



ADVANTAGE
S C H O O L S

WHY WORK FOR ADVANTAGE SCHOOLS?

ABOUT ADVANTAGE SCHOOLS

- At Advantage Schools, we aim to provide all children with the highest quality of teaching of an excellent curriculum, which enables them to become highly educated and active participants of society.
- You'll be working alongside a collaborative, forward thinking, friendly and supportive trust
- Unparalleled CPD opportunities with The National College catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding trust
- Fantastic children with a wonderful desire to learn
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance

ABOUT THE ROLE AND YOUR APPLICATION

This post would suit a highly motivated individual whose values are aligned with ours.

You will be well supported in developing your competencies as a valued member of our team and you'll be working alongside a smart group of friendly and supportive colleagues in order to achieve our ambitions collectively.

To apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons to for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: www.advantageschools.co.uk/join-us/work-for-us



SAFEGUARDING

'The safeguarding and welfare of children is paramount and all our staff share this view. Applicants must be willing to undergo safeguarding and child protection checks including with past employers and the Disclosure and Barring Service.

INTEGRITY, AMBITION, EXCELLENCE

Welcome to Advantage Schools; a high-performing family of ten schools.

We unashamedly believe in high attainment. Our schools seek to transform the life-chances of the young people in our care. We do this through very high expectations – of behaviour and conduct, of hard work and of determination and perseverance – alongside the very best knowledge-based curriculum.

At Advantage Schools, we commit to ensuring that pupils will be able to learn in an environment that is free from disruption so that they can chase their dreams and fulfil the aspirations they share with parents and colleagues. A broad curriculum places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is empowering.

We also pride ourselves on the additional opportunities available to pupils outside of the classroom. Our extensive extra-curricular programmes include residentials, sports and music so that we develop well-rounded young people.

Our schools work together to provide teachers and support staff with the best possible training. In partnership with families, we work hard to ensure that pupils have the widest possible opportunities in their lives.

Our schools' doors are open in every sense:

- we are in the centre of our communities, inviting them in regularly and celebrating the richness of our local area and those we serve;
- we collaborate with other professionals and schools, sharing our work to benefit pupils across the country;
- we celebrate what we do while maintaining humility in accepting feedback so that we can continue to improve.

We run our schools in the best interests of the pupils, guided by our principle that *"it must be good enough for our own children or those that we care deeply about to be good enough for our pupils"*.

"Educating children, serving the community, achieving exceptional outcomes."

Stuart Lock
Chief Executive



OUR LEADERSHIP

Thank you for taking the time to read our information pack and finding out more about Advantage Schools.

I am very proud of our family of schools. Together we are determined to maximise educational provision in this region, ending educational disadvantage.

At Advantage Schools, we 'punch above our weight'. Despite being a medium-sized trust we have been involved in national policy. We are a delivery partner for the National Professional Qualifications, the Early Career Framework. We deliver very large amounts of bespoke training via the Advantage Schools Knowledge Exchange. We share our work with other like-minded schools and trusts, and work towards being an 'outlier' organisation

Our collaborative partnership of schools provide exceptional educational provision inside and outside of the classroom for all of our children. Our schools ensure that pupils are supported, monitored and encouraged, ensuring that their learning experience will be challenging, rewarding and memorable. Pupils enjoy their time at our academies and give back to the wider community.



Stuart Lock,
CEO

I am one of the Department for Education's National Behaviour Advisors, and at Advantage Schools, we have a national reputation for excellent behaviour and a focus on strong outcomes. We take behaviour and curriculum really seriously. Our teachers must be able to teach, and pupils able to learn. Our curriculum is an entitlement for all – we do not make exceptions in our high aspirations. But our families, colleagues and trustees are hungry for more. We will, therefore, recruit a colleague who is hungry for the school and trust to be better still; who will not tolerate mediocrity; who will challenge when required and inspire regularly. This will be underpinned by substantial knowledge about education.

We expect hard work, but we support and manage workload so that you can do the job sustainably.

If you are interested in the post but are unsure whether you have the skills and expertise that would make you ready to apply, please do get in touch for an informal, honest conversation. We can arrange tours of our schools and are happy to put you in touch with relevant colleagues. We will ensure that the right candidate is fully supported with training and through our established support network.

I very much hope that we receive your application.

With best wishes, Stuart Lock



VALUES



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well- rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. Ranging from an extensive **Wellbeing package**, to free tea and coffee, you can be reassured that we have your best interests at heart.



Whole trust training events



Free eye test vouchers



Refer a friend £500 bonus scheme



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Green car salary sacrifice scheme



Support for all staff with an experienced licensed counsellor



Cycle to work scheme

EDUCATIONAL PARTNERSHIPS



CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues. Additionally, we offer a wide range of CPD training through various platforms, including The National College, giving all staff access to an extensive selection of professional development courses.

Join us and take your career to the next level with our exceptional development opportunities!



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, hot drinks, cinema tickets, gym classes and so much more. It also offers a substantial **wellbeing package**.



MEDICAL

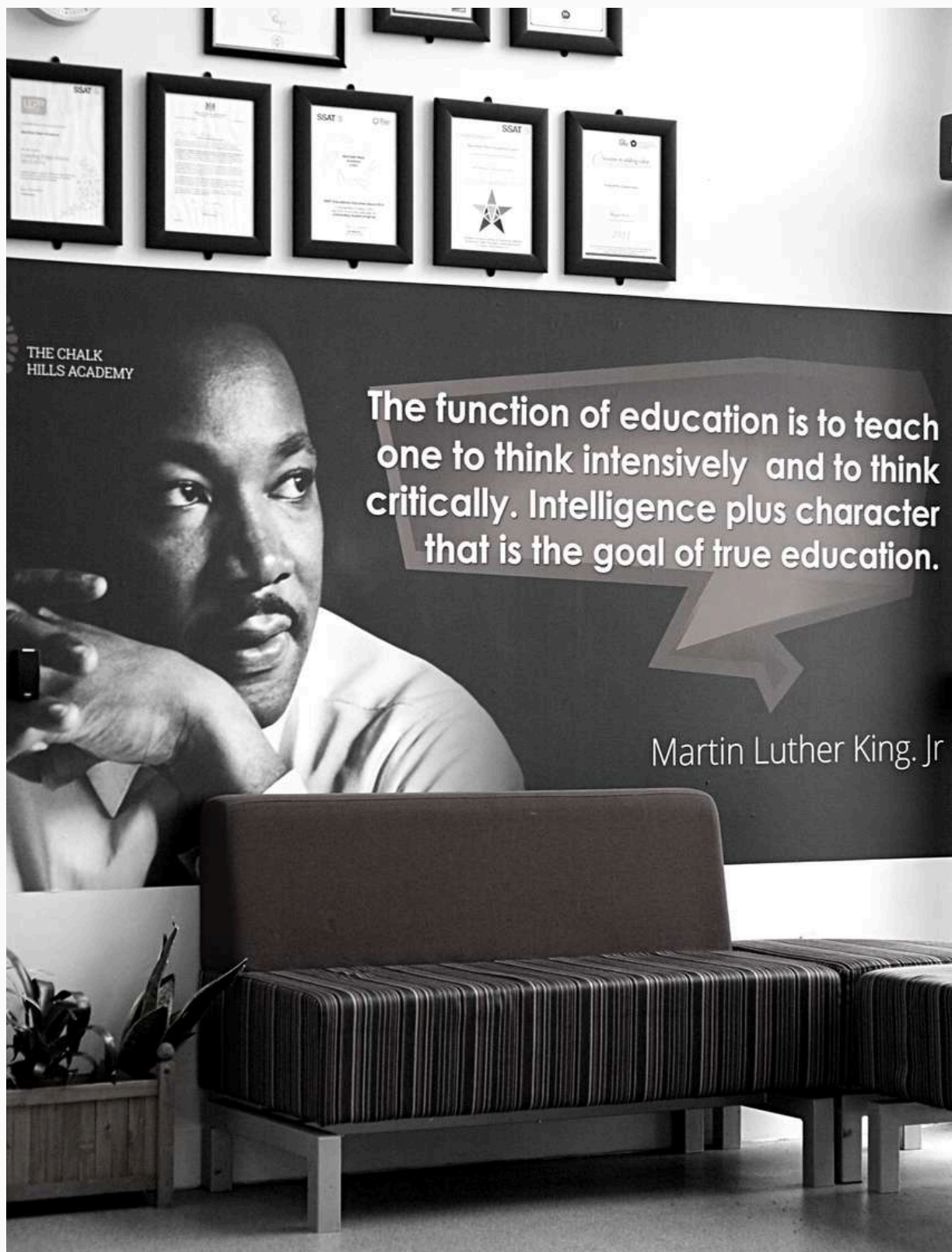
Perkbox also provides 24/7 access to GP appointments, confidential support and guidance through the Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a wellbeing portal, full of resources and videos

RECRUITMENT BOOKLET



ADVANTAGE
SCHOOLS



SEE MORE AT

WWW.ADVANTAGESCHOOLSUK



JOB DESCRIPTION

Job Title:	Finance Assistant – Purchase Ledger & Treasury
Reports to:	Senior Finance Officer
Location:	Trust Central Office, The Vale Academy, Dunstable, LU5 4QP
Hours:	Full time or Part time
Salary Banding:	AS 9 -14 £27,564-£29,850

JOB PURPOSE

You will play a key role in managing the day-to-day treasury and purchase ledger operations within the Trust's central finance function. This will include supporting effective cash flow management, completing bank reconciliations, processing supplier invoices and payments, maintaining accurate financial records, and resolving related queries.

You will ensure that all transactions are processed accurately and promptly, in accordance with the Trust's financial controls, internal policies, and regulatory requirements. The successful candidate will demonstrate strong communication and organisational skills, excellent attention to detail, and a sound understanding of accounting principles, particularly in relation to treasury, accounts payable, and purchase ledger processes.

MAIN DUTIES AND RESPONSIBILITIES:

Invoice Processing:

- Review, match, and process supplier invoices against purchase orders and delivery notes to the appropriate cost centres and account codes.
- Verify the accuracy of invoice details and resolve any discrepancies with suppliers or internal teams.
- Maintain an up-to-date purchase order log and ensure all purchase orders are accurately reflected in the accounting system.

Payment Processing:

- Assist in the preparation and execution of weekly payment runs to suppliers.
- Ensure payments are made in accordance with agreed terms and accurately reflect outstanding liabilities.
- Prepare payment lists and reconcile supplier accounts to ensure no outstanding payments or overpayments occur.

Supplier Account Reconciliation:

- Reconcile supplier statements to the Trust's records on a monthly basis.
- Investigate and resolve any discrepancies, ensuring that all discrepancies are addressed promptly.
- Maintain and monitor the accounts payable ledger, ensuring all transactions are accurate and up to date.

**Data Entry and Record Keeping:**

- Ensure all financial data is entered into the accounting system accurately and timely.
- Maintain electronic and paper records of invoices, payments, and supporting documentation in an organized manner.
- Assist with the preparation of financial reports and internal audits as needed.

Communication with Suppliers and Internal Teams:

- Build and maintain strong relationships with suppliers, addressing inquiries related to payments, invoices, and discrepancies.
- Communicate with internal departments, such as procurement and finance, to ensure timely and accurate processing of invoices and payments.
- Collaborate with team members and management to improve processes and address any purchase ledger-related issues.
- Work closely with team members to create and implement a trust wide procurement strategy.

Compliance and Control:

- Ensure all activities are carried out in compliance with internal controls, Trust policies, and financial regulations.
- Assist with VAT reporting and ensure proper documentation is maintained for tax purposes.
- Assist in maintaining accurate records for audit purposes and provide necessary support to auditors as required.

General Administration:

- Support the purchase ledger team in various administrative tasks.
- Assist with month-end closing procedures, ensuring all relevant invoices and payments are processed.
- Provide backup support to other finance functions as needed, including accounts receivable or payroll.

Supporting Finance Managers

- Raise sales invoices as requested by finance managers.
- Follow up on overdue sales invoices to ensure timely payment.
- Reconcile income and expenditure related to school trips.
- Reconcile charity funds, ensuring timely distribution to designated charities.
- Raise purchase orders (POs) as required.
- Undertake ad-hoc tasks as directed by finance managers.

Treasury & Cash Management:

- Posting all transactions from all bank accounts into the accounting system. Determining income sources and applicable information.
- Posting all income from parent payment systems and preparing reconciliations
- Prepare and process daily/weekly/monthly bank reconciliations for all trust bank accounts, ensuring accuracy and completeness.
- Assist with cash flow forecasting and reporting to support financial planning.



- Generating all bank payments ensuring that all payment controls and processes are adhered to.
- Ensure timely and accurate processing of payments, including BACS, CHAPS, and other transactions.
- Monitor and manage bank accounts across the Trust to ensure optimal cash flow.
- Support the management of investment accounts and the allocation of funds across schools.
- Building and maintaining strong relationships with bank contacts.
- Ensuring compliance with all relevant treasury regulations and procedures.

Financial Processing & Controls:

- Ensure financial transactions are processed in compliance with Trust policies and regulatory requirements.
- Assist in maintaining accurate financial records for treasury-related activities.
- Support the review and reconciliation of financial transactions related to banking and cash flow.
- Assist with internal and external audits, ensuring all treasury records are up to date and accurate.

Stakeholder Engagement & Support:

- Act as a point of contact for finance-related queries from schools and suppliers regarding payments and banking matters.
- Work closely with the wider finance team to ensure smooth processing of financial transactions.
- Assist in developing and improving treasury processes and financial controls.
- Provide general support to the Finance Controller including handing mail and answering the telephone
- Appropriate storage and archiving of source documents
- Responding to ad hoc financial requests and analysis of income / expenditures as required
- Posting of journals onto the accounting system
- Undertaking any other treasury-related duties as require

Note:

Please note that the above list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks the finance assistant will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by their line manager.

PERSON SPECIFICATION

Finance Assistant – Purchase Ledger & Treasury

	Essential	Desirable
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS		
GCSE English and Maths grades A-C or equivalent	√	
A Levels		√
Hold or be studying for a finance/business related qualification		√
EXPERIENCE		
Financial experience within a school or similar environment.	√	
Experience with financial and other IT packages.	√	
Experienced in purchase ledger and/or treasury and bank reconciliation.	√	
Experience of using Iris financial		√
SKILLS/KNOWLEDGE/ABILITIES		
Good attention to detail	√	
To be a self-starter, able to work on own initiative and use own judgement to problem solve.	√	
Excellent verbal and written communication skills	√	
Be able to work as part of a team	√	
High standard of numeracy skills	√	
Excellent organisation and planning skills	√	
Ability to prioritise workload and meet deadlines.	√	
Good level of understanding of Microsoft Excel and Word	√	
Ability to demonstrate knowledge and commitment to Equality and Diversity and how this has been applied in previous roles.	√	
A knowledge and understanding of the Health and Safety as applicable to this role.	√	
A knowledge and understanding of the requirements of safeguarding children and vulnerable adults in the education sector as applicable to this role.	√	
OTHER		
To have a flexible and can-do approach to work, including the need to travel between sites and occasional evening / weekend work	√	
A commitment to the aims and values of Advantage Schools Trust .	√	
A commitment to own and others professional development.	√	
A commitment to maintaining the highest professional standards at all times.	√	