

iet

isle
education trust

Candidate Information Pack

Finance Assistant – Central Support Services

klpa kilton lindsey
primary
Academy

bspa burton upon stather
primary
Academy

apa althorough
primary
Academy

ca coritani
Academy

eпа epworth
primary
Academy

sa south
axholme
Academy



About IET

The Isle was created when local ancient settlers in North Lincolnshire combined their communities enabling individual inhabitants to live safely and thrive. Isle Education Trust is proud to have built itself on these foundations and is a community of schools who grew from the mutual recognition that by working together to build communities we can inspire each other to be excellent.

Isle Education Trust (IET) was formed when South Axholme Academy and Epworth Primary Academy became partners to support and develop excellence in the local education community. Soon after, the benefits of belonging to a wider community all working together with a common purpose attracted Coritani Academy to join the Trust.

Isle Education Trust is an education community, driven by the belief that individuals and communities flourish together when they

- are **respectful** of their communities and the individuals within them.
- work together to **inspire excellence** in one another in order to thrive.
- are **resilient** to challenges and dare to be excellent.

At Isle Education Trust each academy has its own mind-set which underpins all that they do. Our students are at the heart of everything we

do, and we aim to ensure every single one of them has the support and guidance they need in order to reach their full potential.

We believe that every individual matters – learners, staff, parents and governors. The Trust places equal emphasis on enjoying learning inside and outside of the classroom. We feel passionately that all students should have the opportunity to be involved in a broad range of activities, regardless of gender, background or religion. In this way students gain a breadth of experience to enable them to develop into highly sought after individuals in whatever route they take upon leaving the Trust.

IET is committed to supporting academies to achieve this goal by celebrating what is unique about each setting, whilst providing structures and mechanisms to reduce pressures on Principals and leaders by absorbing roles such as finance, HR, Estates Management, IT and other statutory obligations in to the IET Centralised Services team. As a result, Principals are able to devote their time and energy to managing teaching, learning and the quality of education within their academy so that it is the very best that it can be.

- We believe that we can *inspire excellence together* and are a place where *communities matter* and *individuals thrive*.





Welcome from the CEO

Dear Prospective Colleague,

Thank you for your interest in joining Isle Education Trust. I'm delighted that you're considering becoming part of our team—whether you're looking to support students directly or contribute to the vital work that happens behind the scenes, your role matters deeply to us.

At Isle Education Trust, our vision is clear: *Inspiring Excellence Together*. Across our family of academies, we recognise that excellence doesn't happen by chance—it's built by a committed, skilled, and diverse team working together with shared purpose.

Our non-teaching colleagues are the backbone of our success. From safeguarding and administration to site management, finance, pastoral support, and everything in between, you help shape the culture and daily experience of our schools. Your expertise keeps our academies running smoothly, our environments safe and welcoming, and our pupils supported every step of the way.

We are proud to uphold values that guide our Trust:

- **Respect** – shown through honesty, consistency, and care.
- **Resilience** – demonstrated in our commitment to excellence, even in the face of challenge.
- **Inspiration** – sparked by individuals who lead by example and empower others to thrive.

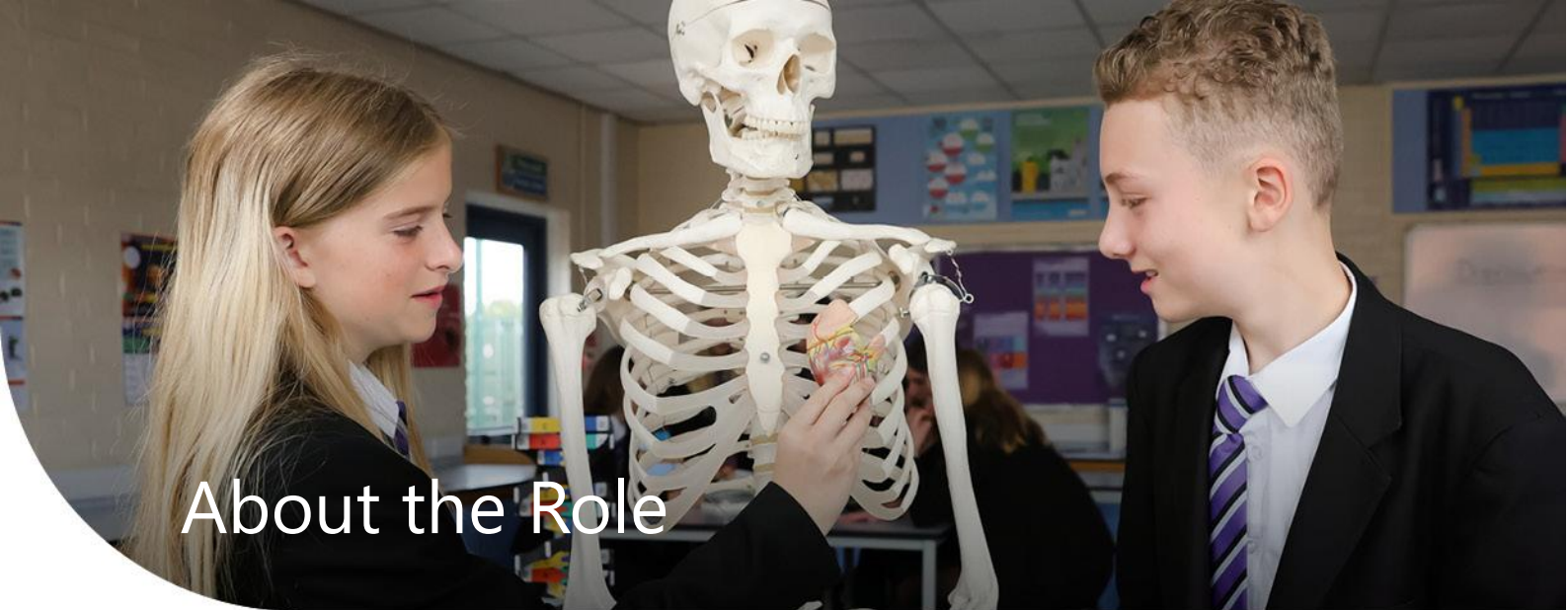
When you join our team, you'll find a community where your contributions are valued, your development is supported, and your wellbeing is prioritised. We offer professional learning opportunities, a culture of collaboration, and a genuine commitment to making our academies great places to work.

If you share our belief that every role within education is a chance to make a difference, I warmly invite you to explore opportunities across the Trust. We'd be thrilled to welcome you into our mission of inspiring excellence—together.

Warm regards,



Sarah Sprack
CEO, Isle Education Trust



About the Role

We are looking for an enthusiastic, detail oriented, proactive Finance Assistant to join our Central Support Team.

This is a key role supporting the financial operations of the Trust, by providing high quality, transactional processing and financial support across the Trust, and being a key point of contact for Trust colleagues and external suppliers.

This is an excellent opportunity for someone looking to build on existing financial or administrative experience and develop a career in finance. You will be supported by experienced colleagues and will gain exposure to a broad range of financial processes, systems and schools. As the Trust and its finance service continue to grow, there will be opportunities to develop your knowledge, skills and experience further.

At Isle Education Trust we believe that everyone who works with us has a positive impact on our students and communities, no matter what role they do. We value our people and to demonstrate that we offer excellent opportunities for professional growth. We provide flexible working arrangements to support work-life balance, generous pension schemes, wellbeing initiatives and family friendly policies.

If you are passionate about providing outstanding professional support and making a meaningful contribution to our excellent trust, then we would be delighted to hear from you.

If you would like any further information about the role, do get in contact by emailing shodder@isleeducationtrust-iet.co.uk or by calling 01427 433013.

Every best wish,

Samantha Hodder
Chief Finance & Operations Officer
Isle Education Trust



Job Description

Job Title	Finance Assistant
Salary details	£26,000 - £30,000
Job Details	37 hours per week, all year
Location	Hybrid – Home and IET Head Office Staynor House, Newborn Court, Epworth, Doncaster, DN9 1HQ
Required	As Soon as Possible
Application Close	9am, Monday 17 th August 2026
Interview Date	TBC

Job Purpose

As Finance Assistant, you will play an important role in the day-to-day running of the finance service.

Your work will include processing purchase and sales invoices, maintaining supplier information, preparing payment runs, posting journals, resolving queries and helping to ensure that our financial records are complete, accurate and up to date.

You will work with colleagues across the Trust, so attention to detail, clear communication and a helpful, professional approach will be essential.

This is an excellent opportunity for someone looking to build on existing financial or administrative experience and develop a career in finance. You will be supported by experienced colleagues and will gain exposure to a broad range of financial processes, systems and schools.





Key Responsibilities and Accountabilities

Main Responsibilities

Key Responsibilities

- To maintain accurate and complete records of all income and expenditure within the Trust, working at all times in accordance with the Trust's agreed financial procedures
- New supplier set up in IRIS, checking supplier terms and ensuring correct process is followed for change of bank details
- Processing and monitoring of purchase orders, invoices and payments
- Reconcile supplier statements and chase missing invoices
- Monitor the finance inbox
- Update, monitor and review utilities spend
- Update, monitor and review agency spend
- Check and upload credit card and petty cash transactions
- Send out Purchase orders to suppliers
- Assist with supplier queries
- Investigate discrepancies between orders and invoiced amounts
- Preparation of BACs runs
- Work collaboratively with staff within academies across the Trust
- Raising sales invoices
- Processing journals
- Working on ad hoc finance review exercises
- Learn and apply Trust financial regulations, policies and procedures
- Ensure financial controls are followed appropriately
- Support year-end and month-end processes
- Ensure financial transactions are recorded accurately and in a timely manner
- Undertake banking and financial administration tasks in accordance with Trust procedures
- Support audit activities by preparing information and documentation as required



We expect all Trust staff to:

- Work with all students ensuring equality of opportunity for all.
- Take responsibility for Safety and Welfare of all students, raising any concerns following the Academy/Trust protocols and procedures.
- Work proactively and effectively in partnership with all stakeholders.
- Carry out a share of statutory supervisory duties.
- Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position.
- Participate in CPD relevant to the role.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy.
- Participate in arrangements for examinations and assessments.
- Take an active role in promoting good behaviour in and around the Academy/Trust.
- Ensure that students adhere to the uniform code and apply sanctions when this code is breached.
- Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner.
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students.
- Ensure compliance with data protection laws and safeguarding procedures.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Regularly review the impact of their work and its impact on students' progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues.
- Proactively participate with arrangements made in accordance with the Appraisal Policy.
- Have professional regard for the practice, ethos and policies of the Academy/Trust and maintain high standards in your own attendance and punctuality.
- Operate at all times within the stated policies and practices of the Academy/Trust.
- Contribute positively and effectively to the whole Academy/Trust ethos.
- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the Academy, individual departments and students.
- Attend and participate in appropriate calendared meetings.
- Take responsibility for own professional development and duties in relation to Academy policies and practices.
- Liaise effectively with staff, students, parents and governors.
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- Carry out any other duties as directed by your Line Manager as may from time to time be agreed in accordance with the nature of the job described above.

This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Trust.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.



Person Specification:



Education, Qualifications and Relevant Experience	Essential	Desirable
Minimum of 5 GCSEs or equivalent qualifications or experience including English and Maths	A	
AAT qualified or equivalent financial qualification		A
Working towards AAT or equivalent finance qualification		A
Knowledge, Experience, Skills and Competencies	Essential	Desirable
Experience in finance/office administration		A I R
Experience in providing excellent customer service	A I R	
Experience of maintaining an accounts system and processing day to day transactions	A I R	
Working knowledge of Education accounting package		A I R
Excellent written and oral communication skills	A I R	
Ability to work as a team member, but independently at times, working with minimum supervision	I R	
Rigorous and methodical with the ability to manage own workload and meet deadlines. Ability to multi-task is essential as is the ability to prioritise and effectively manage large volumes of transactions	I R	
Work generally within set procedures and guidelines, occasional use of creativity in the solving of routine problems	I R	
Structured and well organised	I R	
Experience of using Microsoft Excel and other Microsoft Office applications	I R	
Able to maintain confidentiality	I R	
Strong attention to detail and accuracy in work produced, often within tight timescales	I R	
Capable of organising and prioritising a competing workload to meet deadlines	I R	
Personal Qualities & Essential Attributes	Essential	Desirable
Collaborative and committed to working as part of the wider Finance Team, Central Support Team and Trust	A I	
High personal standards, resilience under pressure and a commitment to leading by example	I	
Carry out all duties having a regard to an employee's responsibility under Health & safety Policies	A I	
Flexible and good-humoured approach	I	
A proven track record of excellent attendance and punctuality	I	
A sense of humour and good sense of well-being	I	
Able to work with or without supervision	A I	
Willingness to participate in further training and developmental opportunities offered by the Trust	A I	

Safeguarding	Essential	Desirable
A commitment to following the Trust's safeguarding and health and safety procedures and recognise when to report any concerns	A I	
Equal	Essential	Desirable
Knowledge, understanding and commitment to equality, diversity and inclusion	A I R	

KEY
 A = assessed through the application process
 I = assessed through the interview process
 R = assessed through reference





Pension Scheme

All staff are enrolled in either the Teachers' Pension Scheme or Local Government Pension Scheme, whichever is relevant.



Continuous Professional Development

IET offers numerous opportunities for continued CPD for **all** staff including NPQs and apprenticeships



Cycle to Work Scheme

Eligible staff may apply to purchase a new bike, e-bike or cycling accessories through this salary sacrifice scheme, making significant savings.



Staff Wellbeing

This is a priority for the Trust. All staff have access to a free Employee Support Package, including 24/7, 365 days a year online and telephone support covering areas such as mental health, bereavement, financial advice and counselling.



Healthcare

All staff have free access, 24/7, 365 days a year to an online doctor.



Flu Vaccinations

All staff are able to request a free voucher for a flu vaccination in the Autumn term.



Discounts

Through our employee benefits platform, staff can make significant savings through discounts and vouchers in a range of areas including restaurants, supermarkets, retail and holidays.





Trust Benefits:

Appointment Process

How to apply

To apply for this post, visit the IET website:

Isle Education Trust - Vacancies

Receipt of early applications from candidates with the appropriate experience, qualifications and personal qualities may result in an early interview being offered.

Isle Education Trust promotes equality of opportunity and welcomes applications from all sectors of society.

Isle Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts at Isle Education Trust are subject to an Enhanced Disclosure and Barring check.