



DIOCESE OF CHICHESTER ACADEMY TRUST

Finance Assistant

Deadline for applications: Friday 4th August 2025, 9am email to hr@dcac.academy
Shortlisting Date: 11th August 2025
Interview Date: Thursday 21st August 2025

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WELCOME FROM THE DIRECTOR OF FINANCE

Thank you for expressing your interest in the role of Finance Assistant.

While the new Finance Assistant will benefit from strong support from DCAT, we are specifically seeking someone with a proven track record for this pivotal role within our Trust. The ideal candidate will have a passion for financial efficiency whilst supporting the Trust's vision and the delivery of high-quality education.

If you find alignment between your own values and aspirations and those of the Trust, and you have the requisite skills and experience for the role, we would be delighted to hear from you.

We look forward to hearing from you and thank you very much for your interest in working for DCAT.



Hayley Edmondson

Director of Finance

ABOUT THE TRUST

DCAT is a thriving and growing Trust on the south coast of England, with 27 current schools, 8829 children and 1294 staff.

Our founding aims

Developing the whole child means pupils achieve and maximise their potential.

Continuing development of staff is valued and improves education for young people.

All schools are improving and perform above national expectations.

The distinct Christian identity of each academy develops and is celebrated.

- All Saints CE Junior Academy
- Chantry Community Primary School
- Christ Church CE Primary & Nursery Academy
- Heene Church of England Primary School
- Hurst Green CE Primary School & Nursery
- Lanesend Primary School
- Little Common School
- Newick CE Primary School
- Ninfield CE Primary School
- Northiam C of E Primary School
- Sedlescombe CE Primary School
- St Andrew's CE Infants' School
- St Blasius Shanklin C of E Primary School
- St Catherine's College
- St Columba CE Primary School
- St Francis Catholic & CE Academy
- St James' CE Primary Academy
- St John's Meads CE Primary School
- St Joseph's CE Junior School
- St Joseph's Infant School
- St Leonards CE Primary School
- St Margaret's C of E Primary School
- St Nicolas and St Mary CE Primary School
- St Paul's CE Academy
- The Haven CE Methodist Primary School
- The March CE Primary School
- Tollgate Community Junior School

The Trust came into being in 2014 and strives to ensure that all children in our care reach their God-given potential. Our vision is to grow from strong foundations of clear aims, firm values, and positive relationships. We aim to bring together church schools, to drive and maintain improvement and to share economies to maximise resources for teaching and learning in the classroom.

Our vision is to provide every child in each of the academies with the very best education possible; inspirational, fully rounded and rooted in our Christian beliefs and values.

The Trust undertakes to ensure each academy delivers a high quality, broad and balanced curriculum for all. Each school within the Trust, however, is unique and encouraged to have their own identity. Our central team are there to support the schools, for example in Academy Improvement Reviews, governance support, HR, Finance and CPD offerings.

To find out more you can read our Vision for 2025 at:

<https://dcat.academy/about-us/strategy/>

ABOUT THE ROLE

Position:	Finance Assistant
Salary Scale:	ESSS Grade 4, sp 9-10, £24,404 - £24,790 per annum, pro-rata (Actual Salary: £11,637- £11,821 per annum)
Terms & Conditions:	Support Staff Terms & Conditions
Contract Type:	Permanent, Part-time
Hours:	20 hours per week, Term Time Only 39 weeks per year
Benefits:	Local Government Pension Scheme Cycle to Work Scheme Employee Assistance Programme
Responsible to:	Finance Manager
Location base:	DCAT Office, St Joseph's Infant & Junior School, Chichester

JOB PURPOSE

To work closely with the Trust centre team and schools to ensure there is effective finance support for schools and that financial processes comply with the Trust's Finance Policy.

Key Responsibilities

- Administer the Trust's purchasing system (iCompleat) and all related financial records:
 - Matching purchase invoices with purchase orders
 - Making any adjustments e.g. VAT and delivery charges
 - Directing the invoice through the correct approval workflow
 - Checking and resolving any purchase invoice posting failures
- Managing back-office functions e.g. user set up & permissions, approval workflow amends, new school set up, supplier management
- Raise purchase orders for the Trust
- Reconcile transactions to school bank accounts including sales invoices, remittances, direct debits through the Trusts accounting system (Xero) and prepare bank reconciliation reports
- Provide general administrative support for the centre finance team e.g. preparation of reports and presentations, communication to schools, file sharing
- Maintain accurate records for audit and prepare for audit visits
- Provide general finance system support and advice to school-based colleagues

- Monitor communications and emails, respond in a timely, professional and efficient manner

Diversity, Equity, and Inclusion (DEI):

- Champion DEI initiatives to promote a diverse and inclusive workplace
- Work to identify and eliminate barriers to inclusion and equity within the institution

Professional Development

- To participate in professional development opportunities which contribute to the knowledge, skills and understanding of the Trust as a whole, routinely sharing learning
- To keep abreast of educational developments and best practice in CPD in order to implement appropriate innovation and add value to the schools within the Trust

Personal Commitment

- To demonstrate high level interpersonal skills in order to contribute to successful, motivated teams
- To be well organised, achieve deadlines and submit reports promptly and maintain an effective work life balance

Safeguarding Children and Young People

- DCAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. All staff must confirm that they have read and understood the DfE statutory guidance Keeping Children Safe in Education Part 1 and are committed to first class safeguarding within the Trust, following the Trust Safeguarding umbrella policy and supporting full compliance of individual academy policies within their respective roles.

Other Responsibilities

- To undertake such duties at the discretion of the Executive Team as may reasonably be required by the changing needs of the Trust;
- To maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves;

NOTE: The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Christian principles underpin the way the organisation runs and its partnership with schools and academies and the post-holder must be committed to the organisation's vision and values.

PERSON SPECIFICATION

Qualifications	
English and Maths to Level 2 (GCSE C or 4 grade)	E
A recognised qualification in financial management, AAT qualification preferable	D
Skills and Experience	
Knowledge of and willingness to learn a range of software applications	E
Experience of undertaking a range of clerical and administrative duties including data input and retrieval where high levels of accuracy and attention to correct process are required	E
Working knowledge of bookkeeping and accountancy procedures and practice including account reconciliation and purchasing procedures	D
Experience of working in a school, academy trust or local government environment particularly in a finance role	D
Experience using Xero Financial Management	D
Experience using iCompleat purchase management	D
Attention to detail with an ability to spot numerical error	E
Excellent communication skills, both verbal and written	E
Experience with ICT and ability to learn new systems	E
Ability to work in an organised and methodical manner	E
Ability to maintain efficient record keeping systems	E
Ability to assist with the production of accurate records and reports	E
Ability to communicate with a range of audiences	E
Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	E
Ability to show sensitivity and objectivity in dealing with confidential issues	E
Willingness to undertake further training as required - whilst financial experience is desirable, it is not essential as training will be provided.	E
Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion	E

HOW TO APPLY

Deadline for applications: Friday 4th August 2025, 9am email to hr@dcat.academy

Shortlisting Date: 11th August 2025

Interview Date: Thursday 21st August 2025

Conversation

For a confidential discussion about the role please contact Rachel Bryan, Finance Manager. Please email via rbryan@dcat.academy to arrange.

Application Form

Completed application forms – a CV will not be accepted – must be submitted via email to hr@dcat.academy.

Shortlisting

We assess all applications against the Person Specification criteria using the evidence you provide in your application.

Interviews

The interviews will be held at DCAT offices or remotely using alternative technology if required.

Offer of Employment

We will make a verbal offer of employment by telephone and an offer letter in writing will be emailed. Any offer is made conditional subject to all required pre-employment checks. Each candidate will be telephoned with the outcome. Requested feed-back will be available by arrangement.

Receipt of Application

Applications are acknowledged (by email) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the HR Team at hr@dcat.academy.

Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Data Protection Act 1998

You should be aware that the information you have provided will be stored on the DCAT HR secure database and will be used to process your application. It will not be passed to any other organisation and will comply with new GDPR regulations. DCAT's Staff Privacy Notice is published on the DCAT website.

Guidance Notes for Applicants

Application Form

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form may be scanned or photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates' experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form, and these should be attached to the application on a separate sheet. Please refer to the information contained within the recruitment pack for the length and presentation of your personal statement.

The selection panel will look to see how well you have focused your application on the needs of the school in addition to relating your skills and knowledge to the person specification with supporting evidence which demonstrates how you meet the range of criteria.

Referees

We take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in your present school for less than five years, the governing body may wish to seek further supporting information from your previous employer(s).

Qualifications

Please bring documentary evidence of relevant qualifications to your interview. The selection panel will ask to see the original certificate, and copies will be taken for your application.

Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement which will be assessed by our OH referral service.

DCAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with DCAT as the employer.

This disclosure will need to be approved by the school before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 ("the 2018 Regulations")

This post is directly concerned with the management of early or later years provision; therefore, the post is covered by the 2018 Regulations.

The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to the Trust, by completing a self-declaration form as part of the preemployment checks process, that they have not been disqualified under the 2018 Regulations.

If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK.

The evidence required is one of the following documents:

- a full British passport (current or expired) or other passport stating your eligibility to work in the UK.
- a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)

Data protection

The Trust will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.

Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

For further information, see our privacy notice for job applicants on the DCAT website.

Self-declaration Form – Short-listed Candidates

All candidates short-listed for interview will be sent a self-declaration form. The purpose of this form is to determine the suitability of candidates to work with children. This process follows statutory guidance set out in the DfE publication Keeping Children Safe in Education 2022. We would like to take this opportunity to thank you for your interest in working for our schools and wish you all the best.

**THANK YOU FOR YOUR
INTEREST**

