



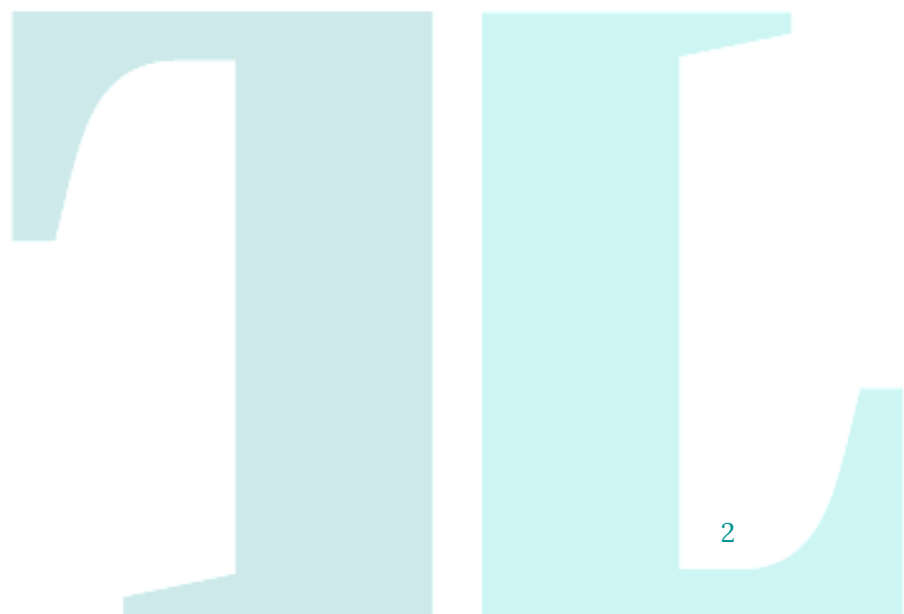
Transforming Lives  
EDUCATIONAL TRUST

**Transforming Lives Educational Trust  
Finance Assistant**

**Recruitment Pack June 2024**

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## At Transforming Lives Educational Trust, we want the change the future

Our academies are places where staff thrive and children flourish, equipped for a world of possibilities, and ready to make a difference to others.

We believe that nothing compares to the transformative power of learning and its singular ability to broaden horizons, deepen perspectives, and extend potential. We know that the very best schooling unlocks the doors of the future, and that all children deserve the best daily deal, every day.

We believe in the dedication and talent of our staff, who deliver greatness in every corner of our Trust. This inspires us to make sure we take the very best care of them, as well as the children and young people in our academies.

Our family of primary and secondary academies work together to provide the best start for our children and young people, and our Trust is the natural home for forward-thinking and innovative practice, led by dedicated and talented staff.

As a successful and growing family of academies, we have developed the size and scope to be far more than the sum of our parts.

### The TLET Way

#### OUR AMBITIONS - As a Trust family, our shared ambitions drive everything we do, we call this 'The TLET Way'.

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Through the transformative values of courage, kindness and loyalty, together we:



#### NURTURE POTENTIAL

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We flourish in the places we create together.



#### INSPIRE COMMUNITY

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We champion each other to make a difference.



#### DELIVER EXCELLENCE

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We strive to achieve our best.

## Our Academies



## Our Team

Without exception, everyone is deeply committed to the very highest outcomes, regardless of their role, recognising the strength of collective contribution and effort.

### Leaders

Academy leaders, driven by exceptional Principals, focus relentlessly on pupils and their outcomes, with everything else as peripheral. They are restless in their leadership, seeking ever better ways to improve in a culture of success. They do what it takes to make the difference.

Central Team leaders, motivated by an inspiring Executive, lead high performing teams who add value to our academies by providing the environment in which others thrive. They unburden academy leaders, enabling them to keep the main thing, the main thing - pupil outcomes.

Governance, for our academies and for the Trust, is robust, rigorous and proportionate, providing professional support and challenge so that leaders strive to the limit of what is possible with a sharp focus on outcomes and excellence.

Our leaders never allow the urgent to distract them from the important, navigating a clear route to long-term success.

### Teachers

Our teachers are highly effective in the classroom, both in the uncompromising quality of their teaching and in the perceptive and individualised attention they give to pupils. They are passionate about the subjects they teach and dedicated to the children in their care. Our teachers are carefully recruited and expertly supported to make sure they, like our pupils, are always at the top of their game.

### Support Staff

Our support staff are the backbone of our organisation and are specialists in their areas of responsibility. Like our teachers, they are well-trained and highly effective at ensuring the smooth operation of our Trust day in, day out.

## **Why Work for TLET**

At TLET, we want to be an employer of choice for our employees.

We believe that the children and young people in our care deserve the very best staff who are highly effective at what they do. We want our employees to take great pride and satisfaction in their work. This means that one of our fundamental priorities is to ensure that all of our employees feel valued, knowing that the role they fulfil is vital to transforming the life chances of others. Put simply, we are loyal to our employees and receive their loyalty in return.

## **Comprehensive Induction**

When joining TLET, you will have access to a detailed induction programme which is designed to ensure you feel confident in your new role from your first day with us. This is led by our HR team in partnership with your line manager and focuses on our culture, safeguarding, site orientation, key people and TLET expectations, among other things. We know the importance of a great start for our children and young people when they join one of our academies, so we place just as much importance on the way new employees transition into TLET.

## **Tailored Training**

We believe in giving our children and young people the best daily deal. To this end, all of our employees have access to individualised performance development programmes and tailored training to ensure we are all restless in our pursuit of excellence. We work with the respected training providers such as ECM Consultants, Challenge Partners and our own TLET Education Improvement Service, harnessing a blended training platform of virtual and face-to-face sessions.

## **Tending the Team**

At TLET, we recognise that working in schools is extremely rewarding, but we haven't lost sight of the fact that it is often challenging and burdensome. All our employees have access to our TLET wellbeing offer to promote your mental and emotional wellness. This centres around a suite of staff provision such as bitesize online wellbeing training to help maintain work-life balance, free access to professional counselling and even shopping vouchers! In short, we take care to care.

## **TLET Central Team**

As an employee at TLET, you will benefit from our extensive and expert Central Team who are based in Rugby making them highly accessible and responsive. The Central Team delivers leadership, finance, estates, business operations, HR and IT expertise to our academies with the intention of making it easier for others to do their job. Our Central Team works in partnership with our academy leaders to ensure that support is tailored to the needs of each academy.

Furthermore, we follow the School Teachers' Pay and Conditions Document, the National Joint Council guidelines and recognise continuity of service for all employees joining TLET to ensure that our employees are looked after well compared with others in different settings.

## **About the Role**

Thank you for your interest in the position of Finance Assistant based at TLET Head Office (currently Houlton School).

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all of your questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident to proceed with your application as we aim to make the very best appointment possible.

### **What next?**

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at TLET. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application.

### **How to Visit & Apply**

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website: [www.tlet.org.uk](http://www.tlet.org.uk)

Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
C / O Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu - 01788 593900.

If you decide to apply you should include a supporting statement with your application form (either in the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline*	
25 June 2024	<b>Position advertised</b>
10 July 2024	<b>Closing date for applications (9am)</b>
TBC	<b>Final shortlisting and contact with candidates</b> <b>References will be requested at this stage</b>
16 July 2024	<b>Final Panel Process</b>

*\*Timeline may be subject to change*



## Job Description

<b>Location:</b>	TLET Central Team Offices (Currently based at Houlton School)
<b>Job Title:</b>	Finance Assistant
<b>Salary:</b>	£13,478.68 Actual Annual Salary (£24,294.00 FTE)
<b>Contract:</b>	Permanent 24 hours per week (Tuesday to Friday inclusive) Term time only + 5 Days
<b>Start Date:</b>	1 September 2024
<b>Responsible to:</b>	Finance Officer Chief Financial Officer
<b>Key Relationships:</b>	Finance Officer Chief Financial Officer Academy Principals All staff with budgetary responsibility
<b>Job Purpose:</b>	<p>The Finance Assistant is responsible for the day-to-day administration of financial procedures and services for Transforming Lives Educational Trust, and its academies. The role of the Finance Assistant may specialise in specific areas, such as management and financial accounting, purchase to pay or order to cash.</p> <p>The role is carried out without close supervision and initiative is expected to be exercised in carrying out the assigned duties.</p>

### MAIN ROLE AND RESPONSIBILITIES:



## **Leadership and Management**

- Responsible for own work, which is carried out without close supervision. Ensure appropriate prioritisation of work, that accuracy is maintained, and deadlines are met.
- The role will interact with confidential information, and as such has a responsibility to maintain that confidentiality.
- The role may be expected from time to time to help with the supervision and training of new employees, people carrying out work experience or trainees in the department.

## **Accountability**

- Carry out financial and accounting procedures:
- Provide support to the Finance Officer in his/her duties.
- Ensure that accurate and timely financial records are kept across the Trust.
- Responsibility for the operation of the procurement to payment process, including sourcing, placing orders, receipting and payment of purchase invoices, and the appropriate accounting processes that sit behind this.
- Responsibility for the operation of the order to cash process for teaching and commercial activity, including raising invoices, chasing debts, processing receipts and the appropriate accounting processes that sit behind this.
- Assist in Monthly VAT Claims
- Assist in Monthly Bank Reconciliations
- Management of the financial aspects of ParentPay and ParentMail
- Assist in the preparation and distribution of budget holder reports
- Assist in the preparation of Monthly Management Accounts including commentaries
- Assist in the preparation of the Academies annual budgets
- Assist in the preparation of any bids made by the Trust or Academies for funding.
- Assist in the preparation of returns to the ESFA and other regulatory bodies
- Liaise directly with the Chief Financial Officer, the Chief Executive Officer and the Principals as and when necessary
- Direct responsibility for handling cash and cheques as a when necessary

## **Resource Management**

- Work within the financial parameters set by the Trust
- Ensure all financial procedures comply with EFSA guidelines

**The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.**

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

## Person Specification

<b>Job Title:</b>	Finance Assistant
<b>Reports to:</b>	Finance Officer

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualifications / Training</b>	<p>Minimum GCSE (or equivalent) in Maths and English at grades A-C.</p> <p>Qualified by experience in financial administration</p>	<p>Relevant accounting qualification for example AAT or equivalent (NVQ Level 4).</p>
<b>Experience</b>	<p>Experience of Financial Administration</p> <p>Experience of Office Administration</p> <p>Experience of the use of Financial / Accounting Systems</p> <p>Experience in the user of spreadsheets and word processing packages</p>	
<b>Knowledge / Skills (Ability to)</b>	<p>Excellent numeracy skills</p> <p>Good communication skills, oral and written to a range of different audiences</p> <p>Excellent organisation skills</p> <p>Accurate and pays attention to detail</p> <p>Ability to learn and comply with policies and procedures</p> <p>Able to undertake work without close supervision.</p>	

	<p>Ability to solve straight forward problems</p> <p>Maintain confidentiality at all times</p>	
<p><b>Personal Qualities</b></p>	<p>Commitment to young people's wellbeing, safeguarding and development.</p> <p>Commitment to continuous improvement of processes.</p> <p>Commitment to continual professional development of self and team.</p>	

**All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosure checks with the Disclosure and Barring Service (DBS).**

