



JOB DESCRIPTION

Trust Finance Assistant

The Special Partnership Trust: An ambitious, inspirational partnership of outstanding learning.

Job Title:	Trust Finance Assistant
Salary/Range:	£25,923 FTE per annum (Support Staff Group 2)
Hours:	37 hours per week 52 weeks per year
Base:	SPT Office, Pencalenick School
Responsible to:	Trust Finance Manager

Main Purpose of Job:

The Trust Finance Assistant will provide high-quality financial and administrative support within the Trust Shared Services Team, contributing to the effective delivery of core business functions across the organisation. The role involves supporting schools and stakeholders with day-to-day financial queries, ensuring compliance with Trust policies and procedures, assisting with audit requirements, and maintaining the integrity of financial operations across the Trust.

Main Duties and Responsibilities:

- Provide timely and accurate responses to financial queries from Trust schools and the Trust Shared Service team via telephone, Teams, and email. Ensuring a high level of customer service is maintained at all times.
- Set up new supplier accounts, ensuring all verification checks and approval controls are completed to maintain data integrity and mitigate fraud risk.
- Accurately process supplier invoices, purchase orders, credit card transactions, and maintain associated financial records in line with procedures.
- Raise and manage sales invoices, ensuring accurate record-keeping and timely collection of outstanding balances.
- Liaise with schools to ensure aged purchase orders are cleared and records maintained regularly.
- Assist with internal and external annual audits by preparing and providing accurate and complete documentation within required deadlines.
- Contribute with a range of financial administrative duties to support the Trust Finance Manager & Assistant Finance Manager, maintaining accurate records and ensuring adherence to financial policies and procedures.
- Contribute to the development and implementation of new initiatives aimed at improving and streamlining finance processes.

General / other responsibilities

- Maintain the highest level of confidentiality at all times regarding all reports, records, personal data, and other sensitive or confidential information.
- Remain informed of and comply with all relevant rules, regulations, and legislation.
- Take responsibility for your own ongoing professional development, including attending training sessions and meetings as appropriate.
- Act as a collaborative member of the Trust team, providing support and cover for colleagues as needed, including occasional work at other sites within a reasonable travel distance.
- Adhere to all Trust policies and procedures, including but not limited to the Trust Code of Conduct, Health and Safety, Safeguarding, and Data Protection policies.
- Staff should recognise that as the Trust grows and moves forward, job roles will inevitably develop and change focus and job descriptions will be reviewed accordingly. Staff need to be flexible in their approach to accommodate the changing needs of the Trust and to participate fully in professional development, which supports this.

Personal Qualities:

- Approachable, professional, and adaptable to the diverse and evolving needs of our schools and the Trust.
- Self-motivated, proactive, and solution-oriented, with a strong drive to deliver results.
- Flexible, dependable, and resilient, with the ability to adapt effectively to changing circumstances.
- Capable of working under pressure and meeting tight deadlines.
- Able to remain calm and composed in high-pressure situations.
- Confident working independently and collaboratively as part of a team

Trust Description/Overview:

We are a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the Southwest.

The Trust was founded in 2016 and is now made up of ten schools and ARBs. Unlike other trusts, we are purely made up of SEN schools and ARBs. This puts us in a unique position to do things differently.

We realised early on in our journey that there wasn't a one-size-fits-all approach. So, we developed a philosophy that places our young people front and centre. Every decision we take is based on meeting the needs of our young people and helping them succeed, and when we say 'succeed' we don't just mean academically.

When you work with us, you'll be joining a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the UK.

We are not afraid to do things differently and we never settle for ordinary. We aspire to be the best in everything that we do. We provide our young people with the highest quality education, give them

access to the best opportunities available to them, and take pride in giving them a sense of self-worth and purpose - built on a foundation of resilience and independence.

Through collaboration, co-operation, and creativity - underpinned by an ethos built on inclusivity, empowerment, and transparency - we aim to inspire every single young person (as well as their families and our staff) to be the very best versions of themselves they possibly can. We do this through an ambitious, specialist curriculum that goes beyond school life and focuses on living as well as learning.

We step outside the comfort zone when it's needed, we care more than people think is needed or necessary, and we genuinely want to improve the lives and experiences of our learners. We dare to be different; we have courage in our convictions, and we strive every single day to draw the best out of everything and everyone in our community.

We are...

Ambitious. We believe in setting new standards and consistently raising them through the quality of our work and approach.

Aspirational. We dream big and are brave enough to act on our aspirations.

Invested. We care. It's easy to say but, for us, it flows through every part of the Trust. We're invested in improving the lives of our young people both now and into the future.

Purposeful. We don't do things for the sake of doing them. We're driven by our purpose and committed to turning our vision into a reality.

Genuine. Honesty, transparency, and authenticity are what all our work is built on. Inclusive. Every single voice matters. Everyone can have ideas, express views, and be heard.

Energetic. We make SEN exciting. We're the go-getters and the trend-setters. We're not bound by convention and infuse our energy and passion through everything we do.

Specialist. We are a specialist trust, and this gives us a unique and unprecedented insight into the needs of our young people and their families.

Person Specification:			
	Essential	Desirable	Recruiting method
Education and Training	Attainment of 5 GCSE qualifications or equivalent (Grades A-C / level 4 and above) including Maths and English.	AAT Qualification	Application form
Skills and Experience	Exceptional attention to detail Ability to work under pressure Exceptional organisational skills	Previous working knowledge of Iris Financials and PS Purchasing	Application/Interview

	<p>Exceptional communication skills</p> <p>Excellent Excel (or similar) skills</p>	<p>Experience/knowledge of payroll functionality /systems</p>	
Behaviours and Values	<p>Reliable and resilient</p> <p>Able to work to tight deadlines</p> <p>Able to remain calm in pressured situations</p> <p>Flexible approach to work</p> <p>Able to work on own initiative and as in a team</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		

Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

How to apply:

Applications must be submitted via MyNewTerm, please visit: [Special Partnership Trust - Vacancies](#) to view the vacancy and complete the online application form.

Please note that we do not accept CVs.

Contact details:

HR can be contacted at recruitment@specialpartnership.org or by phoning 01872613115. Address: Special Partnership Trust, C/o Pencalenick School, St Clement, Truro, TR1 1TE

Closing date:

Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.

Our Trust is committed to providing employee benefits that motivate and reward our employees. Our benefits include:

- A competitive salary
- You will be eligible to join the local government pension scheme/Teachers pension scheme
- Extra Special Rewards Portal, providing staff with discounts, special offers and cash back opportunities
- Employee Assistance Programme providing a support network, advice and guidance 24/7
- Simply Health Optimise Health Plan – helping staff claim money back towards the cost of healthcare treatments and providing access to counselling services/health checks and wellbeing tools via an App
- Occupational Health support and access to Thrive, (NHS approved mental wellbeing app)
- Cycle to Work scheme
- Long Service Awards
- Family friendly policies/Flexible working
- Continued professional development support and apprenticeship opportunities.

To find out further information please visit the Trust/Schools website at www.specialpartnership.org