

START DATE: ASAP

LOCATION: Romsey

Finance Assistant (Maternity Cover)

INFORMATION PACK



The Gateway Trust
Empowering futures, building belonging, stronger together

www.gatewaytrust.org



In collaboration with
**UNIVERSITY OF
PORTSMOUTH**

| Key Information | |
|-----------------------------------------|-----------------------------------------------------------------------------------------|
| Post Title: | Finance Assistant (Maternity Cover) |
| Place of Work: | The Romsey School |
| Pay Range: | Grade C £25,186 - £26,244 Actual salary dependent upon experience |
| Working Hours, Days & Weeks: | 37 Hours Monday to Thursday 8.00am to 4.00pm and Friday 8.00am to 3.30pm 52 Weeks |
| How To Apply: | Applications via "MyNewTerm" |
| Line Manager: | Finance Manager |
| Team: | Central Team |
| Start Date: | As soon as possible |
| Contract Type: | Temporary, up to 12 months |
| Closes: | Noon, 5 January 2026 |
| Interview: | TBC |

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|---------------------------------------------------------------------------------------------------|------------------------|
| Chris Nunn Chief Operating Officer For more informal information about the role. | cnunn@gatewaytrust.org |
| | 01794 527001 |

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|--------------------------------------------------------------------------------------------------------|-----------------------|
| Claire Twyman HR Director For information and support with any applications or documentation | jobs@gatewaytrust.org |
| | 07539 771407 |



A MESSAGE FROM THE **CEO**

"If you have the knowledge, let others light their candles in it" - Margaret Fuller.

The Gateway Trust was established in 2019 and is a small multi academy trust consisting of The Romsey School, Oakfield Academy, Cams Hill School, Foundry Lane Primary School, Cottage Grove Primary School, Milton Park Primary School, Woodcot Primary School and Gateway Central Services, including Little Sunlights Nursery. It is a trust looking to grow and develop, focussed on making a difference to the unique communities that each school / setting serves.

As the trust grows and develops, opportunities to work across settings may become available. This particular post however is based at either The Gateway Trust Office, Romsey or Fareham.

For your reassurance, whilst we enjoy the freedom of Academy status for our school settings, we tend not to deviate significantly from STPCD and Hampshire terms and conditions. We are always very happy to answer any further questions that you may have at any stage of your application to come and work with us.

The Gateway Trust is built on strong values, with a collaborative approach to positively impact young people and communities. While each of our schools maintains its unique identity, we work together to provide support, guidance, and leadership to ensure excellence.

Gwennan Harrison-Jones



Advertisement

The Gateway Trust is seeking to appoint a Finance Assistant.

The role will be to provide a professional service, supporting the Finance Manager in all financial aspects of school management, ensuring accuracy and compliance. The post holder will also undertake general administration duties and any other tasks as required to enable an effective and efficient financial administration service.

The successful candidate will:

- Have previous experience of working within finance or administration
- Be competent in the use of Microsoft Office (Word, Excel, Outlook)
- Have an understanding of basic financial practice and processes
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- High attention to detail, numeracy accuracy and speed of input.
- Excellent organisational and time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Proactive, self-motivated and resilient.
- Work collaboratively with all members of the central finance team;
- Be enthusiastic about their own professional development.

(Please see Person Specification and Job Description for further details).

In return, The Gateway Trust will provide you with:

- 24 days paid annual leave plus bank holidays, increasing to 27 days after 5 years service
- Access to the staff benefits programme which includes the 'cycle to work' scheme
- Focus on staff wellbeing, including 24/7 Employee Assistance Programme, free flu vaccination and eye care vouchers
- Discounted lunches from our excellent in house kitchens on our School Sites
- Access to an Employee Discount for our on-site nursery, Little Sunlights
- On-site, free staff car parking

If you are interested in this position, we would love to hear from you.

Please submit your application as soon as possible as we reserve the right to interview exceptional applicants before the closing date.



Job Description

Principal Purpose:

To provide a comprehensive, efficient and accurate range of financial and admin services to support all stakeholders within the Trust.

Role Specific Duties and Responsibilities:

- Enter transactions into the Trust's financial accounting system
- Assist in the ordering processes within the MAT
- Where appropriate, and in accordance with the card use policy, purchase goods using the Trust's purchasing cards, entering the appropriate commitment onto Access Finance.
- Validate and process invoices
- Set up new parent accounts and products and services on the Arbor and Tucasi systems
- Assist with all general administration and housekeeping for the Arbor and Tucasi systems and act as point of contact for all parents, pupils and staff.
- Assist dealing with all queries and discrepancies accordingly.
- Assist with the input of all income received
- Assist in the management the administration of payments for school trips, producing income/expense statements as required.
- Staff Expense claims, reconciliation and administration.
- Record keeping maintenance.
- Support in ensuring financial processes are robust, efficient and fit for purpose, including their ongoing review and improvement.
- Provide cover for other members of the team as required and directed by the Finance Manager.
- Use of the MIS student database as required
- Checking deliveries and arranging distribution
- Filing and scanning for finance
- Perform other related duties as assigned.
- The post-holder is also required to undertake such other duties and training as may be required by or on behalf of the Trust provided they are consistent with the nature of the post.



Job Description

This job description sets out the main duties associated with the stated purpose of the post. We need all staff to be flexible in their approach to support the schools and the central Trust in this essential role. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised. The duties and responsibilities of this post may change from time to time and the post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Headteacher/CEO.

Similarly, the duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. When necessary, appropriate training will be given to enable the post holder to undertake new/varied work.

Individuals have a responsibility to promote and safeguard the welfare of children and young person's that they are responsible for, or come into contact with.



Person Specification

| | Essential: | Desirable: |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications | <ul style="list-style-type: none">• GCSE's or equivalent to Grade A-C in Maths and English | <ul style="list-style-type: none">• Accounting Qualification or Part Qualification/Studying such as AAT or Degree |
| Experience | <ul style="list-style-type: none">• Experience of working successfully as a member of a team and across teams to resolve issues.• Experience of administrating a Purchase Ledger• Experience of data entry and reporting using an accounting system.• Experience of finance/accounting – processing/reconciling, processing invoices, ordering resources etc. | <ul style="list-style-type: none">• Experience of using financial accounting systems and software.• Previous experience within a finance department and/or book keeping or a recognised finance qualification. |
| Skills/Knowledge /Abilities: | <ul style="list-style-type: none">• Proficient in the use of Microsoft Office, including Word, Excel and Outlook.• The ability to multitask, prioritise workload and to keep calm under pressure.• Ability to deal with confidential and sensitive information with tact and applying data protection and data sensitivity at all times.• Willingness to complete training including safeguarding and GDPR training. | <ul style="list-style-type: none">• At least intermediate knowledge of financial accounting systems and software. |
| Key Competencies: | <ul style="list-style-type: none">• Excellent verbal and written communication skills.• Excellent interpersonal and customer service skills.• Excellent organisational skills and attention to detail.• Excellent time management skills with a proven ability to meet deadlines.• High attention to detail, numeracy accuracy and speed of input.• Proactive and process driven• Strong analytical and problem-solving skills.• Proactive, motivated and resilient | |



SAFER RECRUITMENT

The Gateway Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks. TGT is an equal opportunities employer.

GDPR

You should be aware that the information you have provided will be stored on TGT's secure database and will only be used to process your application. It will not be passed to any other organisation.

PRIVACY NOTICE

The Trust collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the Trust. The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the school to comply with a legal obligation. The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee. You have some legal rights in respect of the personal information we collect from you. Please see the school's website for further details on their privacy notice and data protection policy. You can contact the Trusts Data Protection Officer if you have a concern about the way they collect or use your data.



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The
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Respect | Ambition | Integrity | Service | Equality
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