



THE HOWARD
Academy Trust

Recruitment Pack

Finance Assistant



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.

 <p>Platinum Workplace Wellbeing Award</p>	 <p>benenden health</p> <p>Subsidised Private Healthcare</p>	 <p>Free flu jabs every autumn</p>	 <p>Employee Assistance Programme with Free Counselling</p>	 <p>Mental Health First Aiders in all schools</p>
 <p>Early finish for teaching staff on Fridays for CPD/PPA</p>	 <p>Multiple routes into teaching</p>	 <p>Opportunities for collaborative CPD</p>	 <p>Trust-wide training and networking events</p>	 <p>Career Progression and upskilling opportunities</p>
 <p>Bespoke in-house Into Leadership Courses</p>	 <p>LGPS/TPS Pension Scheme & Generous Contributions</p>	 <p>Competitive salary with annual pay progression</p>	 <p>Early salary withdrawal with Access EarlyPay</p>	 <p>Minimum 25 days annual leave for full time staff, plus bank holidays</p>
 <p>Discounted hire of school facilities</p>	 <p>Cycle to work scheme</p>	 <p>Free car parking at each Trust site</p>	 <p>EV Charging across sites</p>	 <p>On site catering with a full lunch menu</p>
 <p>Discounted gym membership</p>	 <p>A diverse and inclusive workplace</p>	 <p>Staff referral scheme</p>	 <p>Flexibility for life events</p>	 <p>Annual Trust Awards</p>

We are happy to talk about flexible working.



Our Family of Schools



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



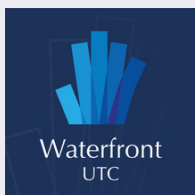
Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



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



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



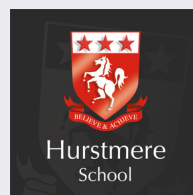
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



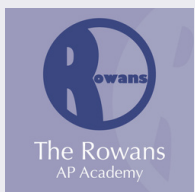
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



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 Assistant

Department: Finance / Trust Central Team

Contract Type: Full/Part Time

Remuneration: NJC D2 Point 4-11

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 Chief 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:

To support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which children make good academic progress.

- Provide high quality financial support as part of the Trust Central Finance Team under the direction of the Head of Finance
- Maintain confidentiality at all times 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 Head of Finance 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 Head of Finance, 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 Head of Finance
- 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 Head of Finance
- Assist with banking of ad hoc cheques received (other than this the Trust operates a cashless policy).

Administration:

Provide any administrative support required by the Head of Finance.

Management:

This post does not have any management responsibilities.

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 & English GCSE or equivalent, with a Grade C and above • Good ICT skills 	<ul style="list-style-type: none"> • AAT qualified or other equivalent accounting qualifications • Excel certifications
Experience	
<ul style="list-style-type: none"> • Experience of working in a finance role • Experience of using a finance system 	<ul style="list-style-type: none"> • Experience of working within the academy or education sector • Experience of working as a Finance Assistant/Officer in the academy sector • Experience of PS Financials
Knowledge and Understanding	
<ul style="list-style-type: none"> • High degree of accuracy • Ability to manage time effectively to complete tasks at a high level • Ability to work both alone and within a team to achieve specified standards • Be flexible to changing demands of the post • To undertake any training relevant to the role 	<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"> • Good communication skills, written and oral • Good team player and self-starter • Good organisational skills • A solution-focused mindset and determined 'no excuses' approach to delivering the best service to our schools • A personable nature to build effective relationships • Ability and keenness to promote the Trust's positive culture and ethos • Understands the importance of confidentiality and discretion 	<ul style="list-style-type: none"> •



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