



Finance Assistant

37 hours per week, Term Time Only plus 2 weeks

Grade F (SCP 8- 13) £20,493 - £22,627

Coast and Vale Learning Trust is a growing family of schools based on the North Yorkshire Coast. We have grown from our lead secondary school (Scalby School), welcomed Newby Scalby Primary in 2018, Friarage Primary School in 2019 and in 2021 Lady Lumley's School joined the Trust.

We are growing organically and firmly building on the school improvement journeys of Scalby School, Newby Scalby Primary and Friarage Primary School. As we become a Trust of 4 schools (with continued growth), it is right that we make sure that we have the right team to deliver the best possible education to our children and young people.

Our Trust is currently based at Scalby School in Scarborough. We have made sure that our staff are our greatest resource and we have invested in both our teaching and support staff teams, which has placed us in a good position to meet current educational challenges.

Our Opportunity

Due to the continuing growth of our Trust we are looking to appoint an astute and highly motivated Finance Assistant to join our developing Finance team to provide a range of finance administrative and budget management support to our schools.

This will include purchase ledger work, sales ledger reports and cash transactions.

You will:

- Hold a relevant Level 3 qualification to evidence your good numeracy skills or experience. An NVQ with finance or AAT level qualification is desirable.
- To support the Finance Officer/Finance Manager /TFSM in the day to day operations of the department including purchase ledger, sales ledger and cashbook transactions
- Ensure all relevant NYCC/ESFA finance paperwork is completed and returned by deadlines.
- Input budget information into appropriate systems and with this produce regular budget monitoring reports.

- Assist in the production of financial reports for the TFSM, detailing issues and recommendations
- To support the TFSM in compiling statistics and monthly/annual returns, checking and analysing these return and raising any queries.
- To support the Finance Officer to complete all Year End close down paperwork by the required deadlines.
- To support the Finance Officer in preparing for Audit inspections

As our Trust continues to grow you will be supported by our Chief Operating Officer, Trust Finance Services Manager, Finance Officer and your key colleagues within our schools.

We actively welcome interest from colleagues looking to develop further within Finance across all sectors (not just education)

What we can offer in return:

- An excellent opportunity for a finance colleague to join our Trust at an exciting time
- The opportunity for training and development – both through within the trust and access to finance networks across the coast and the Yorkshire Coast Opportunity Area.
- School and trust colleagues who will support you and make you proud to work in education.

Join our trust and make a real difference to our children and your career in an area that offers so much! To arrange a chat with our Finance Director please contact Garry on the details below.

The date of commencement for this post will be in as soon possible. Interviews are scheduled after 2nd November 2021.

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

For an informal conversation about the role, to arrange a visit or for an Application Form please contact Garry Morrison at Resourcing Solutions (North Yorkshire County Council) at garry.morrison@northyorks.gov.uk or call 07814935700

Deadline for Receipt of Applications: **12 noon Tuesday 2th November 2021**

Interviews will be held on **Monday 8th November 2021**

Coast and Vale Learning Trust is committed to meeting the needs of our diverse community and aims to have a workforce reflecting this diversity. We are also committed to safeguarding and promoting the welfare of children, young

people and adults. We expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an enhanced DBS criminal records check.