



Trust Finance Assistant

Job Application Pack



ABOUT NORTH WEST ACADEMIES TRUST

At North West Academies Trust (NWAT), we believe every child deserves an exceptional education that inspires ambition, nurtures potential and enables them to thrive. Everything we do is driven by our commitment to achieving the very best outcomes for the children and communities we serve.

We are proud to work alongside our schools, empowering them to retain their unique identity while benefiting from the strength, collaboration and shared expertise of our Trust. Together, we create inspiring learning environments where every child has the opportunity to succeed.

NWAT currently comprises thirteen primary schools and one secondary school across Cheshire, Shropshire and Staffordshire, with Kingsbourne Academy opening in Nantwich in September 2026 as the latest addition to our growing family of schools.

Our dedicated central team works in close partnership with school leaders and trustees, providing expert support across education, finance, governance, HR, estates and operations. By working collaboratively and sharing expertise, we enable our schools to focus on what matters most – delivering an outstanding education for every child.



“Opening Children’s Eyes to the Wonderful World of Possibility”



ABOUT THE ROLE



Are you an organised and detail-oriented finance professional looking for a flexible part-time role where your work makes a real difference?

North West Academies Trust (NWAT) is looking for a part-time Finance Assistant to join our friendly and supportive central team at our office in Chester city centre.

This is an exciting opportunity to play an important role in supporting the financial operations of our growing family of schools.

As our Finance Assistant, you will play a key role in supporting the Trust's financial operations, ensuring transactions, payroll and financial records are processed accurately and efficiently. Working closely with schools and the central finance team, you'll help deliver a high-quality finance service across the Trust.

We're looking for someone who is organised, reliable and able to manage multiple tasks with accuracy and attention to detail. You'll enjoy working collaboratively, building positive relationships with colleagues and schools, and providing excellent customer service.



KEY RESPONSIBILITIES

Financial Processing

- Process central Trust income and expenditure transactions accurately and promptly.
- Maintain financial records within the Trust's finance system.
- Support debtor and creditor reconciliations, including central and inter-school cross charging.

Payroll and Pension Administration

- Prepare and submit monthly payroll information for schools.
- Administer payroll changes for the central team.
- Post payroll journals for the central team and schools.
- Support pension administration and respond to routine pension enquiries.
- Liaise with schools and payroll providers to resolve payroll queries.
- Maintain accurate payroll and pension records.

Purchasing and Supplier administration

- Set up and maintain supplier records.
- Process and reconcile Trust credit card transactions.
- Ensure expenditure is correctly coded, supported by appropriate documentation, and that eligible VAT is reclaimed.
- Follow up outstanding receipts and supporting evidence.

School Support and Debtors & Creditors

- Monitor outstanding debtor balances and support debt recovery across the Trust.
- Resolve supplier queries and support the timely processing of invoices and payments.
- Act as the first point of contact for routine finance queries from School Business Managers.
- Provide guidance on Trust finance systems and procedures, escalating complex issues where appropriate.

Month-End, Audit and General Responsibilities

- Obtain financial information from schools for month-end reporting and audit.
- Prepare working papers and supporting documentation for internal and external audits.
- Maintain accurate financial records and ensure the confidentiality of financial information.
- Undertake any other duties appropriate to the level and responsibilities of the role, as reasonably required.

PERSON SPECIFICATION

Essential Skills, Knowledge & Experience

- Strong communication and interpersonal skills, with the ability to build positive working relationships with schools, colleagues and external providers.
- Experience of working in a finance or accounting environment.
- Good understanding of financial administration processes.
- Strong organisational skills with the ability to manage competing priorities and meet deadlines.
- Excellent attention to detail and accuracy.
- Good IT skills, including Microsoft Excel and financial management systems.
- Ability to work independently and as part of a team while maintaining confidentiality.

Desirable Qualifications & Experience

- Experience of payroll and/or pension administration.
- Experience of month-end finance processes, journals or reconciliations.
- Experience of working within an academy trust, school or public sector environment.

ROLE SPECIFIC INFORMATION

Contract:	Permanent
Hours per week:	21 hours per week, term time only
Salary:	Competitive, dependant on experience
Closing Date:	31st August, 2026 at 9am
Shortlisting:	Wednesday, 2nd September 2026
Interviews:	Week commencing 7th September 2026

What We Can Offer You

At NWAT, we recognise the importance of looking after our people. In return for your skills, dedication, and enthusiasm, we offer:

Term-Time Only Working

Flexible Working Hours: Ability to fit hours around your existing commitments, with hybrid/remote work options available

Enrolment to the Mediacash Proactive Health Plan to help with costs of everyday healthcare

Generous Local Government Pension Scheme (LGPS)

Access to 24/7 Employee Assistance Programme

Ongoing Professional Development

A Warm and Supportive Team Culture

RECRUITMENT INFORMATION

How to apply

Kindly download and complete the application form. Please ensure that you provide comprehensive information, including explanations for any gaps in your employment history.

We are particularly interested in understanding how your skills, knowledge and experience correspond with the requirements outlined in the job description and person specification.

Completed application forms should be submitted via email to admin@nwatrust.co.uk by the closing date stated.

Safeguarding Commitment

The North West Academies 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 offers of employment are subject to an Enhanced Disclosure and Barring Service (DBS).

Diversity in the Workplace

The North West Academies trust values diversity in the workforce and is committed to ensuring that throughout the recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation