



WELLSPRING

We Make A Difference

# Finance Assistant

Central, Barnsley



# Why Wellspring?

**Wellspring Academy Trust is a highly successful organisation, renowned for an unwavering commitment to inclusion and our distinct social purpose. We are committed to making a difference to the lives and life chances of the young people and communities we serve.**

As a large and growing Multi Academy Trust our Primary, Secondary, Special and Alternative Academies span across Yorkshire, Lincolnshire and the Humber. They are all vibrant, autonomous, highly successful and community focused.

The Trust strives to be a diverse and inclusive place where we can all be ourselves. We are defined by our values which are our guiding lights, and we are not afraid to take the harder path to remain true to them.

As the Trust continues to develop, there is a broad range of roles and opportunities that offer pathways for ambitious and dynamic individuals. We value our people: relationships are central to our culture. High quality induction training and ongoing professional development support is guaranteed.

We want our people to reflect the diversity of our communities. Through our inclusive practices, we aim to break down barriers and ensure that all individuals have the opportunities to succeed.

**We aim to raise expectations and ambitions for every young person in our care. We make a difference.**



# What We Offer



# About the Role

**Join a brilliant team in a dynamic growing organisation who really support your development.**

Wellspring Academy Trust is looking to recruit a Finance Assistant to undertake transactional processing (invoices etc), along with maintenance of the financial ledgers and accounts. This is a fantastic opportunity for someone looking to build a strong foundation in all aspects of finance administration. Candidates must be self-motivated, customer focused, organised and have great attention to detail.

The Finance Team undertakes the financial processing, ordering and budget monitoring support currently for 33 academies and a number of internal business units. The Finance Team are part of the Central Support team who wrap around our Schools and are committed to making a difference to the lives and life chances of the young people and communities we serve.

## Job Description

### Purpose of the Post

To undertake transactional processing of orders and invoices, and maintenance of the Trust financial ledger.

### Responsibilities

The post holder will provide a range of financial support services including transactional processing, for Academies across the Trust and the Central Support Team. Duties will include:

- The use of the Trusts financial management systems to undertake all financial administration.
- The placing of orders, including supplier maintenance and selection.
- The processing of invoices for payments.
- Dealing with supplier queries.
- Investigating discrepancies between orders and invoiced amounts.
- Dealing with staff within Academies across the Trust.
- Raising of sales invoices.
- Reconciliation of control accounts.
- Investigating control account discrepancies.
- Inputting of journals
- Income reconciliation and posting
- Undertake any financial administration tasks, commensurate with the grade as part of a flexible team.

### Standard Duties in all Trust Job Descriptions

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.

### Method of Working

Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with the Trust guidelines, policies and procedures. Wellspring team members are expected to respect confidentiality and safeguarding practices at all times.

### Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the team must project a positive image of the trust at all times and through all activity.

### DBS Certificate

Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All team members are required to undertake a Disclosure and Barring Service (DBS) check

# Person Specification

Section	Information	Essential / Desirable	How Identified
<b>Education and Training</b>			
Formal qualifications and relevant training.	Studying towards Association of Accounting Technicians (or equivalent).	<b>D</b>	Application Form
	Six GCSE passes including English and Maths (Grade C or above) or equivalent Level 2 qualification.	<b>E</b>	Interview Task Documentary Evidence References
<b>Experience</b>			
Ability to undertake duties of the post.	Experience in an accountancy/finance office.	<b>E</b>	Application Form
	Experience providing excellent customer service.	<b>E</b>	Interview Interview Task
	Experience maintaining an accounts system and processing day-to-day transactions.	<b>E</b>	
	Experience in preparing management accounts (accruals basis accounting, and processing month end journals).	<b>D</b>	
<b>General and Specialist Knowledge</b>			
Includes abilities and intellect.	Experience in Education Finance.	<b>D</b>	Application Form
	A good level of computer literacy, including being an expert with Microsoft Office software, especially Excel.	<b>E</b>	Interview Interview Task
<b>Personal Qualities</b>			
Includes any specific physical requirements of the post – (subject to the provisions of the DDA Act).	Excellent communication skills.	<b>E</b>	Application Form
	Proactive and forward thinking.	<b>E</b>	Interview
	Ability to work as a team member and use own initiative.	<b>E</b>	
	Able to work with minimum supervision.	<b>E</b>	
	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.	<b>E</b>	
	Structured and organised.	<b>E</b>	



# Person Specification

Section	Information	Essential / Desirable	How Identified
Suitability to work with children, young people and vulnerable adults			
Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults.	Satisfactory DBS disclosure to work in an environment dealing with young people.	<b>E</b>	DBS Disclosure Interview References
Additional Requirements			
	Operate with the highest standards of personal/professional conduct and integrity.	<b>E</b>	Interview
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	<b>E</b>	
	Willing to undertake training and continuous professional development in connection with the post.	<b>E</b>	
	Work in accordance with the Trust's values and behaviours.	<b>E</b>	
	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude.	<b>E</b>	
	A commitment to safeguarding and promoting welfare for all.	<b>E</b>	





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## Applications

If you would like any further information on the role please contact Joanne Armitage, Financial Controller on [j.armitage@wellspringacademies.org.uk](mailto:j.armitage@wellspringacademies.org.uk)

**Post Title:** Finance Assistant

**Reporting to:** Financial Controller

**Department:** Central Team

**Establishment Type (base):** Multi Academy Trust

**Duration of Post:** Permanent, 37.5 Hours per week, 52 weeks per year

**Start Date:** As soon as possible

**Closing Date:** 3rd March 2026, at 12pm (midday)

**Interview Date:** 9th March 2026

**Salary grade/spinal column point:** £25,510 to £27,755

**Location:** Digital Media Centre, County Way  
Barnsley, S70 2JW.

## How to Apply

Further information on how to apply for this role can be found on our website:

<https://wellspringacademytrust.co.uk/careers/current-vacancies/>

## Further Information

Wellspring Academy Trust is committed to safeguarding and promoting the welfare of our pupils. All posts are offered subject to enhanced DBS checks. As this role involves working with children and vulnerable adults in regulated activity, please note that it is an offence to apply for the role if barred from engaging in regulated activity with children and vulnerable adults.

References will be requested and an online search carried out for shortlisted candidates, prior to attendance at interview. Further pre-employment checks, including prohibition from teaching, childcare disqualification and section 128 checks, if deemed relevant for the role, will be completed for the successful candidate upon acceptance of the post.

We are committed to equal opportunities and to promoting diversity. We want our people to reflect the diversity of our communities, and we welcome applications from people from all backgrounds, especially from under-represented groups, including those from Black, Asian and minority ethnic communities. If you require any support with completing your application, please do not hesitate to get in touch.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/ countries you have resided in, if you are the preferred candidate for the post.

### Wellspring Trust

Digital Media Centre, County Way, Barnsley, South Yorkshire S70 2JW

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Discover how we make a difference at [wellspringacademytrust.co.uk](https://wellspringacademytrust.co.uk)