



Pennine Academies Yorkshire

Recruitment Pack

Trainee Assistant Accountant

March 2024



Dear Candidate

Thank you for the interest you have shown in responding to our advertisement for the position of Trainee Assistant Accountant with the Central Team at Pennine Academies Yorkshire.

We are a values-led Trust and we place high expectation and inclusion in every sense, at the heart of what we do. We value the differences in our schools which range from a 98-place rural school to a large 3 form entry with over 700 pupils. In addition to this we also provide over 50 specialist places for pupils with SEND.

We see our diversity as our strength. The Trust provides centralised services to schools including Finance, HR, IT, Estates and School Improvement - whilst leaving the business of teaching and learning, curriculum, pedagogy and community relationships to the school. Every school has its own individual identity and character, which we truly value.

We also value staff professional development and working in the trust provides opportunities to support other schools both within and beyond the trust as well as many exciting central projects. We work strongly together!

If you'd like to know more about working in the trust, please do get in touch and take a chance to visit some of our schools.

I thank you for your interest in this position and I look forward to receiving your application.

Yours sincerely

Michael Thorp
Chief Executive Officer

Trainee Assistant Accountant

5 days per week, 37 hours per week, AYR

Band 7 SCP 11 – 17 (Actual Salary £25,979 - £28,770)

We are looking for a Trainee Assistant Accountant to join our team from March 2024. The successful candidate will have met the requirements of the person specification and will be subject to an enhanced DBS check. We welcome applications regardless of age, gender, ethnicity or religion.

Pennine Academies Yorkshire Trust is committed to safeguarding and promoting the welfare of children and out people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2023.

We have an exciting opportunity in the Finance Department for someone with a dedication to providing excellent customer service who will provide outstanding financial administration support across the breadth of our business. You will be part of the Central Finance team reporting on a day to day basis to the Assistant Financial Accountant.

As a Trainee Assistant Accountant at Pennine Academies Yorkshire, we will offer you:

- *The opportunity to undertake financial qualifications (AAT, CIMA, ACCA)*
- *A straight talking yet supportive leadership team, with a great sense of humour!*
- *A friendly and cohesive team of like minded individuals who are dedicated to upholding the ethos of this multi academy trust.*
- *Great benefits, such as a cycle to work scheme, career development pathways, networking opportunities both internally and externally, making us the employer of choice.*
- *A generous holiday and family leave entitlement including an innovative 'Family Days' policy*
- *Join a strong and dynamic team of professionals across our organisation*
- *Have access to the local government pension scheme and terms and conditions aligned to the National Joint Council for Local Government Services.*

If you are interested in applying for this role, please do so via Prospects Online.

Visits to the trust are strongly recommended. To arrange an appointment or for any further information please ring the HR Business Partner on 07807 031160 or email recruitment@paymat.org.

Closing date: 9 February @ 9am Shortlisting: 9 February Interview: 29 February 2024

JOB DESCRIPTION – TRAINEE ASSISTANT ACCOUNTANT

Date: March 2024

Salary: Band 7 SCP 11 - 17

Responsible to: Assistant Financial Accountant

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining Pennine Academies Yorkshire to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

- Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
- Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- Pennine Academies Yorkshire is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
- Pennine Academies Yorkshire is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

MAIN DUTIES

Key Responsibilities

- To work closely with the Assistant Financial Accountant to ensure internal controls meet the requirements of Trust policy, QA framework and statutory requirements.
- To support month end procedures including complex accounting journals for all trust establishments promptly and accurately to meet the Trust obligations to the Academy Trust Handbook and other statutory requirements.
- To undertake other reconciliations as required to ensure the Trust is compliant with the Academy Trust Handbook.
- To contribute to the reporting of income and expenditure to the trust.
- Review purchase requisitions and convert to orders
- Process orders, invoices and credit notes
- Liaise with suppliers
- Budget monitoring
- Complete payroll reconciliation processes
- Support month end processes to ensure transactions are recorded accurately and in line with the Academy Trust Handbook.
- Support production of management accounts
- Ensure that orders are accurately and promptly processed, and any associated goods received notes are filed and assigned to the relevant record in the accounting system

- Ensure invoices due for payment are processed in line with policy
- Respond to all financial queries and provide guidance on Trust Policy to Schools as well as accounting regulations.
- Maintain financial records in line with the Trust financial policy and procedures.
- Reconcile receipts and payments on the central bank account.
- Complete financial tasks as directed.
- Give guidance to schools with budget queries
- Maintain comprehensive grant spend trackers to ensure reporting within the grant terms and conditions.
- Support new schools joining the trust with system implementation, training and understanding of Trust policy.
- Contribute to the development of financial systems.
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To play a full part in the life of the Trust community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the Trust's policies.
- To be courteous and provide a welcoming environment
- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

General

- Attend training sessions and meetings as required
- Seek, consider, and act upon professional support and advice as required
- Assist in such duties and activities relating to any of the above areas appropriate to grade as the Finance Department and CEO shall from time to time reasonably require.

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the Trust's ethos and its objectives.
- The post holder is required to work within and uphold all policies and procedures as agreed by the Trust, particularly the safeguarding policy, including all aspects of H&S and child protection.
- To effectively manage and deal with confidential data / issues appropriately as required by the post.
- To positively promote the Trust and its profile to a range of audiences including the local community
- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff participate in the Trust's performance management scheme

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by Assistant Financial Accountant and/or the Chief Financial Officer (CFO). Please note that the post holder may be required to work outside of normal school working hours when required. This is not an exhaustive list of all the duties and responsibilities that may be required from time to time and is subject to change in accordance with the needs of the Trust.

This job description will be kept under review and may be amended via consultation with the individual and Executive Team as required. Trade Union representatives will be welcome in any such discussions.

Minimum Essential Requirements

Qualifications and Training

Accounting Qualification relevant to the role or proven financial reporting and accounting work experience to support the level of skills, knowledge and understanding required to fulfil the requirements of the role

Other Specific Duties:

Model the ethos and vision of the trust

Work collaboratively

Personnel Specification

Qualifications & Experience	<p>5 GCSE passes (C or above) including English and Mathematics (necessary for acceptance on AAT course) (E)</p> <p>Willingness / interest in undertaking AAT qualification (if not already held or studying towards) (E)</p> <p>AAT or other relevant accounting qualification or working towards this (D)</p> <p>Recognised ICT / software qualification (D)</p> <p>Records of continuing professional development activities (D)</p> <p>Experience of working within an office environment (D)</p> <p>Experience of working with financial procedures/systems and processes (D)</p>
Knowledge and Skills	<p>Awareness of finance practices (E)</p> <p>Excellent organisational skills (E)</p> <p>Ability to complete work carefully, accurately and to agreed deadlines, taking a pro-active approach to work to ensure that these deadlines are met (E)</p> <p>Accuracy and attention to detail (E)</p> <p>An analytical, logical and methodical approach (E)</p> <p>Ability to be able to contribute to effective working of a team (E)</p> <p>Ability to remain calm under pressure (E)</p> <p>Appreciation of need to maintain strictest confidence and adopt a professional approach to all aspects of the finance service (E)</p> <p>Excellent ICT skills with a proven ability to learn and adapt to new systems and procedures (E)</p> <p>Ability to use MS word and Excel (E)</p> <p>Ability to use Google Suite (D)</p> <p>Willingness to be flexible(E)</p>
Planning Organisation	<p>The ability to prioritise own workload and work on own initiative (E)</p> <p>Ability to work on own initiative following the direction of line manager for unexpected tasks (E)</p>
Interpersonal & Communication	<p>Excellent communication skills and an ability to relate to people at all levels, being approachable at all times (E)</p> <p>Effective written skills (E)</p> <p>Self-motivation (E)</p>

	Professional conduct and appearance(E) A positive and approachable attitude (E)
Physical Skills & Demands	The jobholder is expected to have good keyboard skills (E) Ability to use MS Office applications and Accounting Software (E)