



Job Vacancy at Cornerstone Academy Trust
Finance Assistant – Maternity Cover
3, 4 or 5 days per week
All year round
Exeter

We are wishing to recruit a Finance Administrator to start as soon as possible to cover maternity leave within our knowledgeable and dedicated finance team, supporting all seven schools across our Academy Trust. Working alongside and supporting the Finance Manager you will be responsible for, but not limited to:

- Processing purchase Invoices, ensuring accuracy and timely delivery
- Reconciling supplier statements to maintain accuracy
- Reconciling and posting of the Trusts credit card transactions
- Issuing of Termly Nursery fees, Nursery Plus and ad hoc Invoices
- Keeping on top of the finance emails and responding to any queries
- Any other ad hoc tasks

This role will require you to be an extremely personable and confident communicator to handle enquiries via the telephone and emails relating to the Trust's financial matters. The role will be varied and rewarding as you will be supporting the Trust's pupils and their parents, as well ensuring suppliers are paid on time. You will have access to a comprehensive suite of administrative tools and supporting software packages including Microsoft 365. The use of Teams will be at the centre of your role on a daily basis. You will use Iris PS Financials, our nominated accounting system and on the job training will be provided.

We anticipate that this position will be for eight or nine months working up to 40 hours per week, 52 weeks per year, we are open to discussions regarding 3, 4 or 5 days per week. There may be times when an earlier or later start time is required, however the normal working hours are 8:30am until 5:00pm (including a 30-minute unpaid lunch break). This position is an all-year-round role with 4 weeks' annual leave plus bank holidays.

The actual salary will commence in the region of £26,000 per annum based on 5 days per week.

You will have access to the Local Government pension scheme, a health scheme, a cycle to work scheme and subsidised meals in our staff café with food cooked and served by our own chefs. We support all staff with an investment in their professional development

through training and a good performance management process, where a bonus is payable to those who achieve highly.

We look forward to receiving your application and hopefully meeting you as part of the recruitment process.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

An enhanced Disclosure and Barring Service check is required for all our posts. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

A job description and an application form can be obtained at
www.tcat.education/vacancies