



LEARNING
ACADEMIES TRUST

**FINANCE
ASSISTANT
RECRUITMENT
PACK**

BELIEVE YOU CAN, TOGETHER WE WILL

 www.learningat.uk  01752 914160  hr@learningat.uk

About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

Together we will... work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

Aspiration Excellence Collaboration Inclusivity Kindness Respect



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website www.learningat.uk

A message from our Chair of the Trust Board...

Thank you for your interest in joining Learning Academies Trust. Whether you are at the beginning of your career or bringing years of experience, we are delighted that you are considering becoming part of our community.



At Learning Academies Trust we are committed to providing outstanding education that prioritises our children's needs. Our Trust is proudly made up of 18 primary schools, each united by a shared belief in the power of education to transform lives. Central to our mission is a deep and enduring commitment to improving the life chances of disadvantaged children, and this shapes our strategic decisions and every aspect of our culture. We know that when a child is given the right support, challenge and care, there is no limit to what they can achieve—and every member of staff plays a vital role in making this a reality.

Our values— **Collaboration, inclusivity, kindness, and respect**—are at the heart of who we are. They guide how we work with one another, how we engage with our children, families, and communities, and how we face challenges and opportunities together. These values are grounded in our shared sense of **purpose, ambition, and care**, driving us to strive for excellence while nurturing a culture where every individual is seen, heard, and supported.

As a Trust, we believe in investing in our people. When you join us, you join a team that celebrates professional growth, encourages innovation, and places strong relationships at the centre of its work. We want every colleague to feel valued and empowered to make a meaningful difference.

If you share our ambition and feel inspired by our mission, we look forward to welcoming you. Together, we can continue to create exceptional schools where all children—and all staff—can thrive.

Mrs Debbie Taylor

A message from our CEO...

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.



If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk hr@learningat.uk

Mrs Ciara Moran

About Learning Academies Trust

CEO: Mrs Ciara Moran

Location: Salisbury Road, St Judes, Plymouth, PL4 8QZ

Approximate number of pupils: 5000

Approximate number of staff: 900

Finance Assistant Job Description

Job Title	Finance Assistant
Location	Central Finance Office, Salisbury Road, Plymouth
Job Type	Temporary (until 31 st August 2027)
Salary FTE	Grade C (25,948-26,403)
Hours/weeks	37 Hours per week / 52 Weeks per year
Closing Date	14 th September 2026
Interview Date	tbc
Start Date	asap

ACCOUNTABLE TO:

Chief Financial and Operations Officer (CFOO)

LINE MANAGEMENT/REPORTS TO:

Trust Management Accountant

RESPONSIBLE FOR:

Finance support to Trust Schools/Academies and Central Finance Team

KEY RELATIONSHIPS/LIAISON WITH:

Key internal relationships:

CEO, CFOO, Trust Senior Management Team, Executive Heads, Headteachers, School/Academy support staff teams and central teams

Key external relationships

Department for Education, Professional advisers including Auditors and occasionally HMRC, Ofsted, and other regional and national professional associations and statutory bodies

Job Summary

We are looking to appoint an enthusiastic and dedicated Finance Assistant who has high levels of initiative and is motivated to work in a busy office environment and join our central finance team.

Reporting to the Trust Management Accountant, you will support the Trust's overall financial health and sustainability.

Key Responsibilities

Provide high quality and comprehensive transactional processing and financial support to the Trust.

Purchase Ledger

- New supplier set up in PSF, checking supplier terms and ensuring correct process is followed for change of bank details to minimise fraud
- Processing and monitoring of purchase orders, invoices and payments
- Reconcile supplier statements and chase missing invoices
- Monitor finance inbox and upload invoices and credit notes to the processing centre
- Update, monitor and review utilities spend
- Update, monitor and review supply spend
- Check and upload credit card transactions
- Review and process staff expenses in line with trust policy
- Send out Purchase orders to suppliers

Financial Compliance and Controls

- 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

School and Stakeholder Support

- Build positive working relationships with school office staff and colleagues across the Trust
- Monthly review of GRN and Purchase Order lists and liaise with schools
- Process trip requests and validate trip costing sheets linking in with the Trust Finance, Payroll and Operations officer
- Process Sales invoice requests

Learning and Development

- Actively participate in training, mentoring and professional development opportunities

- Develop knowledge of academy finance and education sector financial management

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities appropriate to the level of the role, as directed by the Trust Management Accountant.

Additional information

- The post holder is required to uphold and promote the school's policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust's responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity.

Work location:

You will be based in the central finance office at Salisbury Road Primary School.

Person Specification

	Essential	Desirable
Qualifications		
AAT Level 2 qualification or relevant experience	√	
Educated to GCSE level (or equivalent) with a minimum pass in both Maths & English GCSE or equivalent	√	
AAT 3 Qualified Accountant (or working towards) or relevant experience		√
Experience		
Experience working in a finance team, preferably in a school environment	√	
Experience within a school, academy or public sector environment		√
Experience using finance software packages	√	
Experience of using Microsoft Excel and other Microsoft Office applications	√	
Able to maintain confidentiality	√	
Strong attention to detail and accuracy in work produced, often within tight timescales	√	
Commitment to safeguarding and protecting the welfare of children	√	
Knowledge and Skills		
Capable of organising and prioritising a competing workload to meet deadlines	√	
Excellent attention to detail and accuracy	√	
Strong numeracy and analytical skills	√	
Good verbal and written communication skills	√	

Ability to work both independently and as part of a team	√	
Knowledge of financial regulations and controls		√
Personal Attributes		
Enthusiasm and personal drive	√	
Ability to build strong working relationships with all stakeholders	√	
Good attendance and punctuality record	√	
Professional and reliable	√	
Be a team player	√	

Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check

- Discounted gym membership

How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

Please note, the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Learning Academies Trust reserves the right to close the vacancy early if a suitable candidate is found.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.