

Finance Assistant



Bright Futures



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.

Leadership



Integrity



Passion



Community



Equality



Resilience



**Acre Hall
Primary School**
BRIGHT FUTURES EDUCATIONAL TRUST



**Altrincham Grammar
School for Girls**
BRIGHT FUTURES EDUCATIONAL TRUST



**Barton Clough
Primary School**
BRIGHT FUTURES EDUCATIONAL TRUST



**Cedar Mount
Academy**
BRIGHT FUTURES EDUCATIONAL TRUST



**Elmridge
Primary School**
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**Lime Tree
Primary Academy**
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**Melland
High School**
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**Marton Primary
Academy and Nursery**
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**Rushbrook
Primary Academy**
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**The
Orchards**
BRIGHT FUTURES EDUCATIONAL TRUST



**Stanley Grove
Primary Academy**
BRIGHT FUTURES EDUCATIONAL TRUST

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: [About Us - Bright Futures Educational Trust \(bright-futures.co.uk\)](https://bright-futures.co.uk)

The Central Team includes the Executive Team: Lisa Fathers, CEO; Anna Sharpley, Chief Finance & Operations Officer; Sarah Schollar, Director of Education and Jayne Carmichael, Director of Professional Learning & Partnerships.

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: [Why-Join-Bright-Futures](#)

Professional Development Institute

Bright Futures Professional Development Institute is another important outward facing component of our organisation.

Underneath this umbrella we have several hubs. [Bright Futures Training](#) which provides school improvement services and CPD to over 700 schools, a North West Maths' Hub [NW1 Maths Hub](#), providing mathematics training and coaching to 500 schools, and a SCITT (School Centred Initial Teacher Training) [Bright Futures SCITT](#), which is the largest in the North West. Within the Development Institute, Bright Futures also has two [Teaching School Hubs](#), serving Manchester, Stockport, Salford, and Trafford. [Bright Futures Send Outreach](#) is another service which we provide across the North West. We have also been designated as an Early Years Stronger Practice Hub to work across the North West as the [Bright Futures Early Years Hub](#).



Bright Futures

Professional Development Institute



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](#).

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, and treated fairly and with dignity and respect. Please see the Equality, Diversity, and Inclusion statement on our website.

Terms and Conditions

Salary	Bright Futures Grade 4 - £23,292 to £24,826 (Actual salary)
Holidays	26 days plus bank holidays, rising to 31 days plus bank holidays after 5 years service.
Contract	Permanent, 36.25 hours per week . Term time working + 2 weeks
Pension	Local Government Pension Scheme
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 also offer opportunities for professional development.



A Great Place to Lead

At Bright Futures we offer endless opportunities to lead:

- Leadership coaching
- National Professional Qualifications (NPQ) and Early Career Framework (ECF) facilitation
- System leaders e.g., National Leaders of Education (NLEs)/Specialist Leaders of Education (SLEs)
- Involvement with school-to-school reviews
- Mentoring Early Career Teachers and trainee teachers
- Networks



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 equality and diversity.

NO AGENCIES PLEASE.

Our application form is available online, along with the disclosure of criminal background form. The portal link is: [LINK](#)

Alternatively, you can click Apply Now on this role via the current vacancies page of our website.

Closing Date: 7th September 2026 9.00am

You will be notified after the closing date whether you have been shortlisted.

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 read the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: [Applicant Privacy Notice](#).

Job Description

Finance Assistant

The Finance Assistant's main focus will be to support the Management Accountant/ Business Partner to provide effective finance support to Bright Futures Educational Trust.

They will be required to provide, with some supervision, a professional and timely accounting service for month end and annual accounts, and assist with the budgeting and forecasting for schools within the trust

Reporting

The role of the Finance Assistant is part of the Bright Futures Central Finance team working reporting into the Management Accountant/Business Partner.

Key Responsibilities

Accounts and Reporting

- Accurately and efficiently maintaining monthly routines to enable timely financial reporting both internally and externally. Examples will include, but are not limited to, assisting in the preparation of monthly accounts to trial balance stage, including control account reconciliations and posting of accruals and prepayments.
- To consider ways to make the reconciliation process more efficient, to deliver value for money across the schools and the trust.
- Preparing variance analysis reports
- Assisting in the internal and external audit management, helping to provide evidence and commentary where required.
- Assisting with the preparation of management reports for the local governing body meetings.
- Have regular management account discussions with the Management Accountant/ Business Partner, identifying any areas of concern.
- To support the Purchase Ledger Officers and the wider finance team when required e.g. during holiday periods and other peak times, to ensure that all orders, invoices and other transactions have been processed to meet month-end deadlines.
- 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 Management Accountant/Business Partner of any procurement breaches
- To support with monthly salary reconciliations, identifying differences between the budget and payroll
- To support the income team with the processing of income and ensuring income is accurately posted to the accounts.
- To assist the Management Accountant/Business Partner in the preparation of ad hoc reports and financial data both manually on excel and through computerised systems.
- To maintain own knowledge of academy financial reporting to ensure that the chart of accounts and reporting from the accounts is efficient and fit for purpose.
- Ensure procedures and reconciliations take place in accordance with the Trust's Financial Handbook

Job Description

- Ensure appropriate accounting practices are applied, including the posting of journals such as internal recharges and other miscellaneous journals as directed by the Management Accountant/Business Partner.
- Handling day to day enquiries from staff and other stakeholders.
- Ensure reporting is consistent with other schools across the Trust

Budgeting and Forecasting

- To assist in the preparation of school budgets including the ownership of some spend areas. This will include collating documentary evidence to ensure that each school has a complete and concise budget folder.
- Assisting in the preparation of regular budget reforecasting.
- Assist the Management Accountant/Business Partner in the monitoring and reviewing of budget performance identifying any potential areas of concern.

Transaction Processing, Banking, VAT and Controls

- Ensure all transaction processing takes place in accordance with the Trust's Financial Handbook and agreed processes
- Ensure correct accounting for VAT for purchases and sales
- Ensure all income is accounted for and reconciled, in accordance with regulations and ESFA guidance
- To ensure the financial accounting and forecasting systems are accurate and up-to-date at all times.

General

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

Person Specification

Category	Essential	Desirable	Means of Identification
Education and Training	• A minimum of five GCSEs, including Maths and English • Proficiency in Microsoft applications, including Outlook, Word and Excel • Experience of carrying out core transactional finance activities • Experience of working with accounting software	• Part qualified accountant (AAT, CIMA, ACCA etc) or working towards	Application Certificates
Relevant Experience	• Experience of working in a management accounting function in a similar sized organization • Experience of using reports within an integrated accounting system to produce management accounts • Experience of using financial analysis to enhance reporting and drive performance improvements	• Experience in school finance and ideally in an academy • Experience in a variety of financial roles	Application Interview
Knowledge and Skills	• Excellent oral and written communication skills • Operates with very high levels of integrity • Proficient user of the range of Microsoft office packages – good excel skills		Application Interview

Person Specification

Category	Essential	Desirable	Means of Identification
Personal Skills	• Commitment to the aims and ethos of the school and Trust • Ability to work as part of a team and to operate independently • Ability to work well under pressure • A commitment to maintaining confidentiality and discretion • Flexibility and a willingness to be involved in change • Excellent organisational and prioritisation skills, with the ability to manage multiple competing activities • Excellent written and verbal communication skill. • A commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection • Excellent troubleshooting and problem resolution skills • Attention to detail and a commitment to carrying out activities with diligence and accuracy • A collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation		Application Interview

Safeguarding	• Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people	• Knowledge of 'Keeping Children Safe In Education' (KCSIE) and 'Meeting Digital and Technology Standards in Schools and Colleges' government guidelines	Application Form Interview
Our Values	• Leadership • Integrity • Passion • Equality • Communit • Resilience		Interview
Pre-Employment Screening	• Enhanced DBS check • Two satisfactory employment references, from the last two employers • Evidence of the right to work in the UK • ID Check • Online Screening • Section 128 checks		