

Trust Finance Assistant

Location: Scalby School

Contract: Permanent, Full Time

Hours/ Working Pattern: 37 hours per week, TTO plus two weeks.

Salary/ Hourly Rate: Grade F – Annual Salary £20,852 - £22,571 Actual £18,676 - £20,216.

Closing Date: Tuesday 30th August 2022, 9am

Start Date: As soon as possible.

Our Opportunity

Due to the continuing growth of our Trust, we are looking to appoint an astute and highly motivated Finance Assistant to join our developing Finance team to provide a range of finance administrative and budget management support to our schools.

This will include purchase ledger work, sales ledger reports and cash transactions.

You will:

- Hold a relevant Level 3 qualification to evidence your good numeracy skills or experience. An NVQ with finance or AAT level qualification is desirable.
- To support the Finance Officer/TFSM in the day to day operations of the department including purchase ledger, sales ledger and cashbook transactions.
- Ensure all relevant NYCC/ESFA finance paperwork is completed and returned by deadlines.
- Input budget information into appropriate systems and with this produce regular budget monitoring reports.
- Assist in the production of financial reports for the TFSM, detailing issues and recommendations.
- To support the TFSM in compiling statistics and monthly/annual returns, checking and analysing these return and raising any queries.
- To support the Finance Officer to complete all Year End close down paperwork by the required deadlines.
- To support the Finance Officer in preparing for Audit inspections

The Trust

Coast and Vale Learning Trust is a growing family of schools located on the beautiful Yorkshire Coast. The trust was founded by Scalby Secondary School but has grown over the last few years to include Newby and Scalby Primary School, Friarage Primary School and Scarborough University Technical College (SUTC) in Scarborough, Lady Lumley's Secondary School in Pickering, and Filey Secondary School in Filey. Our ambition is to continue to welcome new schools into our trust where we can add capacity, resources, improvement and make sure all our young people have access to the very best education.

The aim of the trust is to serve all the education community along the North Yorkshire Coast and down the Vale of Pickering. We are committed to supporting all schools in becoming great schools, whether they are part of Coast and Vale Learning Trust or not. The learners of our community deserve the best education regardless of their background or location.

Choosing where to work and who to work for is one of the vitally important decisions in life. In choosing to work for Coast and Vale Learning Trust you would be joining a team of colleagues dedicated to transforming the lives of 3000 children and young people.

We have a simple vision in wanting our schools to be places 'where children and staff thrive'. Coast and Vale Learning Trust will work tirelessly to make this a reality.

The Trust Central Team

The Trust Central Team works on behalf of the Trust Board to ensure that the Trust academies perform at the highest educational levels for both staff and students, while providing a safe environment, and adhering to statutory and legal requirements.

The Trust's Director of Learning oversees the educational provision which includes School Improvement Directors and the Scarborough Teaching Alliance.

The Trust's Chief Operating Officer oversees the non-educational side of the Trust with teams responsible for Finance, HR, Premises and IT.

Working For Us

As well as being committed to your ongoing development and training we also offer a range of employee benefits including a competitive salary, access to a government pension scheme, an employee assistance programme as well as a variety of retail discounts.

Queries / School Visits

If you would like to discuss the vacancy or visit the school please contact Helen Poole via email helen.poole@northyorks.gov.uk or call 07890 055 186.

Application Process

Please complete the Trust's application form which can be downloaded from NYCC jobs and email your completed form to *Helen Poole*.

Helen.Poole@northyorks.gov.uk Tel: 07890 055 186

Please contact us if you need an application form in a different format.

We do not accept CVs.

Closing date for receipt of applications: Tuesday 30th August 2022, 9am

Interviews will be held shortly after the closing date.

We reserve the right to close this vacancy should we receive an overwhelming response.

*We are committed to **safeguarding** and protecting the children and young people we work with and expect all our staff and volunteers to share this commitment. As such, all posts are subject to safer recruitment process, including an enhanced DBS check. We have a range of policies in place which promote safeguarding and safer working practice across our Schools.*

*We are an **equal opportunities** employer and welcome applications from all sections of the community regardless of age, gender, race, ethnicity, disability, sexual orientation, social background, religion or belief. We want to recruit the right people for the Trust, from the widest possible backgrounds, to make the most of each individual's different knowledge and experience.*

*Your **privacy** is important to us. By submitting your personal data or information to us, you agree this will be handled in accordance with the Trust's "Privacy Notice Recruitment" which can be found on our [website](#).*