments.	✓		✓
Administer Free School Meals & vouchers in line with agreed policy and procedures.	✓		✓
Get quotes for any minibus/coach bookings.	✓		✓
Take deposit and issue locker keys (and register the issue).	✓		✓
Communicate effectively, appropriately and provide information to internal users or external agencies as required.	✓		✓
Work with the Trust Strategic Lead: Finance & Facilities and other colleagues from the finance team during the annual external audit to provide any relevant information.	✓		✓
Liaise with kitchen staff to provide hospitality; complete appropriate administration.	✓		✓
Issue letters to parents for departmental contributions.	✓		✓
Coordinating and administration for staff funds such as Hearts & Flowers, Staff Association, Tea & Coffee Fund and staff collections.	✓		✓
Coordinating and administration for Y11 Leavers Hoodies	✓		✓



	A	L	O
Liaising with Academic Services Team to arrange and pay for collections of exam papers.	✓		✓
	A	L	O
Complete filing of invoices once payments have been made.	✓		✓
<b>Additional Responsibilities</b>	A	L	O
Support during month-end with the finance lead and action if required: <ul style="list-style-type: none"> <li>• Journals and internal recharges on Sage 200.</li> <li>• Prepayment and Accruals administration.</li> <li>• QA over £5000 transactions &amp; inform procurement officer if any best value or tendering evidence is not uploaded onto Sage.</li> <li>• Prepare and issue department budgets.</li> <li>• Monitor ESFA income ensure this is allocated and received.</li> </ul>			✓
	A	L	O
Support the Finance lead to ensure the Operating Leases & Fixed Asset Register is always up to date.			✓
	A	L	O
Holiday cover for other Finance work within the team.			✓



### Generic Duties and Responsibilities

Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff .

All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust. For support staff this will include First Aid (training will be provided).

Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.

Participate and contribute to Appraisal and the development of Service Delivery Plans and Operational Schedules.

All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal Training and Planning events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.

Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.

Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.

Establish constructive relationships and communicate with others (inside and external to the Trust).

Organise and support Academy and Trust events as requested.

Any other reasonable and appropriate duties as directed by Senior Staff at any Trust Academy.

All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all.



## Person Specification

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, other workers and volunteers to share this commitment.

Key to abbreviations:

**MoF** Method of Assessment, **AF** Application Form, **R** References, **I** Interview, **CQ** Certificate of Qualification, **OT** Occupational Testing, **DBS** Disclosure and Barring Service Check.

1. Experience, Skills and Knowledge	Essential	MoA
Candidate to have experience with working in a finance administration role at a level appropriate to the post. They must be able to evidence the outputs or similar outputs outlined in the job description.	✓	AF / I
Candidate to have experience with working towards deadlines.	✓	AF / I / R
Candidate to have experience with working on financial procedures, preferably in a school setting.	Desirable	AF / I
Candidate to have experience with data input and retrieval, on a finance system.	✓	AF / I
Candidate to have worked as part of a team in a relevant environment.	✓	AF / I / R
Candidate to have experience with handling confidential information.	✓	AF / I

2. Qualifications and Training	Essential	MoA
GCSE A*-C in mathematics, English or equivalent.	✓	AF / I / CQ
Hold a relevant qualification in finance, accounting, or business.	Desirable	AF / I / CQ
Be willing to undertake additional training relevant to their role such as AAT or ACCA qualification.	✓	AF / I
ICT Skills including Microsoft packages such as excel at a level appropriate to the post	✓	AF / I / OT



3. Mandatory Requirements	Essential	MoA
A DBS check at an enhanced level must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust.	✓	AF / I / DBS
School posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓	AF / I / DBS
References that confirm suitability to work with children, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	✓	AF / I / R

4. Physical Requirements	Essential	MoA
Health and physical capacity for the role.	✓	AF / I
A good attendance record in current employment (not including absences resulting from disability)	✓	AF / I

5. Effective Behaviours
<p><b>Managing self and personal skills:</b> Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.</p>
<p><b>Delivering excellent service:</b> Providing the best quality service to all pupils and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships to drive up service standards.</p>
<p><b>Finding innovative solutions:</b> Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.</p>
<p><b>Embracing change:</b> Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.</p>
<p><b>Using resources:</b> Making effective use of available resources including people, information, networks, and budgets. Being aware of the financial position of the school (Trust) and impact of decisions on this.</p>
<p><b>Engaging with the big picture:</b> Seeing the work that you do in the context of the bigger picture e.g. in the context of what the Trust / School are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. Appreciating the role of others, their impact on you and your impact on them.</p>





**Developing self and others:**

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the Trust.

**Working with people:**

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

**Achieving results:**

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to consider any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Inspire Trust is committed to providing a safe, secure and supportive environment for all members of staff to support their wellbeing, built from effective relationships. As part of our Staff Wellbeing Strategy, we have contracted with the Education Support Partnership and they provide us with an Employee Assistance Programme to support all staff on a range of issues.

Our Staff Wellbeing survey in February 2020 shows that we are in the top 10% of educational providers in the country in respect of how our staff view their wellbeing experience at work (all ratings are out of 5). We will continue to work with our staff body to improve and ensure that we remain a good place to work, in line with this ethos the Trust became an Accredited Living Wage employer as of September 2022