

## INFORMATION PACK FINANCE ASSISTANT

The role of Finance Assistant is part of the central finance team of the Trust. The role is based at our Acre Hall hub 144 Irlam Road, Flixton, Manchester, M41 6NA and reports to the Head of Central Finance. We are looking for an AAT level 4 qualified person who will undertake various finance activities with a priority on an accounting service for balance sheet reconciliations and payroll activities.

The full job description and person specification are on pages 4-6 of this pack.

### Bright Futures Educational Trust

Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best *for* everyone, the best *from* everyone. We are an organisation that is underpinned by values of: **community, integrity, and passion**. In everything we do, we remember that we are accountable to the children, families, and communities that we serve.



Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals, and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: <http://bfet.co.uk/about-us/>.

The central team includes the Executive: John Stephens, CEO; Edward Vitalis, Chief Operating Officer; Gary Handforth, Director of Education; Lisa Fathers, Director of Development, Partnerships and Teaching School Hubs and Lynette Beckett, Director of HR & Strategy. The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge, and support. In addition to the executive team, we have central operations for finance, communications and marketing, HR, educational psychology, and digital technologies. Please see our website brochure which explains our central operations: [Working together for a Bright Future](#).

Bright Futures Development Network is another important outward facing component of our organisation. Underneath this umbrella we have 5 network hubs. 'The Alliance for Learning' (AFL) which provides school

improvement services and CPD to over 700 schools (<http://allianceforlearning.co.uk/>), a North West Maths' hub providing mathematics training and coaching to 500 schools and a SCITT (School Centered Initial Teacher Training) which is the largest in the North West. After significant national reforms to the teaching school policy, Bright Futures was designated with two new large-scale Teaching School Hubs in 2021. The areas we serve are Manchester, Stockport, Salford, and Trafford. Our two Blackpool schools benefit significantly from the Trust's wide range of strategic partnerships, having priority access to high quality CPD, professional expertise and bespoke learning opportunities.

Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](#).



# Bright Futures

## A great place to work

### Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, treated fairly and with dignity and respect. Please see the Equality, Diversity, and Inclusion statement on our website: <http://bfet.co.uk/vacancies/>.

**Salary:** NJC scale points 7 to 11 (Bright Futures Grade 4). The full-time equivalent pay is £20,092 rising to £21,748 per annum with a pay review pending. Pay progression is linked to performance.

**Working weeks:** This is an all year round contract, working 5 days per week however we would consider flexible working for suitable candidates. Please see our Flexible Working Policy on the website: [Flexible Working Policy \(bfet.co.uk\)](http://bfet.co.uk/flexible-working-policy)

**Hours:** 36.25 hours per week over 5 days.

**Holidays:** You will be entitled to 25 days holiday, plus 8 public holidays. This increases to 30 days plus 8 public holidays after 5 years' service.

**Pension:** Local government pension scheme. Please take a look at the website: <https://www.gmpf.org.uk/>

**Other:** We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions. We offer opportunities for professional development, including funded accountancy/finance qualifications.

**For a full explanation of our employment offer please see the booklet on our website:**  
[Great-Place-booklet.pdf \(bfet.co.uk\)](http://bfet.co.uk/great-place-booklet.pdf)

### How to Apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equalities and diversity.

**NO AGENCIES PLEASE.**

Our new portal contains the application form and disclosure of criminal background form. The portal link is: [Finance Assistant Application Form](#). **Please complete the application by midday on 26<sup>th</sup> October 2021.**

The selection will take place on 2<sup>nd</sup> November at The Hub (144 Irlam Road, Flixton, Manchester, M41 6NA).

### Keeping Children Safe in Education

**Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.**

### Data Privacy

You can the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: <http://bfet.co.uk/wp-content/uploads/2018/07/BFET-Applicant-privacy-notice-002.pdf>

## JOB DESCRIPTION FINANCE ASSISTANT

### Key Focus Areas

- To provide, with minimum supervision, a professional and timely accounting service for balance sheet reconciliations and payroll activities.
- To provide any other support to the Head of Central Finance and the Financial Controller, as required.
- This role operates as part of a centralised finance team and will support various Trust locations in the North West of England. The role will be based at The Hub, 144 Irlam Road, Flixton, Manchester, M41 6NA, however if the need arises the role holder will be asked to work from other Trust locations.

### Specific Responsibilities

1. To assist in maintaining balance sheet integrity through the reconciliation of balance sheet accounts as determined by the Head of Central Finance and the Financial Controller. This will include processing prepayments, identifying accruals and ensuring the intercompany balance reconciles.
2. To have responsibility for the reconciliation of payroll costs. Ensuring that all payroll costs are promptly and accurately recorded. This process includes the download of payroll reports from EPM, excel reconciliations of pay and pensions and the inputting of payroll journals into the Trusts' finance system.
3. To support with other payroll related tasks such as downloading payroll reports, recording monthly FTEs and supporting with payroll audits.
4. To maintain the asset inventory on Trusts' Fixed asset spreadsheets, to assist in the school asset management process, by preparing the journals for asset capitalisation and the processing of depreciation journals at year end. This will include monitoring spend and income on large capital projects.
5. To assist in the preparation of school budgets. This will include collating documentary evidence to ensure that each school has a complete and concise budget folder.
6. To take responsibility for bank related activities such as uploading bank statements into the finance system and downloading monthly bank statements.
7. To assist in checking the accuracy of postings into the Finance system ensuring that all orders and invoices have been posted to the correct budget lines. To inform the Head of Central Finance and the Financial Controller of any procurement breaches.
8. To assist the Head of Central Finance and the Financial Controller in the preparation of ad hoc reports and financial data both manually on excel and through computerised systems.
9. To consider ways to make the reconciliation function more efficient and deliver value for money across the schools and the Trust.
10. To maintain own knowledge of academy financial reporting to ensure that the chart of accounts and reporting from PS Financials is efficient and fit for purpose.
11. To cover for other members of the Central Finance team in the processing of orders, GRN's, invoices, petty cash and charge card transactions, when needed.
12. To work as part of a team to support colleagues and contribute to the vision and ethos of the Trust.

## General

1. To represent the Bright Futures Executive Team and operate in a professional manner at all times
2. The role holder will be expected to work flexibly in terms of location and hours of work to accommodate the needs of schools.
3. To take part in the Trust's appraisal scheme and to undertake training and personal development to improve own practice.
4. To undertake any other reasonable request or duties commensurate with the post.

***Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure by the Criminal Records Bureau. The post is exempt from the Rehabilitation of Offenders Act 1974.***

## PERSON SPECIFICATION FINANCE ASSISTANT

	Essential	Desirable	Method of assessment
<b><i>Qualifications, Educational, Training</i></b>	5 GCSEs, including English and Maths AAT level 4		Application form
<b><i>Relevant Experience</i></b>	Experience of working within a transactional finance team  Significant experience of reconciliation processes, preferably within a multi-site operation  Experience of maintaining nominal ledger accounts and running reports from financial reporting systems	Has worked with PS Financials  Has worked in Finance in a school and ideally an academy  Experience of maintaining asset registers / inventory  Experience in a variety of financial roles	Application form  Tasks  Interview
<b><i>Knowledge, skills, abilities</i></b>	Operates with minimum supervision  Seeks to learn and take on additional and new work		Tasks  Interview

	<p>Very good oral and written communication skills.</p> <p>Operates with very high levels of integrity</p> <p>Proficient user of the range of Microsoft office packages, in particular excel</p>		
<b>Team working</b>	<p>Strong personal impact</p> <p>Ability to work as part of a team and can operate independently</p> <p>Ability to work well under pressure.</p>		<p>Tasks</p> <p>Interview</p>
<b>Safeguarding</b>	<p>Commitment to demonstrating responsibility for safeguarding and promoting the welfare of young people.</p>		<p>Interview</p> <p>Pre employment screening</p>
<b>Our Values</b>	<p>Authentic commitment to the Trust's values of <i>community, integrity, and passion.</i></p>		<p>Interview</p> <p>Tasks</p>

***Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure by the Criminal Records Bureau. The post is exempt from the Rehabilitation of Offenders Act 1974.***