



THE HOWARD
Academy Trust

Recruitment Pack

Finance Intern



Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Owen McColgan
Chief Executive
The Howard Academy Trust



THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.



Platinum
Workplace
Wellbeing Award



benenden
health
Subsidised Private
Healthcare



Free flu jabs
every autumn



Employee Assistance
Programme with
Free Counselling



Mental Health
First Aiders
in all schools



Early finish for
teaching staff on
Fridays for CPD/PPA



Multiple routes
into teaching



Opportunities for
collaborative CPD



Trust-wide training
and networking
events



Career Progression
and upskilling
opportunities



Bespoke in-house
Into Leadership
Courses



LGPS/TPS Pension
Scheme & Generous
Contributions



Competitive salary
with annual pay
progression



Early salary
withdrawal with
Access EarlyPay



Minimum 25 days
annual leave for
full time staff,
plus bank holidays



Discounted hire of
school facilities



Cycle to work
scheme



Free car parking
at each Trust site



EV Charging across
sites



On site catering
with a full
lunch menu



Discounted gym
membership



A diverse and
inclusive workplace



Staff referral
scheme



Flexibility
for life events



Annual
Trust Awards

We are happy to talk about flexible working.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



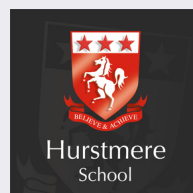
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Welcome to THAT Central Team

Thank you for your interest in working as part of our Trust Central Team. We are a forward-thinking and welcoming central team, and whilst we are comprised of multiple functions, we pride ourselves of working as one team.

Our Central Team is based at Waterfront UTC, in recently refurbished open plan offices. The site offers free parking, a canteen and is situated in an area with local shops and plenty of outdoor space for lunch times. We are pleased to offer hybrid working, which means that staff can work from home on Wednesdays and Fridays. We are a flexible team and are open to flexible conversations.



Our Central Team is ambitious, with a drive to provide the best service possible for our schools. We are keen to hear from individuals who want to be part of our vision and will exhibit our Central Team values. As an organisation, we invest in our people to be the best they can be, through professional qualifications, regular CPD and supportive line management. We look forward to receiving your application.

About Our Finance Department

- Since 2019, we have transformed the financial position of the Trust and are now in a strong financial position
- We have consistently had no, or a very low level of audit recommendations
- We are a forward thinking, medium sized team that operates electronically



Job Description

Job Title: Finance Intern

Department: Finance

Contract Type: Part-time, Fixed term

Remuneration: National Minimum Wage

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies, under the direction of the Director of Finance and Operations and the Line Manager. The post-holder is required to fully support the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Teaching & Support Staff play a vital role in making the education of the students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

The post holder should always conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Purpose of the Job:

- Assist with processing invoices and reconciling financial records
- Support the preparation of budget reports and financial summaries
- Help maintain accurate and up-to-date financial data
- Provide general administrative support to the finance team
- Assist in monitoring spending and identifying discrepancies
- Learn about school financial systems and procedures
- Assist with data entry into financial management systems
- Help with organising and archiving financial documents
- Attend team meetings and take minutes when required
- Assist in preparing financial information for audits or inspections

Opportunities and Benefits:

- Gain hands-on experience in a busy school finance office
- Receive guidance and mentoring from experienced finance staff
- Build your CV with practical skills and workplace experience
- Opportunity to develop your understanding of public sector finance
- Positive and supportive working environment

Additional duties:

- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students and young people
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's health and safety at work policy

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An Enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the line manager to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> Maths and English GCSE's or equivalent, with a grade C or above 	<ul style="list-style-type: none"> Maths and English A-Levels or equivalent, with a grade C or above
Experience	
<ul style="list-style-type: none"> Experience working as part of a team 	<ul style="list-style-type: none"> Experience of working within the academy or education sector Experience in an administrative or office environment Familiarity with financial systems and procedures
Knowledge and Understanding	
<ul style="list-style-type: none"> Competent in using Microsoft Office, particularly Excel Good numeracy and literacy skills A keen interest in finance, accounting or business administration 	<ul style="list-style-type: none"> Knowledge of child protection and safeguarding policies Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos, and how these impacts on morale, high expectation, and high standards
Characteristics and Competencies	
<ul style="list-style-type: none"> Strong attention to detail and accuracy in data entry Ability to manage time effectively and prioritise tasks Good communication and interpersonal skills Positive attitude and strong work ethic Have a can-do attitude and eager to learn in a fast-paced environment 	<ul style="list-style-type: none">

