



Swale
ACADEMIES
TRUST

Finance Assistant
Central Support Services
Information

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Welcome

Welcome from Janet Garraway – Chief Operating Officer

Thank you for your interest in this role within the Central Support Services Team at Swale Academies Trust. This is an exciting time to be joining the Central Team, which is currently seeing a growth in capacity and expertise. We continue to develop new ways of working to ensure we can effectively respond to the needs of each school within the Trust and continuously improve the support we offer.

The team is pivotal in the successful running of the Trust and is focused on supporting the improvement of educational standards in every school. All of the work carried out by the Central Support Services Team is in relation to non-teaching and learning aspects of running a school, which includes IT, Finance, HR, Estates, Governance and Communications.

We want to drive improvement further and faster, developing the efficiency of our schools through shared resources and collective procurement. Effective and efficient use of resources supports teaching and learning across the schools alongside ensuring both the long term viability of individual schools and the sustainable growth and strategic direction of the Trust.

As Chief Operating Officer, I constantly ensure that the services we offer are sustainable to support our future growth and provide strategic oversight of operational services across all schools.

As a team, we offer a high quality service to all of the schools across the Trust. This innovative centralised structure allows Headteachers to focus on teaching and learning.

We encourage our staff to be flexible thinkers with an open-minded approach to change as we continue to expand our successful Multi-Academy Trust. If you are as excited about this as we are and want to join us on our journey, we would be delighted to receive your application.



Janet Garraway
Chief Operating Officer

Job Description

Job Title: Finance Assistant
Grade: SAT B
Responsible to: Finance Manager

Purpose of the Job:

The post holder will work as part of a growing team based at Ashdown House providing an effective financial and administrative service to all schools across the Trust. The postholder will be expected to work as part of the team and to complete tasks conscientiously and to a high standard.

They will be expected at all times to promote the ethos of Swale Academies Trust as caring and welcoming and this will be reflected in their dealings with all individuals. The postholder will be expected to work in a sensitive and diplomatic manner, having regard for the confidential nature of their work.

Main duties and responsibilities (Accountabilities):

- Raise orders, process delivery notes and invoices / credit notes onto the Trust accounting software (PS Financials).
- Raise sales invoices / credit notes and receipts from PS Financials.
- Record income received from EFA (Education Funding Agency), KCC and other grant providers.
- Ensure all invoice requests are supported by the correct documentation e.g. letting contract.
- Monitor, record and reconcile all petty cash transactions.
- Record all staff reimbursements.
- Record and reconcile all direct debits and standing orders.
- Monitor Trust purchase card scheme.
- Maintain trips and voluntary ledger.
- Maintain central register of leases and contracts.
- Deal with queries from staff, suppliers, customers, parents by telephone, email or in person.
- Prepare relevant reports from PS Financials for budget holders.
- Ensure all documentation is supported by the correct authority.

General accountabilities:

- *Ensure that output and quality of work is to a high standard and complies with current legislation / standards.*
- *So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees.*
- *Undertaking such other duties as reasonably correspond to the general character of the post.*

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

Person Specification

Qualifications	Essential / Desirable
Educated to GCSE or equivalent level, with English and Mathematics GCSE or equivalent at Grade C or above as a minimum	E
Experience	
Experience of working in a finance office.	E
Experience in an education setting would be an advantage.	D
Skills and Abilities	
Able to communicate in a friendly and helpful manner with staff, students, parents and members of the general public, both in person and over the telephone.	E
Good literacy and numeracy skills.	E
Ability to cope with interruptions.	E
The ability to remain calm under pressure and handle a wide range of situations.	E
Be a strong team player and work well with other members of the office team.	E
Be adaptable and flexible, with a “can do” attitude.	E
Good interpersonal skills.	E
Ability to work efficiently and accurately, with excellent attention to detail.	E
Willingness to learn.	E
Ability to develop and maintain effective computerised and manual filing systems.	E
Ability to work on own initiative and prioritise personal workload to meet deadlines.	E
Knowledge	
Knowledge of administrative procedures.	E
Good working knowledge of Microsoft packages, Word, Excel and PowerPoint and use of email.	E
An understanding of safeguarding responsibilities within an educational setting.	E
Experience of using Parentpay, PS Financials and HCSS (or similar databases) would be a distinct advantage, although training will be provided.	D



Overview

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Applications for our vacancies should be made through [Kent Teach](#). Links to the relevant Kent Teach advert page can be found within the advert on any other website that it is listed. Alternately, Application forms can be found on the Swale Academies Trust website or downloaded [here](#), and applications should be made by emailing a completed Application Form to recruitment@swale.at.

Please note CVs will not be accepted in place of a completed [application form](#).

Swale Academies Trust may complete an Online Check of any candidates as part of the Shortlisting Process.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



Working for Swale Academies Trust

Benefits

- Hybrid working
- Access to the Kent Rewards programme
- Local Government Pension Scheme – with a generous employer contribution
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Employee Referral Recruitment Incentive
- On-Site parking
- Access to training and development

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays
- Christmas Closure
- Cycle to Work scheme

Finding Us

Swale Academies Trust

Ashdown House, Johnson Road, Sittingbourne, ME10 1JS

01795 905989

recruitment@swale.at

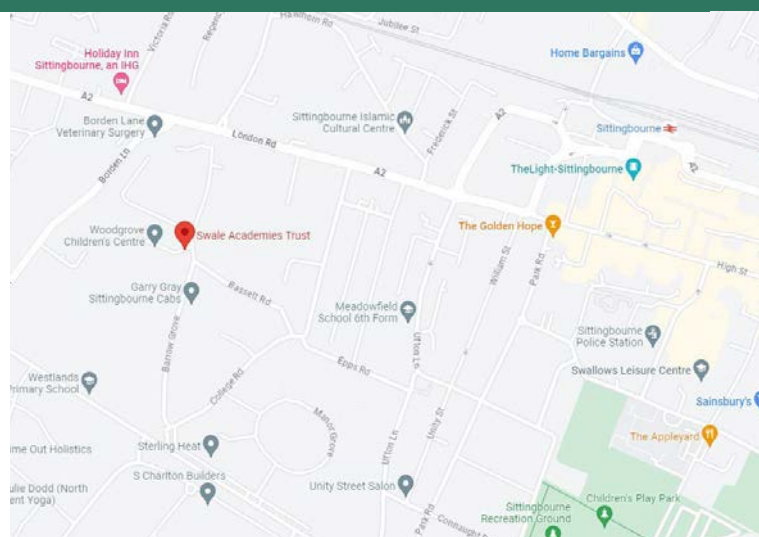
Closest Train Station: Sittingbourne Station

Approx. 15 minute walk

Closest bus stops:

The Coniston (from Sittingbourne/Sheppey) - X3, 334

The King's Head (from Medway/A249) - X3, 329





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