



Central Team

Abingdon Learning Trust

Finance Assistant
RECRUITMENT PACK

December 2025

About

ABINGDON LEARNING TRUST

From the outset, the creation of Abingdon Learning Trust remains about maximising opportunities for children and young people in our schools so that each individual can thrive, grow and succeed.

Adding value more widely to the communities in which our schools sit is important to us too, and our Trust-wide commitment to achieving a Net Zero position in two generations of students, by 2035, demonstrates one facet of this.

We believe strongly that local school governors and school leaders know their schools best and are therefore in the position to make decisions for their school most effectively, with much responsibility delegated locally by the Trust Board.

We aim to celebrate diversity and promote equality of opportunity for all who learn and work in our schools and Trust; to create a culture and ethos where inclusion, equality and diversity are embraced; where employment and educational opportunities are open to all; and where everyone in the Trust is treated with fairness, dignity and respect.

We are committed to being the employer of choice in the area, and understand that great staff directly help our pupils and students reach their full potential for a happy and successful life.

Our commitment to staff includes our Wellbeing and Workload Charter and investment in CPD at all ages and stages; an additional structure of teacher Professional Pathways, which include strong support for ECTs, NPQs and preparation for the next professional challenge; and a culture that places carbon reduction towards a net zero position by 2035 at its heart.

We believe in investing for all of our futures.

OUR VALUES

QUALITY to create an outstanding learning community, including strong leadership and governance

OPPORTUNITY to provide the best opportunities for all children to reach their full potential

COLLABORATION to support a shared commitment and dedication to learning

AMBITION for continual improvement and to strive for excellence in all we do

COMMUNITY To be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.



JOB DETAILS

POST OF:

Finance Assistant

AT:

Central Team, across all trust schools
Based at Rush Common School, Abingdon

COMMENCEMENT:

2nd February 2026

CONTRACT TYPE:

Permanent 25 hours per week, 39 weeks term time plus 5 days. Hour's flexible over 5 days.

SALARY:

Support Staff Grade 4
£13,089 - £13,297 per annum

Introduction to:

ABINGDON LEARNING TRUST - CENTRAL TEAM

The role of the Trust's central team is to support schools with the operational functions of running a business, and it is based in a separate building on the Rush Common School site. We focus on:

- Finance
- Human Resources from advertising to recruitment and supporting current staff
- Payroll
- ICT
- Marketing
- Estates and Facilities Management
- Contract Management
- Supporting schools to access grants and bids

In addition, the central team now runs the Catering Function across the Trust, this ensures that schools are provided with a high-quality service, a flexible team and allows for catering for external schools.

There are many reasons that make Abingdon Learning Trust a great employer. If you are thinking about working with us, have a look below:

- We offer a pension for all employees, with employer contributions, and new colleagues will have their continuous service recognised for the Teacher Pension Scheme and Local Government Pension Scheme, where relevant.
- There is a generous holiday entitlement, and for support staff the entitlement increases with length of service
- A cycle to work scheme (up to £1800)
- Childcare vouchers
- Employee support through SmartClinic (24/7 access)
- Enhanced sick pay arrangement
- We offer flexible and family friendly policies
- Our emergency and special leave policy allows staff to apply for paid time off to attend significant events
- We are a Disability Confident employer
- We have ambitious aims to support reaching a net zero position:
 1. Being Net Zero Carbon in our Scope 1 and 2 emissions by the end of one school 'generation' of pupils by 2028
 2. A 50% reduction in our Scope 3 emissions by 2028
 3. Being Net Zero Carbon in our Scope 1, 2 and 3 emissions in two generations of school pupils by 2035.
- All colleagues receive a thorough induction process

We would welcome your application to work with our team to enable the schools within the Trust to reach full potential from an operational perspective.



JOB DESCRIPTION:

POST:	Finance Assistant
RESPONSIBLE TO:	Trust Finance Manager
ACCOUNTABLE TO:	Chief Operating Officer
APPRAISAL:	The post-holder will be subject to the Trust's annual performance appraisal Process.
GRADE:	4

1. JOB PURPOSE

Under the instruction and guidance of your line manager, provide general administrative and financial support to the Trust. This is a varied and challenging role and requires the post-holder to be articulate, confident, and methodical with good organisational skills and financial knowledge.

2. ORGANISATIONAL STRUCTURE

As per staffing structure.

3. KEY RESPONSIBILITIES AND TASKS

Main Responsibilities:

- Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales.
- Ensure Purchase Orders are checked for accuracy and forwarded to suppliers.
- Ensure all resources, equipment, stock, books and general supplies are obtained from the most cost-effective source in line with Trust requirements to achieve value for money.
- Add suppliers and check details of suppliers to the Trust finance system.
- Liaising with Budget Holders for invoice and purchase order authorisation.
- Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation and ready for payment.
- Checking and reconciling statements received from suppliers to finance system and request copy invoices if required.
- Monthly reconciliation of charge card statements.
- Scanning current and historic invoices to the Trust finance system.



- Maintain an accurate and up to date filing system. Archiving and destruction of previous years records within established guidelines.
- Preparation, processing and safekeeping of all Academy income (cheques and cash) for payment into the Bank or Post Office.
- Assist with BACS payment runs.
- Ensure all returns are made timely and refunds or credit notes are received.
- Investigating and resolving any supplier invoices under query.
- Processing of credit card transactions.
- Create invoices for Trust related activities such as pre-school, lettings, catering.
- Assist with distribution of reports to budget holders.
- Reconcile online payments and post to the relevant income codes.

Further duties

- Provide appropriate support when required for non-financial staff on basic financial procedures
- Provide cover in agreed activities in the absence of members of the finance team.
- Undertake any such other duties commensurate with the grade and responsibilities of the post.

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity in the workplace and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the central team
- Appreciate and support the role of other professionals, both within the central team and in the schools
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

4. JOB CONTEXT

The jobholder reports directly to the Trust Finance Manager and is part of the Central Team. He/she will be empowered to make and take decisions related to his/her accountabilities and responsibilities. Whilst there will be freedom to act, he/she should operate within the parameters as agreed by the Trust Finance Manager.



5. CONTACT WITH OTHERS

To include:

- Trust Executive Team
- Staff in Central Team
- Headteachers within Trust
- School staff with the Abingdon Learning Trust
- Visitors from other schools, agencies and organisations

6. PERSON SPECIFICATION

- See attached document

7. KNOWLEDGE SKILLS AND EXPERIENCE

Essential

- GCSE standard Maths and English and/or Level 2 Numeracy and Literacy
- Confident use of ICT packages
- Good keyboard skills
- Identify own training and development needs and cooperate with means to address these.

8. MOBILITY CLAUSE

Your contract of employment is directly with The Abingdon Learning Trust. Your place of work will be within the Central Office at Abingdon Learning Trust, Hendred Way, Abingdon, OX14 2AW however you may be requested to work in any of the current schools in the Trust and carry out those duties that may be reasonably required in relation to such deployment.

Status of this Job Description:

This Job Description is provided as guidance regarding the Academy's professional expectations of you in accordance with your contract of employment.

This Job Description is not your contract of employment and cannot in anyway remove your statutory rights.

This job description will be reviewed at least annually as part of the Appraisal process.



	Essential	Desirable	How to be tested
Qualification criteria: <ul style="list-style-type: none"> Good GSCEs including English and Maths at Grade C or above (or equivalent). A Levels/Degree Financial qualification e.g. AAT Excellent word processing and EXCEL skills. 	x x	x x	Application form & evidence
Experience: <ul style="list-style-type: none"> Experience of providing high quality financial and administrative support. Experience of working in a busy environment with competing deadlines. 	x	x	Application form
Vision and Strategy: <ul style="list-style-type: none"> Vision aligned with Abingdon Learning Trust of high aspirations and high expectations of self and others. 	x		Interview
Behaviours, Skills and Abilities: <ul style="list-style-type: none"> Excellent listening, communication skills and high levels of emotional intelligence. Strong team working skills and ability to work under pressure. The ability to self-motivate and have a 'can do' attitude. Resilience and optimism to manage day-to-day challenges in a busy environment. Ability to use IT systems including databases and Microsoft Office products. Ability to pay attention to detail at all times High levels of honesty and integrity, and the ability to follow requirements of confidentiality and data protection. 	x x x x x x x		Interview
Other: <ul style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children and young people. 	x x		Interview





QUALITY
OPPORTUNITY
COLLABORATION
AMBITION
COMMUNITY



Terms of APPOINTMENT

The appointment will be made based on Oxfordshire County Council's Support Staff pay and conditions.

Appointment is for Grade 4 and is part-time -permanent 25 hours per week, 39 weeks term time plus 5 days. Hour's flexible over 5 days.

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act.

A copy of the Trust's Safeguarding and Child Protection Policy is located here: [Safeguarding - Abingdon Learning Trust - Collaboration](#)

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

How to APPLY

Applications will be processed on arrival for this post.

Closing date: 7th January 2026

Interview date: Week commencing 12th January 2026

Applications should be submitted online through our [recruitment portal](#).

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements.

Please do contact recruitment@abingdonlearningtrust.org for further information about the role.

For further details of our recruitment process, please visit [our website](#).

We look forward to receiving your application.

