

Our Mission and Vision

- **Mission:** To inspire and empower all to achieve their full potential and thrive in an ever-changing, dynamic world.
- **Vision:** Inspiring Excellence. Empowering Futures.

We will build a Trust known for educational excellence, transforming children’s lives. We will create a vibrant community that inspires everyone to achieve their full potential and empowers all to manage their future with confidence and purpose.

At the **Great Learners Trust**, we recognise that it is “tough out there.” But we will not be deterred. Our response will be rooted in our core values: **brave, bold, and ambitious**. These values will drive us to face challenges head-on, to innovate, and to set our sights high for every member of our community.

Levers for Lasting Change and Improvement

We know that sustainable improvement does not happen by chance. It requires a deliberate, trust-wide improvement plan, focused on four key levers:

1. **People** – We will invest in our staff through high-quality CPD, deliberate and consistent practice, and a culture of teaching for excellence. Trust-wide best practice and leadership coaching will ensure that every adult is empowered to deliver their best.
2. **Data** – We will use robust, evidence-based data to inform every decision, track progress, and identify where we can make the greatest impact.
3. **Happiness and Wellbeing** – We will prioritise the happiness and wellbeing of our pupils, staff, and wider community. By fostering positive mental health, resilience, and a supportive culture, we will create environments where everyone feels valued, motivated, and able to thrive.
4. **Community** – We will deepen our partnerships with families and the wider community, recognising that true transformation happens when we work together for the benefit of every child.

By harnessing these levers, we will drive lasting change and improvement across all our schools—ensuring that every child, every adult, and every community in the Great Learners Trust thrives.

GLT Strategic Vision

Trust Mission	To inspire and empower all to achieve their full potential and thrive in a dynamic world.		
Trust Vision	<p style="text-align: center;">Inspiring Excellence. Empowering Futures</p> <p>We envision a Trust known for its educational excellence, transforming children’s lives. A vibrant community which inspires everyone to achieve their full potential and empowers all to manage their future with confidence and purpose.</p>		
Trust Values	Be Brave	Be Bold	Be Ambitious
Strategic Goals	Innovating to Inspire Happy Learners	Our People, Our Power	One Trust, Stronger Together
Operational Priorities	Leadership and Governance		
	Achievement for all Pupils		
	Pupil Behaviour, Safeguarding and Attendance		
	Staff and Parent Engagement and Communication		

Finance Assistant

Location:	Hybrid - home working / office base Great Missenden (days TBC)
Hours:	30 hrs per week, 41 weeks per year (Term-time + 3 weeks)
Pay:	GLT Scale 2-3, £26,522-£31,230 FTE (£19,271-£22,692 Actual)
Reporting to:	Trust Business Manager

Job Purpose

We are seeking a highly motivated and detail-oriented Finance Assistant to join our central finance team. This role plays an important part in supporting the day-to-day financial operations of the Trust, ensuring processes run efficiently and in line with financial procedures and regulations.

This role supports the efficient operation of the Trust's finance function, with a primary focus on accounts payable, while also assisting with sales ledger, payroll support, and general financial administration to ensure accurate and timely financial processing across the Trust.

Key Responsibilities

Accounts Payable (Primary Focus)

- Process supplier invoices accurately and in a timely manner using the Trust's finance system
- Match invoices to purchase orders and delivery notes in line with procurement procedures
- Resolve invoice queries with suppliers and budget holders
- Prepare and process payment runs (BACS) in accordance with Trust procedures
- Maintain supplier records and ensure accurate details are held
- Reconcile supplier statements and investigate discrepancies

Sales Ledger / Income

- Raise sales invoices (e.g. lettings, nursery fees, recharge income)
- Record and reconcile income received
- Monitor outstanding debts and support credit control processes
- Liaise with academies regarding income collection and queries

Payroll Support

- Provide administrative support to payroll processes, including:
 - ❖ Collating and checking payroll input (timesheets, claims, variations)
 - ❖ Supporting monthly payroll deadlines
 - ❖ Acting as cover for payroll processing where required
- Respond to basic payroll queries or escalate where appropriate

General Finance & Administrative Duties

- Assist with bank reconciliations and cashbook postings
- Support month-end processes and reporting requirements
- Maintain accurate financial records in line with audit standards
- Assist with audit queries and provide supporting documentation
- Support budget holders with basic financial queries
- Ensure compliance with Trust financial regulations and procedures
- Undertake general administrative tasks to support the finance team

Other Duties

- Provide finance support across multiple academies within the Trust as required
- Contribute to continuous improvement of financial processes and systems
- Undertake training and development as required
- Carry out any other duties appropriate to the role

Why Join the Great Learners Trust?

At the Great Learners Trust, we believe that excellence is built on collaboration, support, and opportunity. As part of our team, you'll be joining a group of highly skilled, loyal, and supportive professionals who are passionate about making a difference. Our culture fosters growth, values innovation, and celebrates success. Whether you're looking to advance your career, deepen your expertise, or contribute to a meaningful mission, the Trust offers a dynamic and rewarding environment where you can truly thrive.

What We Offer:

- **A Fantastic Team** – Work alongside a dedicated and experienced team of professionals and senior leaders who are committed to supporting each other and driving positive outcomes.
- **Professional Development** – Access bespoke training and development opportunities tailored to your career goals, ensuring you continue to grow and excel.
- **Career Opportunities** – Be part of a growing Trust with clear pathways for progression and the chance to make a lasting impact.
- **Generous Holiday Package** – Enjoy a competitive holiday entitlement that supports your wellbeing and work-life balance.
- **Pension Scheme** – Benefit from membership in the Buckinghamshire Local Government Pension Scheme (LGPS).

Person Specification

Education and Qualifications	Essential	Desirable
Good standard of general education, including GCSEs (or equivalent) in English and Maths	✓	
Relevant finance or business administration qualification		✓
Experience	Essential	Desirable
Experience of working in a finance or administrative role	✓	
Experience of working to deadlines in a busy environment	✓	
Experience working in an educational or Multi-Academy Trust setting		✓
Experience of accounts payable processes		✓
Knowledge and Skills	Essential	Desirable
Strong attention to detail and accuracy	✓	
Good IT skills, particularly Microsoft Excel and other Office applications	✓	
Good organisational and time management skills	✓	
Ability to communicate effectively with a range of stakeholders	✓	
Basic understanding of financial processes and procedures	✓	
Experience using finance systems (e.g. Sage Intacct, PS Financials, FMS or similar)		✓
Awareness of financial regulations, controls, and audit requirements		✓
Personal Attributes	Essential	Desirable
Professional and customer-focused approach	✓	
Trustworthy, with a high level of integrity and confidentiality	✓	
Strong work ethic and commitment to meeting deadlines	✓	
Positive approach to change and process improvement	✓	
Commitment to safeguarding and equality	✓	
Full UK driving licence and access to a vehicle	✓	

Key Relationships

- Finance team colleagues
- School-based administrative staff
- Budget holders across the Trust
- External suppliers and service providers