



Consilium  
Academies

# BUILD YOUR DREAM CAREER

Join our Team!



## RECRUITMENT PACK

### Finance Assistant

Manchester, North East or South Yorkshire

EXCELLENCE AND EQUITY WITH INTEGRITY



Dear Candidate,

Thank you for your interest in the position of Finance Assistant at Consilium Academies.

At Consilium, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in that mission.

We are a values driven trust and bring this to life every day though our commitment to excellence, equity and integrity.

We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We have a commitment to ensure each and every staff member is supported to achieve their goals within their career and have the skills and development to flourish. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining the Consilium family.

Mr Michael McCarthy  
Chief Executive Officer of Consilium Academies.



Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equity with Integrity. Consisting of eight schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

Our Key Areas of Focus:

- **Expert Knowledge:** We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.
- **Ambitious Curriculum:** Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equity, Diversity, and Inclusion throughout.
- **Effective Pedagogy:** Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.
- **Purposeful Practice:** We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.
- **Rigorous Assessment & Intervention:** We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.
- **Rich Culture:** Guided by Excellence, Equity, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development.

Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.

# BENEFITS



As a Trust, we want our staff to feel supported and valued. Whether you are a teacher or member of the support team, we want your work to have a positive impact on your health and wellbeing.



A CONTRIBUTORY PENSION SCHEME, MEANING WE'LL SAVE TOGETHER

34 DAYS ANNUAL LEAVE + BANK HOLIDAYS FOR SUPPORT STAFF (PRO-RATED FOR PART-TIME) & 36 HOUR WORKING WEEK FOR FULL-TIME SUPPORT STAFF



EMPLOYEE ASSISTANCE PROGRAM WITH ACCESS TO COUNSELLING AND CBT 24 HOURS A DAY, 7 DAYS A WEEK

A CPD OFFER FOR EVERY MEMBER OF STAFF; TO HELP YOU PERFORM AS WELL AS YOU CAN IN YOUR ROLE, TO HELP YOU REACH YOUR CAREER ASPIRATION



FREE MEMBERSHIP TO VIVUP. WITH HUNDREDS OF EXCLUSIVE OFFERS AND DISCOUNTS AVAILABLE ONLINE AND IN STORE.

ACCESS TO THE LEADING HOME ELECTRONICS LEASE SCHEME, EXCLUSIVE TO PUBLIC SECTOR EMPLOYEES



ENHANCED CONTRACTUAL SICK PAY IN LINE WITH THE BURGUNDY BOOK AND GREEN BOOK, PROTECTING YOU AND YOUR FAMILY

AUTOMATIC PAY PROGRESSION FOR ALL STAFF IN LINE WITH THEIR CURRENT GRADING STRUCTURE



# JOB DESCRIPTION



<b>JOB TITLE:</b>	Finance Assistant
<b>REPORTS TO:</b>	Finance Associate
<b>BASED AT:</b>	Central Office (Manchester, North East or South Yorkshire)
<b>CONTRACT:</b>	Fixed Term Maternity Cover until November 2026
<b>WORKING PATTERN:</b>	36 hours per week, All year round
<b>GRADE:</b>	Grade 4 (NJC Scale points 6 – 8)
<b>ACTUAL SALARY:</b>	£25,989 - £26,824
<b>MAIN PURPOSE OF THE ROLE</b>	
To support the finance team through the administration of purchase ledger and general finance transactions.	
<b>CORE RESPONSIBILITIES &amp; TASKS</b>	
<b>Main Duties &amp; Responsibilities</b> <ul style="list-style-type: none"><li>• Coding, inputting and processing of invoices on a daily basis</li><li>• Prepare payment runs according to company standards and in line with internal controls (invoice authorisations)</li><li>• Supplier statement reconciliations</li><li>• Assist in the maintenance of the finance system, ensuring the accuracy and integrity of information input.</li><li>• Build and maintain solid supplier relationships</li><li>• Resolve routine supplier queries including but not limited to invoicing, remittance and payment queries.</li><li>• Assist in the production of financial information as required by the wider finance and central teams</li><li>• Assist in the monitoring of budgets, highlighting to senior staff when budgets require attention.</li><li>• Support the finance team, in proactively monitoring processes and systems performance, recommending changes and help implement improvements.</li><li>• To carry out duties in line with the Trusts' policies for Health and Safety and Equal Opportunities.</li><li>• To undertake other reasonable duties as requested by the Director of Finance &amp; Operations and Head of Finance.</li></ul>	
<b>Support for the Finance Team and Trust</b> <ul style="list-style-type: none"><li>• Contribute to the overall ethos/work/aims of the schools</li><li>• Attend and participate in regular meetings</li><li>• Participate in training and other learning activities as required</li><li>• Recognise own strengths and areas of expertise and use these to advise and support others</li><li>• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate</li><li>• To provide a professional, efficient and courteous service at all times</li><li>• To provide cover for absent colleagues as and when required</li></ul>	
<b>CORPORATE RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li><li>• To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust.</li><li>• To plan, monitor and review health and safety within areas of personal control.</li></ul>	

- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

#### ADDITIONAL NOTES

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

# PERSON SPECIFICATION



<b>Qualifications and CPD</b>	<b>Essential</b>	<b>Desirable</b>
5 GCSE passes A* to C or equivalent (inc English and Maths)	✓	
AAT qualified or willing to work towards		✓
<b>Experience, Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Evidence of experience in supporting the day-to-day operation of an establishment / company within financial constraints	✓	
Good working knowledge of principles and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of financial accounts.	✓	
Ability to problem solve	✓	
Ability to work flexibly to meet deadlines and respond to unplanned situations	✓	
Understanding of the importance of confidentiality and an appreciation of the implications of the GDPR	✓	
Understanding of finance systems within the education sector		✓
Knowledge and understanding of Academies Financial Handbook and ESFA financial requirements		✓
Experience of finance in the education sector (Academies)		✓
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Responsibility for own professional development and be willing to partake in further staff development	✓	
The ability to motivate, support and challenge	✓	
The ability to promote and maintain quality control in all aspects of work	✓	
A team player with energy, commitment, enthusiasm and resilience.	✓	
The ability to prioritise workloads and to work to given deadlines	✓	
The ability to adapt to change within the working environment	✓	
The ability to maintain confidentiality	✓	
A commitment to equality and diversity policies	✓	
A commitment to Health and Safety	✓	
A commitment to child protection and safeguarding	✓	
An understanding of child protection and safeguarding	✓	
<b>English Fluency</b>	<b>Essential</b>	<b>Desirable</b>
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	✓	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English or Welsh by a recognized institution abroad.	✓	