



June 2026

Dear Applicant,

Thank you for your interest in the Trust Finance Assistant post at The University of Winchester Academy Trust, based at Halterworth Primary School in Romsey.

The University of Winchester Academy Trust (UWinAT) is currently a family of 8 schools. Our Sponsor the University of Winchester is recognised for its outstanding practice in teacher training and this supports our schools to develop excellent practice.

Over the past 12 months we have welcomed another three schools into our family, and the central team now needs to expand and strengthen the delivery of outstanding back-office services to our schools.

Our Trust is an exciting and supportive place to work and we pride ourselves on offering career development opportunities to all.

To find out more about our Trust and our family of schools please visit our website [University of Winchester Academy Trust - Home](#)

To enable you to fully understand what the University of Winchester Academy Trust has to offer you, I would encourage you to come and meet us. I would be delighted to welcome you to the central team office to answer any questions you may have. Please contact [hr@uwinat.co.uk](mailto:hr@uwinat.co.uk) to arrange an appointment.

The closing date for applications is Friday 26<sup>th</sup> June. However please submit your application as soon as possible as we will invite suitable candidates to interview before the closing date.

I look forward to hearing from you.

*Nic Wells*

CEO



# Trust Finance Assistant

**Closing date:** Friday 26<sup>th</sup> June

**Please submit your application at the earliest opportunity as we will invite suitable candidates to interview before the closing date.**

**Job Start Date:** 1<sup>st</sup> September 2026

**Contract/Hours:** Permanent, 20 hours per week, 52 weeks per year

**Salary Type:** Support Staff

**Salary Details:** Grade C £25,186-£26,244 (Actual salary £13,613.04-£14,184.84)

**Hours of Work:** 20 hours per week to be worked flexibly to meet the requirements of the post

**Location of Role:** University of Winchester Academy Trust Central Office based at Halterworth Primary School

**Contact e-mail address:** [hr@uwinat.co.uk](mailto:hr@uwinat.co.uk)

## Job/Person Summary

Due to the recent expansion of the Trust, we have a new opportunity for a capable finance assistant to join our central team. The role is currently part time but there may be the opportunity to increase these hours in the future in line with Trust growth and development.

Working alongside the Finance Manager, day-to-day duties will include processing of income and expenditure entries onto Xero, reconciliations, assisting with month end procedures and answering queries from both suppliers and colleagues.

The successful candidate will:

- Have a positive approach
- Be able to maintain accuracy across a variety of tasks
- Be able to work independently and as part of a team
- Be reliable and well organised
- Be confident using a variety of software packages

In return we can offer you:

- The chance to work for an organisation delivering high quality education across all our schools
- Flexible working arrangements
- High quality professional development and leadership support
- Local Government Pension Scheme (including 17.9% employer contribution and 50/50 option)
- Confidential wellbeing support services
- Free Flu vaccinations and eye tests
- Cycle to work scheme
- General annual leave, increasing with service
- The chance to work with amazing colleagues within a supportive team environment



## Application Procedure

Applications should be on University of Winchester Academy Trust application form **and individual CV's will not be accepted**. If you currently work in a school, please ensure one of your references is from your current Headteacher. Application forms and further information about the school can be found on the University of Winchester Academy Trust website: [University of Winchester Academy Trust - Home](#)

**Please submit your application as soon as possible as we may invite candidates to interview before the closing date. Closing Date: Friday 26<sup>th</sup> June**

For an informal conversation about the post or to arrange to meet our CFOO, Jill McCall, please contact the Trust by email at [hr@uwinat.co.uk](mailto:hr@uwinat.co.uk).

Completed application forms should be returned by the closing date to Jill McCall, CFOO via email at the above address.

**Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.**

## Artificial Intelligence (AI) tools

We currently do not use AI tools in our recruitment processes; however, we understand that you may choose to use AI tools to help you with your application.

If you do, please remember:

- AI-generated answers can often be generic and impersonal, which may not accurately reflect your qualifications, skills, and experiences
- AI-generated applications may lack the personal touch that human-written applications have, this may make you seem less engaged or interested
- Ensure the information provided genuinely represents your own voice and experience
- You must not provide false or misleading information
- If you rely too heavily on AI you might not develop the necessary skills to communicate your experiences and qualifications effectively in interviews or other stages of the hiring process. This may make you come across to the interviewer as a different person to the one that wrote the application form, and you may not be successful in the interview.

## Safer Recruitment Statement

The University of Winchester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Candidates that are shortlisted will be subject to an online check. All successful candidates will be subject to an Enhanced Disclosure and Barring Service check (DBS) along with other relevant employment checks, including Children's Barred List. Prior to interview, an online search will be carried out on information that is publicly available as part of our due diligence on shortlisted candidates.



## **Job description Trust Finance Assistant**

<b>Location:</b>	Based in Trust Offices, Halterworth Primary School
<b>Responsible to:</b>	Head of Business and Finance
<b>Hours:</b>	20 hours per week to be worked flexibly to meet the requirements of the post
<b>Salary:</b>	Support staff pay scale C

### **PURPOSE OF THE ROLE**

The support the Finance Manager with management and control of the Trust's purchase and sales ledger functions, ensuring value for money and appropriate financial controls are adhered to.

You are required to maintain confidentiality of information acquired in the course of undertaking duties for the Trust and be honest and trustworthy in all your dealings with the job.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. Oversee the checking of supplier statements and supplier enquires;
2. Assist with queries from budget holders and debtors;
3. Enter credit card transactions and carry out monthly reconciliations ensuring control accounts are cleared;
4. Enter monthly income onto Xero ensuring accuracy of coding, and working to strict deadlines;
5. Process supplier invoices for payment onto the Trust's accounting system;
6. To produce purchase orders on behalf of the Trust
7. Support the Finance Manager with weekly supplier bacs payment run
8. Ensure all purchase and invoice paperwork is completed in accordance with the Academies Financial Handbook and uploaded onto the accounting system
9. Process expense claims in accordance with Academies Financial Handbook and Trust policies
10. Support the Finance Manager with bank, control account and trips reconciliations
11. Liaise with supplier and customers to revolve any queries
12. Be aware and adhere to UWinAT Finance Policy and Procedures
13. Undertake any other ad hoc tasks requested to meet the needs of the Trust

### **ADDITIONAL RESPONSIBILITIES**

- Support the aims, values, vision, mission and ethos of the trust and participate in a team approach to all aspects of school life. Attend meetings and training sessions as required.
- UWinAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service (DBS).
- UWinAT is committed to the safety and well-being of all staff and pupils and as such the post holder will need to be aware of health and safety issues and act in accordance with Health and Safety policies.



- UWinAT is committed to the implementation and promotion in employment and service delivery of equal opportunities policies and statutory responsibilities.

This list is not exhaustive, and other duties may be required as part of the role, at the discretion of the Finance Manager or Head of Business and Finance and commensurate with the grade and level of responsibility.



## PERSON SPECIFICATION

The Trust will seek to identify these attributes through the recruitment and selection process of application, certification, interviews, professional references and observation.

Criteria	Essential	Desirable
<b>Work related experience/knowledge</b>	<ul style="list-style-type: none"> <li>• Working knowledge and understanding of double entry bookkeeping, financial procedures and systems</li> <li>• Excellent knowledge of Microsoft packages such as Outlook, Word, Excel, PowerPoint and Google</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in similar role within an academy, charity or voluntary sector organisation</li> <li>• Experience of using Xero</li> <li>• Experience of using Arbor</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Reliable, hardworking and honest</li> <li>• Ability to work independently or as part of a team</li> <li>• An effective and confident communicator with good interpersonal skills</li> <li>• Strong organisational and time-management skills</li> <li>• Systematic and accurate approach to working</li> <li>• Ability to prioritise and work to tight deadlines</li> <li>• Adaptable and flexible worker</li> <li>• Confident and calm</li> <li>• Sense of humour</li> <li>• Awareness of Safeguarding and confidentiality protocols</li> <li>• A strong commitment to continuing professional development</li> </ul>	
<b>Attitude/Approach</b>	<ul style="list-style-type: none"> <li>• Able to respond to speedy changes in technology and learn to apply new solutions</li> <li>• Self-motivated and proactive</li> <li>• Commitment to the vision and values of UWinAT</li> <li>• Possess a positive attitude to change and development</li> <li>• Evidence of a commitment to promoting the health, welfare and safeguarding of children</li> <li>• Enjoy rising to the challenges inherent in a school environment</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSE's (A-C) or equivalent including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting qualification (AAT Level 2 or equivalent)</li> </ul>