



Finance Assistant - Temporary
37 hours per week - Term-time plus 3 weeks (part time considered)
Grade E 7-12 (£26,403 - £28,598 fte salary)
Immediate start available

Newbury Academy Trust is seeking to appoint a Finance Assistant who will work within the Trust Finance Department, based at Trinity School, dealing with all aspects of the finance functions across the Trust, including goods receipting, checking deliveries, raising purchase orders and liaising with and submitting orders.

The successful candidate must be an effective communicator, demonstrating a high level of initiative, competence and confidentiality across all areas of the Trust's financial activities. Applicants must be competent in the use of IT (MS Excel and Word); knowledge of Arbor and The Access Education Finance (Accounting software) would be beneficial, although training will be provided. The successful candidate will be required to work some hours during the school holidays, by negotiation with the Chief Financial Officer, particularly during financial year-end.

If you feel you have the experience for this role we would like to hear from you. Application is by letter to Dr C Wilson, Headteacher and application form, the latter including the names and addresses of two appropriate referees. Please include in your letter details how your prior experience would support this role. Further details can be obtained from Mrs Conway on 01635 510500, by email to hr@trinity.newburyacademytrust.org or visit the school's website www.trinitynewbury.org

The school has a commitment to safeguarding and promoting the welfare of children. This role is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All shortlisted candidates will be subject to online checks, they will also be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required.

Closing date: 2nd January 2026
Interviews: Soon thereafter

Please note: The Trust reserves the right to interview suitable candidates before the closing date.

Trinity School, Love Lane, Newbury, Berkshire RG14 2DU
Website: www.trinitynewbury.org
Tel: 01635 510500 Fax: 01635 510510 Trinity School is part of the Newbury Academy Trust