



**THE HOWARD**  
Academy Trust

# Recruitment Pack

## Finance Apprentice



# 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



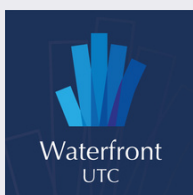
**Temple Mill Primary School**  
240 Pupils on Roll  
Located in Strood, Kent



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



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



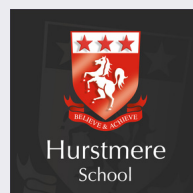
**Waterfront UTC**  
370 Pupils on Roll Rated  
Located in Gillingham, Kent



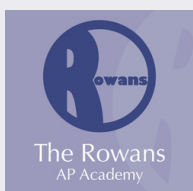
**Miers Court Primary School**  
410 Pupils on Roll  
Located in Rainham, Kent



**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

<b>Job Title:</b>	Finance Apprentice
<b>Location:</b>	Trust Central Operations Team
<b>Department:</b>	Finance
<b>Contract Type:</b>	Full time, Fixed Term
<b>Remuneration:</b>	Apprentice 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:**

Provide high quality financial support as part of the Trust Central Finance Team under the direction of the Deputy Chief Finance Officer.

### **Key responsibilities:**

- Always maintain confidentiality in respect of academy-related matters and to prevent disclosure of confidential and sensitive information
- Input standard information into the Trust's financial system, PS Financials, in accordance with financial procedures
- Process purchase orders for appropriate equipment and materials accurately with agreed authorisation and timescales and submit to supplier's/budget holders
- Process goods received notes on the Trust's finance system against appropriate orders, checking for accuracy against quantity delivered and liaising with members of the school office team to confirm goods receipt or resolve any discrepancies
- Open post, stamp, date and distribute accordingly whilst bringing to the attention of the Deputy Chief Finance Officer any items of importance.
- Process invoices within the terms stated by the supplier, ensuring the invoices are checked against purchase order and goods received notes, ensuring appropriate authorisation and payment in accordance with the agreed procedures and timescales
- Deal with queries from suppliers, customers, academies and other parties as is necessary in a professional and efficient manner
- Prepare pay lists for authorisation to process payments by BACS (or cheque in extreme circumstances) following the correct authorisation process
- Raise sales invoices as directed by the Deputy Chief Finance Officer, including but not limited to all lettings invoices
- Send remittance advice, sales receipts and other necessary communications to suppliers/customers in a timely manner
- Maintain a detailed record of all non-invoiced income and expenditure, including grants and school trip money using PS Financials
- Receipt monies brought into the finance department and process for weekly banking
- Assist with weekly banking of all monies
- Process petty cash payments and keep appropriate records
- Process credit card purchases and payments
- Process Monthly VAT returns
- Provide financial administration for lettings and account for all monies received
- Maintain filing of financial information including scanning of invoices and associated documents and attaching to transactions within PSF
- Purchase ledger- ensure requisitions are processed timely and approved by the

appropriate budget holder

- Process invoices in a timely manner, ensuring that goods/ services have been received
- Ensuring that expenditure and income is coded correctly in line with the coding manual and allocating to the correct VAT code
- Complete the reconciliation of the Trust central bank account on a weekly basis
- Complete reconciliations as part of the monthly reconciliation process including debtors, creditors, bank account and VAT
- Prepayments- ensure that all invoices that cover more than one year are included on the prepayment schedule for review by the Deputy Chief Finance Officer
- Complete journals to correct coding errors where necessary
- Post and upload journals for the monthly payroll expense
- Ensure budget holders within our Academies are provided with monthly curriculum budget update reports, ensuring that corrections to coding are completed before being shared and answering any queries that the budget holder may have
- Record and log contracts on the contracts register at the direction of the Deputy Chief Finance Officer
- Assist with banking of adhoc cheques received (other than this the Trust operates a cashless policy)

#### **Administration:**

- Provide any administrative support required by the Chief Executive Finance Officer

#### **Resources:**

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Arbor, Email)
- Assist with the creation of reports and finance guidance documents for our schools

#### **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
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"> <li>• Maths &amp; English GCSE or equivalent Grade C and above</li> <li>• Good ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Excel certifications</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of working in a Finance role or related field</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the academy or education sector</li> </ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>• High degree of accuracy</li> <li>• Good working knowledge of spreadsheet IT packages</li> <li>• Ability to manage time effectively to complete tasks to a high level</li> <li>• Ability to work both alone and within a team to achieve specified standards</li> <li>• Be flexible to changing demands of the post</li> <li>• To undertake any training relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of child protection and safeguarding policies</li> <li>• 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</li> </ul>
<b>Characteristics and Competencies</b>	
<ul style="list-style-type: none"> <li>• Good communication skills including written and oral</li> <li>• Good team player and self-starter</li> <li>• Good organisational skills</li> <li>• Ability to create a happy, challenging and effective learning environment</li> <li>• A solution-focused mindset and determined “no-excuses” approach to delivering the best service for our schools</li> <li>• A personable nature to build effective relationships</li> <li>• Ability and keenness to promote the Trust’s positive culture and ethos</li> <li>• Understands the importance of confidentiality and discretion</li> </ul>	





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