



**MOSAIC**  
SCHOOLS LEARNING TRUST

<b>Job title:</b>	Finance Assistant	
<b>Reports to:</b>	Head of Finance	
<b>Scale/FTE:</b>	Salary Scale: BR 5	2 – 5 days per week 42 Weeks per Year

**Job Description**

**Key Purpose:**

To provide effective and efficient support to the Finance Managers, Head of Finance and the Chief Financial Officer, in the financial administration of the Trust. To undertake routine financial procedures and take a supporting role in the planning, monitoring and development of the schools and Trust budgets.

**Main Responsibilities and Duties**

- Undertake financial processes in compliance with the Mosaic Schools Learning Trust Financial Procedures Manual and the Academy Trust Handbook.
- Maintain proper financial records and accounts using the Trust Financial Management System, SAGE Intacct.
- Process accounts payable transactions such as purchase orders, invoices, direct debits and BACS payments monitoring expenditure against cost centre budgets and reporting to the Finance Managers and Head of Finance.
- Ensure new suppliers are setup on the financial management system in accordance with financial procedures.
- To ensure all procurement card transaction documents are complete, authorised and entered onto the finance management system.
- To assist the Finance Managers with monthly procedures such as bank reconciliations, VAT reports and cash flow statements.
- Process accounts receivable transactions, raising invoices for lettings and other income due to the Trust.
- Review debtor reports on a monthly basis and chase outstanding income.
- Dealing with any enquiries from the Trusts schools and other external stakeholders that cannot be dealt with by the local school administration team.
- Monitor the finance mailboxes and responding accordingly.
- Ensure all financial documents are filed in a clear and consistent manner and stored in a secure environment.

- To assist the Finance Managers and Head of Finance in producing documents and files for internal and external audits.
- Provide support to the Finance Managers, Head of Finance and other staff across the Trust as required and to carry out such duties as may be required from time to time.

**Other responsibilities relative to this role are:**

- Be prepared to work flexibly across all schools within the Trust and provide cover as and when required.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Proactively promote and demonstrate Mosaic Schools Learning Trust vision, values and ethos in all aspects of work.
- Ensure that all duties and services provided are in accordance with the Trust's equal opportunities policies and statutory responsibilities.

**Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Details and emphasis are subject to amendment and revision in the light of the changing needs of Mosaic Schools Learning Trust. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager.

**Person Specification**

Criteria	Essential = E Desirable = D
<b>Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>• Knowledge and experience of education finance, processes and procedures.</li> <li>• Knowledge and experience of SAGE for Education or other finance systems.</li> <li>• Experience of working in an administrative role with significant aspects of financial management</li> <li>• Experience of working as part of a team.</li> </ul>	D D D E
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Good interpersonal and communication skills.</li> <li>• Fully conversant with IT and a competent user of word processing, email, spreadsheets and applications.</li> <li>• Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing.</li> <li>• Good personal organisational and time management skills with the ability to meet statutory deadlines in good time.</li> </ul>	E E E E

<ul style="list-style-type: none"> <li>• Ability to identify priorities quickly and accurately.</li> <li>• Ability to work with autonomy within set boundaries.</li> <li>• Ability to work under pressure in a calm and measured manner.</li> <li>• A high level of personal professionalism and confidentiality.</li> </ul>	E E E E
Personal Attributes	
<ul style="list-style-type: none"> <li>• Enthusiasm and drive for working in a school.</li> <li>• Ability to work independently and collaboratively as a member of a team.</li> <li>• Reliability, confidentiality and integrity.</li> <li>• Ability to promote the positive image of the schools and the Trust.</li> <li>• Good health and attendance record.</li> <li>• A positive and flexible attitude to work.</li> <li>• Willingness to undertake further training/development opportunities</li> </ul>	E E E E E E E
Date: May 2026	