



Severn Bridges
Multi-Academy Trust

CENTRAL TEAM

**Finance Assistant
Recruitment Pack**



Severn Bridges Multi-Academy Trust



Central Team Finance Assistant Recruitment Pack

CONTENTS

- Welcome from the CEO
- Welcome to our Schools
- Central Team Structure
- Advert
- How to Apply /Visits
- Job Description & Person Specification



Central Team

Finance Assistant

CEO Welcome



Welcome to the Severn Bridges Multi-Academy Trust.

The Trust began in March 2017 with the ambition to provide the highest possible academic opportunities for children, coupled with developing the all-round skills and talents of our pupils.

The Trust is located in the historic, mediaeval town of Shrewsbury and is formed of four large primary schools: Greenfields, Mount Pleasant, Short Wood and Radbrook Primary schools, and Sundorne Infant School and Nursery and Harlescott Junior School.

It is a great privilege for me to lead the MAT and my overriding aim is to ensure our schools deliver the very best we can for every one of our pupils.

I am proud to lead a dedicated and talented team of staff, trustees and governors, supported by engaged parents and a strong local community. We are united in our mission to provide the best possible outcomes for our pupils. Our commitment to excellence has been recognised by the Trust winning Small MAT of the Year 2025 in the MATA awards and being shortlisted in National Awards in categories recognising our outstanding provision for students with Special Educational Needs and Disabilities (SEND). This is testament to the dedication and effort of our staff in fostering inclusive and supportive learning environments.

This is an excellent opportunity for a detail-oriented professional to work within our collaborative and innovative MAT. We welcome your application and our team would be happy to discuss the role further.

Andrew Morris



Greenfields
Primary School



Harlescott
Junior School



Mount Pleasant
Primary School & Nursery



Radbrook
Primary School



Short Wood
Primary School



Sundorne
Infant School & Nursery

Central Team

Finance Assistant

Welcome to our Schools

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.

We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life. Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated. As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.



Central Team

Finance Assistant

Central Team

CEO – Andrew Morris

Deputy CEO – Stephanie Peters

CFOO – Georgia Newman

Finance Manager – Sara Thorpe

Facilities and Compliance Officer – James Evans Wilson

HR Manager – Rachel Etterley

Finance Officer – Janette Griffiths

MAT Assistant Administrator – Raj Mann

Governance Professional – Raj Mann



Central Team

Finance Assistant

About the Role

About Our Trust: Building Connections, Nurturing Success

Severn Bridges Multi-Academy Trust is a growing family of six schools with more than 350 dedicated staff members serving over 2,000 children. We are a stable, high-performing Trust built on the foundations of collaboration, connection, and community.

Much like the historic bridges spanning the River Severn in Shrewsbury, our Trust acts as a vital link between schools, staff, pupils, and families. Guided by our Trust values, we provide a holistic education that ensures every child has the tools to thrive academically, socially, and personally. At Severn Bridges, every voice matters, and we pride ourselves on a deeply embedded ethos of shared learning and mutual support.

The Role: Finance Assistant

You will work closely with the Finance Manager and Chief Finance and Operating Officer to ensure all the income and expenditure of the Trust is correctly accounted for and reconciled. This will include bank reconciliation, coding of income and expenditure and monitoring actual against budgeted spend.

Who We Are Looking For

We are seeking a candidate who has strong numerical skills and an eye for financial detail. The successful candidate will enjoy balancing accounts and following up discrepancies in order to maintain the accuracy and integrity of the Trust's financial records. You should have experience of dealing with financial accounting systems and possess good communication skills in order to liaise with school finance officers, suppliers and customers. The post holder will form a key part of a small experienced central finance team.

Why Join Us?

Joining Severn Bridges means joining a friendly, vibrant work environment where your expertise truly matters.

- A Unique Place to Work: The Central Team office is located in the Shrewsbury Flaxmill Maltings, a remarkable piece of the Industrial Revolution restored in an award-winning project.
- Modern office space: Bright office with free parking, secure bike sheds and an on-site Café.
- Excellent access to Shrewsbury Town Centre : walking distance to Shrewsbury Station, stunning medieval market town centre with quirky independent shops, tudor buildings, excellent café culture and beautiful green spaces.

Central Team

Finance Assistant

Location: Central Team, Shrewsbury Flaxmill

The Post: Finance Assistant

Contract Type: Permanent, Term time plus 2 weeks

Required: 2nd November 2026

Closing Date: Thursday 3rd September

Interviews: Monday 14th September

Grade and Salary

The salary for the post is:

Grade: Grade 6 scp 7-11

Actual salary £23,958 - £25,535
(final pay award pending)

Hours : Full Time 37 hrs per week, Term time plus two weeks .

Equal Opportunities

Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

Safeguarding

The Severn Bridges Multi-Academy Trust is committed to safeguarding and promoting the welfare of children, and expect all staff and volunteers to share the same commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies. Should you be shortlisted, further information relating to criminal records, sanctions and disqualifications will be requested and discussed at interview. Please see Severn Bridges MAT's safeguarding statement at:
www.severnbridgesmat.co.uk/our-policies/



How to apply

All applications should be made online through MYNEWTTERM. Please refer to the vacancy page on the MAT website

<https://www.severnbridgesmat.co.uk/job-vacancies/> and click onto the vacancy where you will be able to apply directly.

Visits

Visits are strongly encouraged.

If you would like an informal chat about the role do not hesitate to contact Sara Thorpe, Finance Manager:

sara.thorpe@severnbridgesmat.com she will be happy to chat or arrange a visit to Shrewsbury Flaxmill to meet the central team.

Finance Assistant Job Description

Job Title:	Finance Assistant
Salary:	Grade 6 scp 7-11 £23,958-£25,535 final pay award pending
Contract:	Permanent, Term time plus 2 weeks
Hours :	37 hours (Full Time)
Job Base :	Central MAT Team Office, Shrewsbury Flaxmill
Reporting to:	Finance Manager

Severn Bridges Trust is committed to creating a diverse workforce. We will consider applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership. The Trust is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check. All posts are subject to the Asylum and Immigration requirements.

Main purpose of Post

The finance assistant will work within the Central team on all aspects of Finance across the Trust.

Principle Duties and Responsibilities

The duties and responsibilities listed below are indicative of the tasks the finance assistant will perform, and are not intended to be an exhaustive list. The postholder will be expected to take on additional tasks appropriate to the role as they arise.

Finance

- To ensure MAT bank accounts are reconciled accounting for all income and expenditure in the accounts correctly.
- To manage and reconcile charge card accounts with schools.
- To manage payments to be paid by the Trust, including preparing BACS runs for authorisation and payment.
- To raise any invoices for income owed to the MAT and due to the Central budget.
- To ensure correct recording of income and expenditure between central and school accounts.

Finance Assistant

Job Description

- To post payroll journals monthly ensuring the reconciliation of payroll costs both in total and also compared to budget.
- To work with the Finance Manager on cashflow forecasts ensuring bank balances are reconciled to forecasts.
- To prepare and reconcile VAT returns under the direction of the Finance Manager.
- To assist the Finance Manager and CFOO with monthly monitoring reporting ensuring that where necessary variances are identified and highlighted.
- As part of financial monitoring ensure miscoding's are corrected and prepare journals where required
- To work under the direction of the Finance Manager with schools on non-grant income streams received directly by schools ensuring suitable and consistent remissions and charging.
- Assist and contribute to budget preparation.
- Prepare for Internal and External audits ensuring timely availability of all relevant documentation.
- Provide accurate information to the Finance Manager and CFOO as required to support the compilation of Trust reports.
- To assist the Facilities and Compliance Officer with Condition Improvement Fund (CIF) Bids to prepare, researching and editing bids.
- To assist with procurement efficiencies across the Trust.

General Administration

- Produce administrative support to the Central team including stationery and supplies ordering and management of events.
- Keep records in accordance with the Central Teams record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Analyse and evaluate data/information and produce reports and information as required.
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheet, internet).

Finance Assistant Job Description

Other Generic Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required.

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Finance Assistant Person Specification



Severn Bridges MAT

Person Specification – Finance Assistant Grade 6 (7-11)



Criteria	Essential	Desirable
Qualifications	Good standard level of education 5 GCSE's or equivalent, including English and Maths	NVQ Level 3 in Business and administration or equivalent or willingness to undertake this qualification
Skills and Knowledge	Very good numeracy and literacy skills Good ICT skills including using financial packages, management information systems and emails Ability to organise workload and manage several tasks Ability to work with others in a team. Excellent interpersonal and communication skills Ability to maintain confidentiality A professional attitude Flexibility and reliability.	Good working knowledge of excel
Work or Relevant Experience	2 - 4 years' experience of working in an office environment managing several tasks including finance.	Experience of working in a finance administrative role in a school
Special Conditions	Undertake and receive a satisfactory enhanced Disclosure and Barring Service (DBS) check. Have the right to work in the UK.	