

WORKING AT ALETHEIA ACADEMIES TRUST

Join our Team



For appointment of:
Finance Assistant



Aletheia
Academies Trust

Welcome from the CEO

Thank you for your interest in Aletheia Academies Trust



Aletheia Academies Trust is a non-profit making charity whose vision is rooted in a determination to **improve the life chances of local children**.

Since our beginning, the Trust has adopted an operational model based upon the notion of a family of schools, understanding that like any family member, each school and each community that it serves is unique. Schools are encouraged to celebrate and explore this dimension; striving to follow the highly ethical vision of Aletheia.

The role of the Trust is to act in a parental capacity; to ensure that each school is well-supported and individual strengths are shared to improve the outcomes of all; to provide wider experiences to Trust pupils beyond the capabilities of any individual school; to develop and share staff expertise; to provide expert leadership and governance.

Aletheia has grown with devotion to a principle of geographical proximity; knowing, caring for, and understanding the areas we operate in are important to us. The Trust has grown from a single academy Trust into a multi-academy Trust comprising 2 nurseries, 12 primary schools, 2 secondary schools, 2 sixth-form provisions, and now 2 all-through schools. Most recently, we proudly opened Alkerden All-Through Academy to an initial co-hort of Year 7's, with the permanent site complete with a state-of-the-art community sports facility, opening in 2026.

Steve Carey

Chief Executive Officer

Why Aletheia Trust?

At Aletheia Academies Trust, we aim to provide an inclusive nature of high-quality leadership to deliver educational excellence.

At the heart of Aletheia is the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community, by providing places where everyone has the ability to develop and thrive intellectually, socially, culturally and spiritually.

Our growing family of academies give multiple possibilities for our staff to create a career that **improves the life chances of local children.**

We aspire to nurture and empower our staff so that we unlock the potential in every learner. Guided by a shared vision of excellence, we create inspiring environments that honour and celebrate the richness of diverse backgrounds, experiences, perspectives and ideas.

Aletheia is committed to sustaining high-quality academies as well as supporting those in need of specific improvement. Our focus is to provide school improvement services that draw on the wealth of practice from across our Trust, broaden the expertise available to schools through flexible working arrangements and increase our capacity to respond quickly to the needs of individual schools. Pedagogical excellence is at the heart of all we do, with a sustained focus on collaborative and mastery learning.



Our Schools

The Trust is a family of academies that provide an inclusive education from ages 3 years to 18 years throughout Kent; including nursery, primary, secondary, and sixth-form.



**Saint George's C of E
All-Through School**



**Shorne C of E
Primary School**



**St. Botolph's C of E
Primary School**



**Stone St. Mary's C of E
Primary School**



**Horton Kirby C of E
Primary School**



**Sutton-at-Hone C of E
Primary School**



**Rosherville C of E
Academy**



**Holy Trinity C of E
Primary School**



**Cliffe Woods
Primary School**



**Halling
Primary School**



**Sedley's C of E
Primary School**



**Ditton C of E
Junior School**



**Knole
Academy**



**Gravesend
Grammar School**



**Whitehill
Primary School & Nursery**



**Alkerden C of E
All-through Academy**

Staff Benefits

The 2023/2024 Aletheia wellbeing survey showed that the majority of staff would recommend Aletheia as a great place to work.

We value every one of our employees and want to give back as much as we are able to, therefore we provide a range of perks and benefits as found below:



Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment opportunities.



Unlimited access for you and your family to 24/7 GP telephone consultations.



Enhanced annual leave allowance with term-time offerings.



Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.



Access to mental health and wellbeing support including counselling, mindfulness and physiotherapy sessions.



Access to Local Government and Teachers' Pensions Schemes.



Free eye test, examinations and eye care vouchers.

For a full range of what Aletheia Academies Trust offer, please scan:



Job Description

Job Title

Finance Assistant

Location

AAT Central office

Duration

Permanent

Work Hours

37 hours per week, all year round

Reporting to

CFO

Salary

AAT B (£26,385-£26,822 Per annum)

Pension

Local Government Pension Scheme



About the Role

This is an exciting opportunity to join our expanding Multi Academy Trust Central Finance Team. Finance Assistants work as part of the wider team and are specifically responsible for supporting the ordering, invoicing, and supplier payment processes across the Trust's schools.

This is a hands-on role within the Central Finance Team, working closely with colleagues across the Trust to ensure consistency, accuracy, and strong financial control across the Trust. The role supports the effective delivery of core finance functions, contributing to timely reporting and compliance with internal and external requirements.

You will support the Trust Purchase to Pay Manager, working within a team of Trust Finance Assistants that are specifically responsible for managing the ordering and invoice processes across the Trust's schools.

You will play an important role within a growing Central Finance Team that currently oversees finances for the Trust Central Fund, two all-through schools, two secondary schools, and twelve primary schools. This position reports directly to the Purchase to Pay Manager.

The wider finance team includes:

- Two Management Accountants
- Finance Officers responsible for reconciliations and maintaining accurate control accounts
- A Purchase to Pay Manager and a team of Finance Assistants handling ordering, invoicing, and supplier payments
- Trust Business Managers who oversee budgets, financial monitoring, and payroll for their allocated schools

Key Responsibilities

This role requires the ability to work closely with the other Finance Assistants and Finance Officers within the central finance team, as well as liaising with Budget Holders, Headteachers and School level staff, and suppliers as and when required.

1) Purchasing

- Posting the below documents to the accounting software in a timely manner with great accuracy:
 - Purchase Orders
 - Good Received Notes
 - Purchase Invoices
- Ensure that all expenditure is recorded against the relevant nominal code and cost centre, and that the correct VAT code is used.
- Ensure that orders are actioned in a timely manner to support School activities.
- Receive and check supplier statements.
- Investigate and action any issues that arise with regards to creditors.
- Any other purchase ledger maintenance duties requested by colleagues.
- Regular review of commitments and ensure timely maintenance as required.
- Processing Credit Card transactions Trust wide with great accuracy and in a timely manner.
- Ensuring tidiness and performing routine 'housekeeping' of the finance system and ensuring documents are electronically saved and attached.

2) Other

- Ensure adherence and compliance to Financial Policies, Academy Trust Handbook, DfE guidance and within statutory financial regulations in all that you do.
- Supporting colleagues within the central finance team as and when required.
- Supporting with training on the ordering system trust wide.
- Provide adhoc reports and information as required.
- Supporting Headteachers & Budget Holders with visibility and transparency of their budgets and any questions around this
- Supporting with Trip payments.





Safeguarding and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils. Annual safeguarding training is offered to all staff and it is the individual's responsibility to be aware of the most up-to-date guidance in the Keeping Safe in Children Safe in Education document 'KCSIE'.

This job description will be reviewed annually and may be updated or amended at any time in consultation with the post holder. The job description does not form part of the contract of employment but describes the way the post holder is expected and required to perform and complete the duties set out above.



"Staff responsible for each subject access high-quality training within the multi-academy Trust networks".

- Ofsted 2023

Person Specification

Qualifications and Experience

	Essential	Desirable
• Experience of working in the education sector		✓
• Evidence of continuous professional development		✓
• Knowledge & understanding of importance of Safeguarding		✓

Skills and Knowledge

• Excellent Excel, IT and numerical skills	✓	
• Able to use own initiative and communicate with proven interpersonal skills to all levels of stakeholders	✓	
• Ability to manage competing tasks and priorities	✓	
• Ability to work in a demanding environment and meet deadlines	✓	
• Welcomes challenge and flexible in adopting to the changing needs of the Trust	✓	
• Good organisational skills and ability to prioritise own workload	✓	
• Ability to work individually or part of a team	✓	
	✓	

Personal Qualities

- Ability to analyse complex problems and present coherent, achievable solutions.
- Flexibility of approach.
- Commitment to excellence.
- Willingness to attend training and development as required.
- Positive, 'can-do' attitude.
- Willingness to seek out and implement new ideas and innovative solutions.
- Willingness to engage in wider school life.

All Essential Criteria

Why Join Us?

This is more than a leadership role - it is an opportunity to be part of a collaborative, forward-thinking team who are passionate about making a difference. You will:

- Work alongside exceptional colleagues across a supportive, values-driven Trust.
- Shape strategy and practice across multiple schools, directly influencing hundreds of children's lives.
- Have the freedom to innovate, lead change, and see the impact of your leadership at scale.
- Be part of a vibrant community committed to excellence, opportunity, and improving local life chances.

If you're excited by the prospect of leading beyond one school, building collaboration, and shaping brighter futures across communities, we'd love to hear from you.



How to Apply

If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please contact:

The People and Culture Team
HR@aletheia.org.uk
01474 531 495

To apply for this role, please visit MyNewTerm:
Apply Now



Contact Us

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