



Finance Assistant

Candidate Application Pack

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Welcome from our Chief Executive Officer

Thank you for your interest in the role of **Finance Assistant** working with the Trust's Central Team.

We are an ambitious organisation of 10 schools, serving the educational needs of nearly 7,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 900 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 100 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in our strategic plan, we set out to develop a Trust that fully prepares children so they have the skills, knowledge, values and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organisation, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and the best opportunities for students to achieve their full potential.

Welcome to Beyond.

Andrew Minchin
Chief Executive Officer



About the Beyond Schools Trust

Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

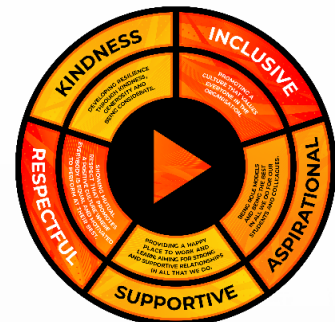
The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be.
We will work tirelessly to support them to reach their potential.



Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ



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Our Schools



Job Description - Finance Assistant

Reporting to: Senior Finance Assistant

Salary: Trust Scale 9-14

Location: Trust Head Office based at Fort Pitt Grammar School, Chatham

Job Purpose

The post holder will undertake responsibilities as a member of the Central Finance Team to provide high quality, efficient and effective financial support in order to meet the Trust's core financial responsibilities. They will be responsible for ensuring the day to day processes are managed in an accurate and timely manner and for providing a high quality of service and support to the schools within the Trust.

The duties set out in the job description are common to all elements of financial administration and to ensure familiarity with all aspects of the role you will be directed to rotate through the different areas as required.

Duties & Responsibilities

Financial Management

- Provide high quality financial & administrative support to the Trust's Central Finance Team under the overall direction of the Director of Finance Operations & Payroll .
- Deal with any post / written correspondence and process accordingly whilst bringing to the attention of the Director of Finance Operations & Payroll any items of importance or concern.
- Review all emails sent to the finance office daily and action all relevant information requests from both internal and external parties.
- Deal with queries from suppliers, customers, school staff and other parties as is necessary in a professional and efficient manner including those received through the Helpdesk ticketing system and by email or telephone.
- Input all required information into the Trust's financial system, currently PS Financials (PSF), in accordance with the Trust's financial procedures ensuring consistency and accuracy of the data
- Liaise with schools and EBMs to ensure that all requisitions are raised prior to being invoiced in accordance with the trusts financial policies
- Process purchase requisitions/orders through PSF for appropriate resources and services received from Budget Holders checking correct coding has been applied and evidence of best value has been supplied where necessary in accordance with the Trusts tendering & procurement policy.
- Place orders with suppliers online or by email/phone as appropriate in accordance with the requisitions raised by the Budget Holders.
- Regularly update and manage the order processing spreadsheets at school level ensuring the information is accurately recorded and noting any comments/queries that may be relevant
- Process invoices on PSF ensuring the invoices are checked against the original purchase order, that items have been 'Goods Received' by the school, and they are passed for payment in accordance within the terms specified by the supplier.

- Regularly undertake checks on outstanding open orders, orders pending GRN by the schools and chase suppliers for outstanding invoices where required.
- Regularly review and reconcile creditor statements received and resolve any invoice queries as quickly as possible
- Ensure staff responsible for accruals and prepayments are made aware of any invoices not yet processed through PSF where services have already been provided at each month end closedown
- Post journals on PSF as required (including payroll, repro recharges and voluntary fund movements (Parentpay) and ensure supporting evidence is attached to every transaction.
- Process petty cash transactions through PSF and keep the appropriate records for audit, checking that supporting evidence is provided, duly authorised and attached.
- Process student bursary orders/payments for the secondary schools through PSF ensuring all orders are duly authorised by the schools and EBM's
- Maintain the detailed Bursary reconciliation spreadsheets for individual student expenditure against the amounts awarded ensuring that allocated fund limit is not exceeded without prior approval from the EBM.
- Process staff reimbursements through PSF ensuring appropriate supporting evidence of costs incurred has been provided and duly authorised by the Headteacher and EBM.
- Process all direct debit invoices through PSF ensuring they are sent to the Director of Finance, Operations & Payroll for approval with appropriate documents attached
- Process all credit card transactions through PSF ensuring appropriate supporting evidence is attached and has been authorised by the HT and EBM.
- Maintain & reconcile the Voluntary Fund spreadsheets weekly to the bank account balances and highlight any areas of concern (e.g. deficit balances / charity payments not made) to the EBM's.
- Undertake filing and storage of financial information including scanning of invoices and associated documents and attaching to transactions within PSF.
- Manage the Parentpay input for Schools by setting up trips and payment items for students in accordance with the information provided from the schools or EBM's
- Support schools as needed with ongoing parentpay management (e.g. reports / account adjustments etc.)
- Ensure the supplier password database spreadsheet is kept up to date for each school
- Reconcile the catering invoices to meal uptake figures provided through Cypad / Civica and process trading invoices in accordance with the Trust's financial procedures for recovery of 3rd party VAT.

Other General Duties & Responsibilities

Contribute to the Trust's culture and development by:

- Ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out your duties effectively.
- Attend any meetings when requested.
- Support the Director of Finance, Operations & Payroll in their plans to rotate duties to ensure that delegation/segregation of duties is clearly implemented.
- Share good financial practice across the Trust and within the Schools.
- Collaborate with your colleagues within the team to share good operational practices and improve processes where potential efficiencies are identified
- Provide cover for colleagues as and when required for staff absence/leave
- Take responsibility for your own well-being.
- Participate in appropriate induction programmes to support new staff into the finance team and provide support for those members of staff who are new to a Trust environment.
- Take responsibility for your own career choices and actively seek opportunities for your own professional development.

- Undertake all required mandatory training courses regularly as and when required and those courses specific to your role within the Finance Office (e.g. Fraud Prevention etc.)
- Participate in the appraisal process and the achievement of targets set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.
- Maintain confidentiality at all times in respect of school-related matters and prevent disclosure of confidential and sensitive information

Staff Development

- To participate in appropriate and targeted In-Service Training and attend meetings where possible
- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address appraisal targets set by the line manager each Autumn Term

Other Specific Duties

- To undertake any other duty as requested by the Head Teacher if not mentioned in the above
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the School's Dress Code – smart/professional
- To ensure confidentiality and comply with Data Protection Regulations
- To comply with Trust policies and procedures

Generic duties relevant to all members of staff

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

As a member of the Trust, your role will be based at the Trust Head Office. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Equality and Inclusion

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

Safeguarding

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

ICT

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Director of Human Resources. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

Person Specification

Requirement	Essential or Desirable?
General Requirements	
Good general education	Essential
Good ICT skills	Essential
Able to work well within a team	Essential
Able to work under pressure	Essential
Good organisational skills	Essential
Able to work accurately and with attention to detail	Essential
Ability to work on own initiative	Essential
Good communication skills, both written and oral	Essential
Willing to develop personal skills through training	Essential
Flexible and adaptable	Essential
Post Specific Requirements	
Accounting qualification (minimum Technician level)	Desirable
Knowledge/experience of working within an Educational environment	Desirable
Good working knowledge of IT software packages and good understanding of crating/using Excel spreadsheets	Essential
Experience in Financial Administration	Essential

Beyond Schools Trust is committed to safeguarding and protecting the welfare of children and young people as its number one priority. The commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

This post is subject to an Enhanced DBS Disclosure, Children's Barred List and where applicable Disqualification under the Childcare Act check

Summary of Terms & Conditions

Start date:	September 2025
Contract Type:	Full-time, permanent
Place of Work:	Primarily based at Fort Pitt Grammar School, Fort Pitt Hill, Chatham Kent ME4 6TJ with travel to other schools within the Trust.
Hours & days of work:	37 hours per week, Mon-Friday. All year round. Monday-Thursday 08:00-16:00 and Friday 08:00-15:30. Includes a 30-minute unpaid lunch break.
Salary:	Trust salary scale, point 9-14 £26,409 - £28,624
Holiday:	Entitlement of 26 days annual leave rising to 30 days after five years of service – this, together with bank holidays.
Induction Period:	This post has a 6-month induction period.
Pension:	Membership of the Local Government Pension for support staff
Notice period:	One month's notice
Car insurance:	Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability

Benefits

Care First

Access to **Care First** Employee Assistance Programme. Care First provides independent and professional employee support services from qualified counsellors and information specialists designed to help you with a wide range of work, family and personal issues.

Benenden Healthcare:

Non- contributory membership of Benenden Healthcare Scheme, which includes immediate family access to 24/7 GP service.

Continuing Professional Development

A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.

We invest in our staff by encouraging continuing professional development and enabling opportunities for career progression. An example is that staff have access to collaborative coaching across the Trust. Feedback from staff (May 2023) includes the following:

"It has been brilliant to speak to people who are in a similar position and have similar expectations in regards to the whole educational environment"

"The time to speak to our colleagues across the Trust and to go on this journey together has been welcomed".

"I have learned so much during these workshops and I am extremely grateful for them"

"Learning the skills to become an effective leader for when I become a middle leader"

"I feel more confident in my people skills and how I motivate and converse with my team in order to achieve our shared goals".

Staff Wellbeing:

Whole Trust approach to well-being.

Pension Scheme:

Support staff with a contract of more than 3 months will be automatically enrolled in the **Local Government Pension**. Contribution bandings are based on actual salary. Contribution rates from 1st April 2025 are as follows:

Annual Salary Rate	Member contribution Rate
Up to £17,800	5.5%
£17,801 to £28,000	5.8%
£28,001 to £45,600	6.5%
£45,601 to £57,700	6.8%
£57,701 to £81,000	8.5%
£81,001 to £114,800	9.9%
£114,801 to £135,300	10.5%
£135,301 to £203,000	11.4%
£203,001 and above	12.5%

Employee Referral Scheme:	Up to £500 payable for a new employee referral across the Trust
Family Friendly Policies:	The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.
Cycle Scheme:	The Trust is a member of the Cycle to Work Scheme.
Car Parking:	Free onsite parking (we are in a ULEZ free zone)
Catering:	On site catering at affordable prices
Employee Discounts Schemes:	<p>20% discount off membership for Avenue Tennis Medway Gym & Fitness Centre Avenue Tennis</p> <p>Access to Civil Service Sports Council, by becoming a member you start enjoying thousands of exclusive discounts, including free, unlimited, year-round family entry to English Heritage and Kew Gardens, a Tastecard and many more discounts.</p> <p>Free annual subscription to Headspace.</p> <p>Free will writing service provided by Accord Legal Services</p> <p>Blue Light Card discount scheme Blue Light Card</p>

The Recruitment Process

Closing date: Monday 25th August 2025 at 9am

Interview date: Friday 29th August 2025

We reserve the right to bring forward the closing date and/or interview date where interest and applications received are high, therefore we encourage early applications.

To apply please complete an application form which can be found on The Trust's careers page [Our Vacancies | Beyond Schools Trust](#)

If you wish to discuss the role, please contact **Lisa Tarry** via email at ltarry@beyondschools.co.uk (up until Friday 8th August) or **Natalie Davis** via email at ndavis@beyondschools.co.uk

The application form: Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this. You will be unable to submit your application if there are any gaps.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

Right to work in the UK: Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

Safeguarding: Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found [here](#)

CV: We do not wish to see your CV so please do not include it.

Supporting Statement:

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you believe you are a strong candidate for the position.
- Set out impact you have made in your current/previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

Additional skills:

Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about

References:

Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

Equal opportunities monitoring:

This will be kept separate from your application and used only for monitoring purposes by the HR department

Special arrangements:

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

Retention of Personal Information:

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available [here](#)

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradication of discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

Criminal Convictions:

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.

Living and working in Medway

On the banks of the River Medway from which it takes its name, Medway is the second largest conurbation (after Brighton) between London and continental Europe. This combined with its comprehensive transport links, makes Medway a gateway to the capital, the county of Kent and the continent.

With its regeneration programme providing a variety of new homes and growth for all, Medway is already one of the South East's fastest growing areas. Its ambitious vision provides economic and housing opportunities across all five major towns – all of which act as a magnet for a diverse range of businesses, property hunters and investors.

“Its comprehensive transport links make Medway a gateway to the capital, the county of Kent and the continent.”

Families and commuters are attracted to Medway by the choice of accommodation and facilities in Medway and can live close to schools, railways, and town centres, including Rochester's historic high street. Not only does Medway boast the biggest regeneration zone within the Thames Gateway, but it is surrounded by award-winning green spaces and world-renowned heritage sites.

Living in Medway

Medway's housing landscape is very diverse – from Victorian period properties and cottages to newly-developed modern builds and suburban developments. There is something for everyone from families big and small to couples and individuals wanting to find their perfect home.

Medway has the lowest council tax in Kent and one of the lowest rates in the M25 corridor.

A multi-million-pound regeneration programme is currently transforming Medway's landscape bringing 29,000 new homes, many of them stunning riverfront developments.

Medway is a place in which you can enjoy both living and working. A thriving business location but also within an easily commute to London and yet beautifully green with seven green flags accredited parks. It's a great place to put down roots and make a life.

More than 80% of Medway schools have an OFSTED rating of good or better and is home to four universities.

Finance Assistant

Salary:	Trust scale 9-14 £26,409 - £28,624
Start date:	September 2025
Hours:	37 hours per week. All year round
Location:	Primarily based at Fort Pitt Grammar School, Fort Pitt Hill, Chatham Kent ME4 6TJ with travel to other schools within the Trust.
Closing date:	Monday 25 th August 2025 at 9am
Interview date:	Friday 29 th August 2025

Are you a meticulous, motivated individual who thrives in a busy and varied finance environment? Do you want to play a key role in supporting schools to deliver exceptional education across the Trust? If so, this could be the opportunity for you.

We're looking for a Finance Assistant to join our Central Finance Team – someone who's not just great with numbers but also passionate about providing excellent service and support to our schools.

In return we offer:-

- A supportive induction programme
- A happy and caring community
- A Healthy Work-Life Balance and a committed Leadership Team
- Care First employee assistance programme
- non-contributory membership of Benenden private health care cover
- 26 days annual leave increasing after 5 years of service
- Membership of the Local Government Pension Scheme
- Cycle to work scheme

For further details on this role and to apply please visit The Trust's careers page [Our Vacancies | Beyond Schools Trust](#)

Visits to the Trust are strongly encouraged. For further information and to arrange a visit, please contact **Lisa Tarry** via email ltarry@beyondschools.co.uk

We reserve the right to bring forward the closing date and/or interview date where interest and applications received are high, therefore we encourage early applications.

Safeguarding commitment

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in a regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosing and Barring Service (DBS) Enhanced check".

Equality & Inclusivity Statement

At **Beyond Schools Trust** we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.

Our Location

Beyond Schools Trust
Fort Pitt Grammar School
Fort Pitt Hill
Chatham
Kent
ME4 6TJ

Tel: 01634 888115

www.beyondschoools.co.uk

What three words - <https://w3w.co/maps.onion.cowboy>

