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ENQUIRE LEARNING TRUST APPLICATION PACK

FINANCE ASSISTANT

Unit 18 Appleton Court, Wakefield, WF2 7AR











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Welcome from the CEO...



Welcome to the Enquire Learning Trust. It is a privilege to lead a community of schools united by a shared commitment to excellence, equity, and opportunity. At Enquire, we believe in the power of education to transform lives—and we are proud to work alongside passionate professionals, dedicated governors, and engaged families to make that belief a reality every day.

Darren Holmes - Chief Executive Officer

Based in Wakefield, the Enquire Learning Trust operates 32 primary schools across the north of England. Each of these schools works collaboratively to ensure that all pupils receive the very best start to their education. We know that by working together, we can achieve more than any school could alone.

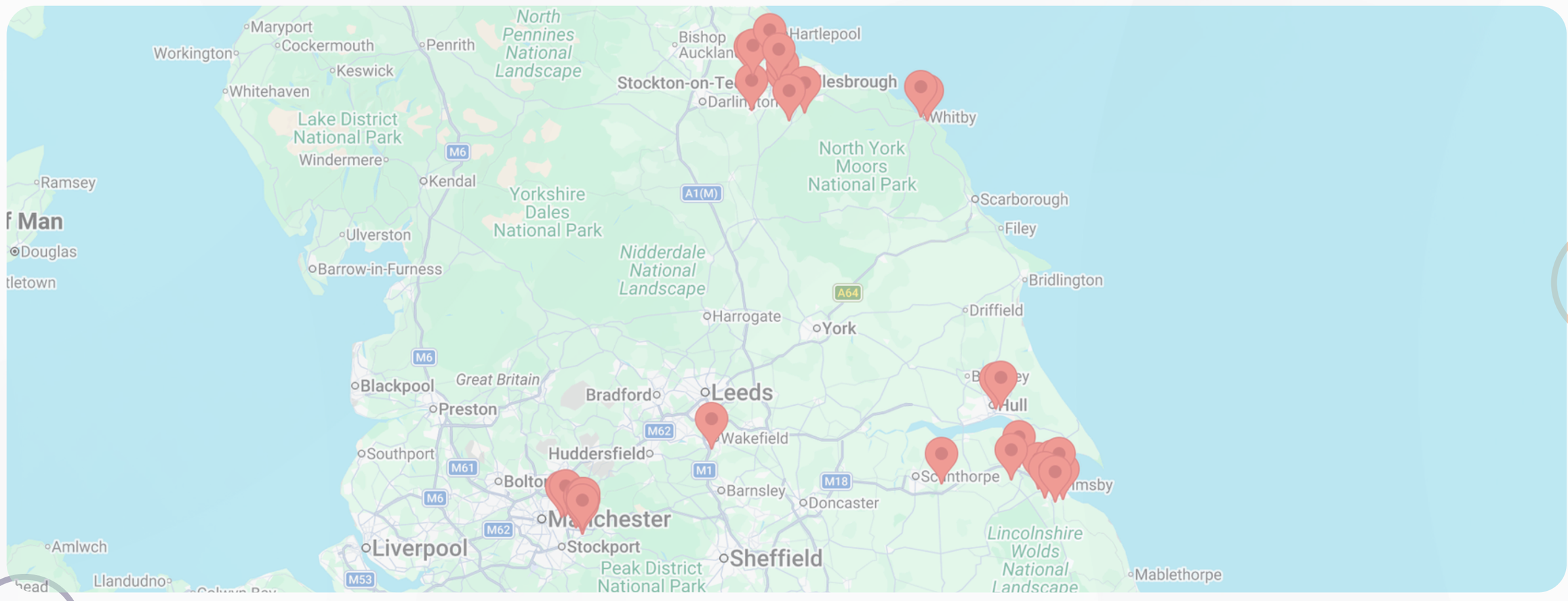
At the heart of our work is a deep sense of botheredness—a commitment to going the extra mile to secure the best outcomes for our pupils, colleagues, and communities. This ethos shapes a culture where care, ambition, and excellence are central to everything we do.

We are relentless in our pursuit of quality, believing that continual improvement is essential to delivering the highest standards in education. Through reflective practice, innovation, and collaboration, we ensure that our schools are always evolving to meet the needs of every learner.

Our people are our greatest strength. We are committed to recruiting, developing, and retaining exceptional staff, and we recognise the vital contribution of every member of our workforce. From classroom to leadership, every role is valued and supported.
Strong, values-led leadership and committed governance provide the foundation for our success. Together, they create the conditions for sustained excellence and empower our schools to flourish.

We also know that education is most powerful when it is a shared endeavour. That's why we actively engage with parents and carers, building meaningful partnerships that support children's learning and wellbeing.

At Enquire, we strive to exceed expectations - because our children deserve nothing less.



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OUR VALUES AND AMBITION

At Enquire Learning Trust, everything we do is driven by a clear and unwavering purpose: children come first. Across our academies, excellence is not just encouraged—it's expected. We foster a culture where curiosity, reflection, innovation, and discipline are the cornerstones of powerful learning.

We believe every child has the potential to be a powerful learner. And we're deeply committed—extraordinarily bothered, in fact—about making that belief a reality.

OUR CORE VALUES

- **Our Purpose** – Children always come first.
- **Our Ethos –** We champion quality, curiosity, reflection, innovation, and discipline.
- **Our Mindset** – We act with intelligent urgency, embrace learning as essential, and care deeply about outcomes.
- **Our Commitment –** We pursue excellence with relentless determination.
- **Our Culture –** We are united in strength, yet always mindful of our collective responsibility—only as strong as our weakest link.

OUR VISION

Our vision is underpinned by bold, transformative ideas that guide our work and inspire our people:

- Total Quality – Excellence is embedded in every aspect of our Trust.
- Diversity, Inclusion & Equity – We ensure fairness and unlock potential for all.
- Professional Development – We invest in lifelong learning for individuals, teams, and the organisation.
- Technological Excellence – We embrace digital innovation to enhance learning.
- Nurturing Talent – We build meaningful careers and develop future leaders.
- Collaborative Advantage – We harness the collective strength of our Trust to drive improvement.
- Responsible Innovation – We tackle challenges with creativity and courage.
- Botheredness – We go above and beyond for our pupils and colleagues.
- Belonging – We cultivate strong, supportive relationships across our communities.
- Empowering Every Child – We ensure every learner has the opportunity to succeed

ROOTED IN COMMUNITY, COMMITTED TO IMPACT

Our academies are more than schools—they are pillars of their communities. Each one is unique, shaped by its local context and strengthened by deep-rooted partnerships. We actively involve parents and community members in our governance, with representation on our Trust Board and Academy Improvement Committees.

Together, we are building a future where every child is empowered to thrive—and every community is proud to be part of our journey.









Job Advert

Finance Assistant - Central Team

Working Hours: 25 hours per week
Working Weeks: 52 weeks per year
Salary Scale Range: NJC SCP 7-12
Contract Type: Permanent
Location: Central Team, Wakefield, with travel to Trust academies as required
Responsible to: Chief Financial Officer

About the role:
We are looking for a proactive and detail-oriented Finance Assistant to join the Central Team at Enquire Learning Trust. In this varied and rewarding role, you will support the day-to-day financial operations of the Trust and its academies, undertaking a range of finance administration activities including purchase ledger processing, supplier management, reconciliations, banking administration and financial record keeping.

Working closely with academy colleagues, suppliers and the wider finance team, you will play a key role in ensuring financial information is processed accurately and efficiently, while delivering excellent customer service and supporting the continued development of effective financial processes across the Trust.

What we are looking for:
We are seeking an organised individual with experience working in a finance support environment and a strong eye for detail. You will have excellent numerical and IT skills, be confident using Microsoft Excel, Word and Outlook, and be able to manage a varied workload while meeting deadlines.

The successful candidate will be a team player who can build positive relationships, communicate effectively with a range of stakeholders and take pride in delivering accurate, high-quality work. An AAT Level 2 qualification (or equivalent) and experience maintaining financial records are essential, while experience within a school or academy trust environment would be advantageous.

What we can offer:
- Membership of local pension scheme
- Opportunities for development and progression
- Employee Assistance Programme provided by Health Assured
- Cycle to Work Scheme
- Octopus EV Scheme
- Lifestyle savings

How to apply:
You can apply for this position by visiting The Enquire Learning Trust

Closing date and time: 20th November 2026 12.00 noon
Interview Date: 1st December 2026

DBS/Safeguarding Statement
The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an Enhanced Disclosure from the DBS.

Job Description - Finance Assistant

Job Purpose:

The Finance Assistant will provide efficient, accurate and responsive financial administration support to the central finance team and academies across Enquire Learning Trust.

The postholder will undertake a broad range of day-to-day finance activities, with a particular focus on supplier administration, purchase-to-pay processes, transaction processing, maintaining accurate financial records and responding to finance queries.

The role will involve regular communication with suppliers, academy colleagues and members of the central team and will require a high level of accuracy, organisation and customer service.

The postholder will also contribute flexibly to the effective operation of the central team and may, from time to time, be required to undertake general administrative duties or provide administrative cover outside the finance function.

Key Responsibilities:

1. Purchase Ledger and Supplier Administration

- Process purchase invoices accurately and promptly, ensuring that appropriate supporting documentation and authorisation is in place.
- Maintain accurate supplier records, including the setting up and amendment of supplier accounts in accordance with Trust procedures.
- Deal with supplier queries professionally and promptly, liaising with academies and other colleagues where necessary to resolve issues.
- Reconcile supplier statements to the finance system and investigate differences.
- Support the preparation and processing of supplier payment runs.
- Develop positive and professional working relationships with Trust suppliers.

2. Financial Processing and Administration

- Accurately input and maintain financial information within the Trust's finance systems.
- Process journals and other financial transactions as directed by members of the finance team.
- Assist with the processing and recording of income.
- Assist with the administration and reconciliation of charge card transactions.
- Assist with routine reconciliations and investigate discrepancies as required.

3. Banking and Income

- Assist with the recording and processing of income received by the Trust.
- Complete routine bank reconciliations.
- Assist in identifying and allocating receipts.
- Support the finance team with other banking and cash-management activities as required.

4. Month-End and Year-End Support

The Finance Assistant will support this process by:

- Ensuring transactions are processed promptly ahead of month-end deadlines.
- Assisting with routine reconciliations.
- Providing supporting information requested by the Finance Managers.
- Assist in providing information and documentation required by internal and external auditors.
- Supporting the finance team with other year-end tasks as required.

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5. Supporting Academies

- Act as a helpful and approachable point of contact for routine finance queries from academies.
- Provide guidance on routine financial administration processes and refer more complex matters to the appropriate member of the finance team.
- Liaise with Academy Business Managers and other academy colleagues to obtain outstanding financial information.
- Support consistent financial processes across the Trust.
- Build positive working relationships with academy and central team colleagues.

General Responsibilities:

The postholder will:

- Work in accordance with Trust policies, procedures and financial controls.
- Maintain confidentiality and handle financial and personal information appropriately.
- Maintain high standards of accuracy and attention to detail.
- Provide a professional and courteous service to colleagues, academies, suppliers and other external contacts.
- Work collaboratively with colleagues across the Trust.
- Take responsibility for completing tasks within agreed deadlines.
- Identify discrepancies, concerns or potential financial control issues and escalate them appropriately.
- Contribute to the continuous improvement of financial processes and administrative systems.
- Participate in relevant training and professional development.
- Promote the values and ethos of Enquire Learning Trust.
- Undertake such other duties as may reasonably be required that are commensurate with the level and nature of the post.

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Person Specification

Criteria	Essential	Desirable
Qualifications	• AAT level 2 or equivalent • Level 2 English (or equivalent or higher qualification) • Level 2 Maths (or equivalent or higher qualification)	• Working towards AAT level 3 or equivalent qualification
Experience	• Working in a finance support environment • Experience of posting financial transactions and maintaining accurate financial records	• Experience working within a school or academy trust
Skills	• Good numerical and IT skills, including Microsoft excel, word and outlook • High levels of accuracy, organisation and attention to detail • Ability to prioritise a varied workload, meet deadlines and resolve queries • Ability to work independently and as part of a team	• Knowledge of academy trust finance • Ability to learn and confidently use new finance systems and processes

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Contact Details:

Name: Jodie Osbourne
Email: HR@enquirelearningtrust.org
Phone: 01924 792960

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations

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WHY JOIN US?

We believe that our people are our greatest asset. That's why we offer a range of benefits designed to support your wellbeing, finances, and work-life balance.

HEALTH AND WELLBEING

Health Assured Employee Assistance Programme

All employees have access to Health Assured, a confidential support service providing:

- 24-hour wellbeing, information and counselling helpline
- Access to a dedicated wellbeing app
- Legal and financial information
- Mental health and wellbeing support
- Online resources, videos and tools

Whether you need practical advice or emotional support, help is available whenever you need it.

FINANCIAL BENEFITS

Cycle to Work Scheme

Our Cycle to Work Scheme helps colleagues save money on bicycles and accessories while promoting a healthier and more sustainable commute.

Octopus Electric Vehicle Scheme

Through our partnership with Octopus Electric Vehicles, employees can access electric car leasing through a salary sacrifice arrangement, making the switch to greener travel more affordable.

Wills and Benefits Service

Employees can access specialist services and advice to help with future planning and provide peace of mind for themselves and their families.

LIFESTYLE BENEFITS

Tastecard Membership

Enjoy access to Tastecard at a discounted rate, offering savings on:

- Restaurants and dining out
- Cinema tickets
- Days out and attractions
- Travel and leisure activities

EMPLOYEE DISCOUNTS

Benefit from access to a wide range of discounts on everyday spending, including:

- Shopping and retail
- Technology and electronics
- Supermarkets
- Travel and holidays
- Leisure and entertainment

WORKING TOGETHER

We are committed to creating a positive, supportive workplace where colleagues can thrive professionally and personally. Our benefits package is designed to help you look after your wellbeing, save money, and enjoy a healthy work-life balance while making a difference to the children and communities we serve.
Supporting our people, so they can support others.