



## The Durham and Newcastle Diocesan Learning Trust

Finance Assistant

Part-Time Post

Salary (fte) £17,031-£18,500 (depending on previous experience)  
pro-rated to 22.5 hrs (3 days)

The Durham and Newcastle Diocesan Learning Trust was born out of the vision of the Durham Diocesan Board of Education to give a further option to both Diocesan and community schools who wished to seek an academy solution, with the launch of the original Durham Diocesan MAT in November 2017. This vision was expanded in 2020 to reflect existing partnership working with the Newcastle Diocesan Education Board and enable the Trust to also become an option for schools within the Newcastle Diocesan area. In November 2020 the Trust formally changed its name to become the Durham and Newcastle Diocesan Learning Trust and amended its Articles and Membership to reflect this wider scope and commitment from both Diocesan Education Boards. The Trust currently contains nine Church of England Primary schools. Further information about the Trust can be found on its website at [Durham Diocesan MAT - Home \(durhamdiocesanmat.co.uk\)](http://durhamdiocesanmat.co.uk).

Each school within the Trust has a school business manager or office administrator who carries out day to day finance functions linked to the school. However, the Trust has one central bank account and operates a central finance function to oversee and support each school in line with the Trusts Finance Policy and the Academies Financial Handbook. The central finance team's role includes managing financial transactions, bank reconciliations, budget setting and monitoring. To support the work of the central Trust team we are seeking a Finance Assistant to work with the Senior Finance Assistant and the Chief Finance Officer to ensure the efficient and effective administration of all central finance aspects of the Trust's work. The person appointed must be in sympathy with the aims and ethos of the Church of England and ready to work flexibly as part of a small team dedicated to serving the interests of the schools within the Durham and Newcastle Diocesan Learning Trust.

**For further details and an application form please contact**

Mrs Eileen Bell, Church House, St John's Terrace, North Shields, NE29 6HS

Tel: 0191 270 4141 / Email: [eileen.bell@drmnewcanglican.org](mailto:eileen.bell@drmnewcanglican.org)

Closing Date: 12 noon Friday 9<sup>th</sup> April 2021

Interviews: 9.30am to 2.30pm Wednesday 28<sup>th</sup> April 2021

<b>JOB TITLE:</b>	Finance Assistant
<b>JOB SUMMARY:</b>	Provide a comprehensive financial support service as part of the central finance team for the Durham and Newcastle Diocesan Learning Trust.
<b>LOCATION:</b>	Church House, St John's Terrace, North Shields NE29 6HS
<b>ACCOUNTABLE TO:</b>	Senior Finance Assistant and Chief Finance Officer



**KEY RELATIONSHIPS:** Central Trust team, School Head Teachers and School Business Managers/ Office administrators within the Trust, Trust board of directors, MAT employees, colleagues at Church House

**MAIN DUTIES AND RESPONSIBILITIES:**

- Ensure that all financial transactions on behalf of the Trust (posting invoices, checking supplier details, bank reconciliations, BACs payments) are processed correctly and carried out in a timely manner and that journals and reconciliations are done on a daily or monthly basis in accordance with the finance policy.
- Liaise with School Business Managers/Office administrators to update and maintain the Trust contracts register on a regular basis.
- Liaise with School Business Managers/Office administrators to update and maintain the Trust asset register on a regular basis.
- Provide general administrative support as required to the Central Team, particularly the Senior Finance Assistant and the Chief Finance Officer.

**This job description does not form part of your contract of employment.**

**PERSON SPECIFICATION:**

**ESSENTIAL**

Technical

- Hold or be studying for an NVQ level III in finance or able to demonstrate equivalent financial administration experience;
- Previous experience of working in an accounting environment, in particular able to demonstrate a working knowledge of sales and purchase ledger and bank reconciliation;
- Computer literate, able to use Microsoft office, excel and other financial and database packages;
- Develop and maintain efficient and effective office systems, including filing and retrieval of papers and electronic data and database management, to enable matters to be dealt with rapidly and to meet required deadlines;
- Able to demonstrate a high degree of accuracy and attention to detail;
- Able to demonstrate good organisation skills, ability to prioritise key tasks and responsibilities;
- Able to work in a confidential environment;

Behavioural

- Able to build relationships and work as part of a team;
- Able to provide one to one support for end users using an understanding and supportive approach;
- Enthusiastic and self-motivated;
- Able to work with minimum supervision;
- Able to work flexibly and prioritise tasks to meet deadlines;
- Empathy with the mission of the Church of England and the Trust.



## **DESIRABLE**

- Understanding of education structures, including Multi-Academy Trusts.