



PYRAMID SCHOOLS TRUST

Working in partnership, so future generations achieve, belong and contribute



Welcome to The Pyramid Schools Trust

At Pyramid Schools Trust, our uniqueness lies in our unwavering commitment to collaborative excellence.

We are not just educators, we are partners in shaping futures. What sets us apart is our genuine belief in the power of community and collaboration.

In every aspect of our practice, from curriculum development to pastoral care, we place a premium on inclusivity and belonging. Our familial approach ensures every partner, whether student, parent, or colleague, has a voice that is not just heard but valued.

This sense of belonging fosters a supportive environment where everyone can thrive. We achieve this through our ability to seamlessly integrate all-through education, spanning from early years to post-16.

By providing a consistent framework for teaching and assessment across the trust, we ensure every pupil has equal opportunities to excel. But what truly sets us apart is our relentless pursuit of excellence. Our vision is not just to provide education, it is to provide world-class opportunities that empower our learners to flourish in life. From our innovative curriculum to our dedicated staff, everything we do is geared towards achieving the best outcomes for all.

At Pyramid Schools Trust, we are not just building a brighter future, we are building a community where every individual can **achieve, belong, and contribute**. Together, we shape the future generation for success.

Steve Kelly, CEO





Finance Assistant

We are looking to appoint a highly motivated, flexible and committed Finance Assistant to join our dedicated professional team.

This is a dynamic role within the Pyramid Schools Trust central finance team. While predominantly based at Arnold Academy, you will play a key part in supporting our wider school community, working regularly on-site at Harlington Lower School and Parkfields Middle School.

We can offer a warm, positive, and values-driven Trust culture, a friendly, highly supportive staff environment, and excellent opportunities for continuing professional development (CPD).

Pyramid Schools Trust is an Equal Opportunity Employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Pyramid Schools Trust ensures that all our recruitment and selection practices reflect this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). CVs are not accepted for school-based posts.



Job Description:

Finance Assistant

Job details

Pay Scale: NJC Level 2D (Points 4 - 6) £14555 - £15020 pa actual - pay award pending.

Hours: 25 hours per week:
15 hours permanent, plus an additional 10 hours fixed-term for one year.
Term time only plus INSET days.

Job Purpose: To process & record financial transactions including orders and invoices.

Main duties and responsibilities:

- To maintain accurate and complete records of all income and expenditure within the school budget and School Fund, working at all times in accordance with the Trust's agreed financial procedures.
- To assist in the preparation of the annual budget, producing out-turn reports and carrying our year-end procedures.
- To produce data and reports on financial matters as required by the Finance Manager, Chief Finance Officer and Headteacher.
- To manage online payment systems to receive monies received from pupils and staff in respect of educational visits, school photographs etc.
- To process orders by raising purchase orders and requisitions, dealing with goods received and chasing up outstanding orders as necessary.
- To manage the end-to-end invoice process: matching delivery notes, verifying accuracy, recording details, and preparing invoices for authorisation and payment in accordance with Trust procedures.
- To process journals and cashbook journals.
- To deal with the production of all financial returns in a timely and accurate manner.
- To file invoices and remittances.
- To update and store supplier contracts.
- On a daily basis, to chase outstanding debts, keeping relevant parties such as the Finance Manager and Budget Holders advised where necessary.
- To issue recharge invoices as necessary.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.

Person Specification

Criteria	Essential	Desirable
Education/ Qualifications	- Literate and numerate. - Educated to GCSE level with English and Maths at Grades A*-D or equivalent. - Admin related qualification to NVQ2 level or equivalent experience.	Recognised book keeping accounting qualification.
Experience	- Proficiency in IT packages particularly word processing and spreadsheets. - Previous experience of work in a financial environment.	Previous experience in a similar post in a school.
Skills/ Knowledge/ Aptitude	- Knowledge of financial software systems. - Ability to communicate in writing and on the telephone. - Ability to work under pressure. - Ability to work on own initiative and make decisions. - Ability to develop good working relationships with staff, pupils, visitors, contractors etc. - A commitment to equality principles and practice and a commitment to the Trust's equal opportunities policy. - Good interpersonal skills. - Good organisational skills. - Ability to work as part of a team and to use initiative when required. - Ability to maintain confidentiality at all times.	- Awareness of Safeguarding and Safer Working practice Guidance. - Knowledge of Access Education Finance accounting package.
Motivation	- Ability to work hard and take a pride in the job with commitment to achieving high standards in every aspect of the role. - Willingness to work overtime when needed - Ability to work without supervision. - Willingness to undertake further training. - Trustworthiness. - Flexibility and willingness to adapt to the Trust's changing needs (eg to work flexibly to meet specific or emergency situations).	
Other	- Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post. - Must be able to drive and have own vehicle to travel between sites.	