

Role: Finance Assistant

Reports to: Senior Finance Manager

Location: Trust Central Office

Contract: Permanent 30 hours per week. Term time plus 4 weeks.

Salary/Pay Scale: Scale Point 5-6: £25,583 to £25,989 per annum pro rata (£19,759.19 to £20,072.77 actual salary)

Overview

The Finance Assistant supports the Trust's finance operations by ensuring the accurate and timely processing of purchase invoices across Trust schools, reconciling supplier statements, and maintaining accurate financial records in line with Trust requirements. The role involves close liaison with school-based staff and central finance colleagues to resolve routine queries, assist with payment runs, manage supplier accounts, and raise purchase orders. The Finance Assistant also supports year-end processes by providing information to assist with accruals as directed. The role requires effective communication with school and central colleagues and adherence to Trust policies and procedures.

Key Responsibilities

- Process purchase invoices accurately and in a timely manner across Trust schools and the central team using the Trust's finance system
- Reconcile supplier statements and follow up discrepancies as required
- Liaise with school-based staff and central finance colleagues to resolve routine queries
- Assist with the preparation of payment runs
- Review and verify supplier account details on the finance system in line with Trust procedures
- Raise purchase orders for the central team
- Review outstanding purchase orders with schools as required to support year-end accruals
- Prepare routine journals as required, including corporate card and cashless payment journals, using agreed processes
- Raise ad hoc sales invoices as required
- Undertake other duties that are commensurate with the role, as required.

APPLICATION PROCESS & NOTES TO APPLICANTS

Safeguarding

Shires Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of and contribution to a safeguarding environment. The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of his/her induction

Data Protection

As part of our recruitment process, Shires Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit: [Policies & Information | Shires MAT](#)

We hope that after reading the information pack you will want to apply for the post advertised.

Application Process

To apply, please send your completed application form, to HR@shiresmat.org.uk

Closing date for applications: 5th February 2026

Proposed Interview Date: week commencing 9th February 2026

Person Specification:

	Essential	Desirable
Qualifications and Training	<p>A minimum of 5 GCSE's (or equivalent) including English and Maths</p> <p>Evidence of continuing professional development.</p>	<p>A-levels or equivalent</p> <p>Finance-related qualification (e.g. AAT)</p>
Knowledge, Skills and Experience	<p>Experience of processing purchase invoices, including matching to purchase orders.</p> <p>Experience of working in a finance or accounts environment</p> <p>Experience of maintaining accurate financial or administrative records using IT systems</p> <p>Good understanding of basic finance processes, including purchase orders, invoice approval and payment runs.</p> <p>Strong IT skills, including confidence using finance systems.</p> <p>Excellent attention to detail and a methodical approach to work</p> <p>Ability to prioritise a busy workload and meet deadlines with a high level of accuracy.</p> <p>Ability to follow procedures, maintain audit trails, and work within established controls.</p> <p>Effective written and verbal communication skills, with the confidence to liaise with colleagues to resolve routine queries.</p> <p>Ability to work effectively as part of a team</p>	<p>Experience of reconciling supplier statements and resolving discrepancies.</p> <p>Experience of working in a school, academy, or public sector setting</p> <p>Experience with Access Dimensions</p>
Other	<p>Organised, flexible, and able to adapt to changing priorities.</p> <p>Able to work independently on routine tasks while escalating issues appropriately.</p> <p>Trustworthy and able to work with discretion and confidentiality.</p> <p>Strong team-working skills and a positive, cooperative approach.</p> <p>Understanding of the importance of safeguarding and promoting the welfare of children.</p>	<p>A proactive approach to improving processes and ways of working.</p> <p>Willingness to support new systems or changes as the Trust develops.</p>