

Finance Assistant

Temporary Post

Closing Date: 28th September 2026 at 9.00 a.m.

Interview Date: WC 5th October 2026



MOSAIC
LEARNING TRUST
Raising Aspirations,
Empowering Futures



Candidate Information Pack

WELCOME TO THE MOSAIC LEARNING TRUST

It is with great pleasure that I introduce you to Mosaic Learning Trust and I hope this information will enable you to decide on your suitability to join our journey and become part of our growing team. As a Trust, we are determined to challenge our students inside and outside the classroom to strive for individual excellence and to achieve the highest academic standards. Our Trust is committed to supporting every student to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern society.



Aspirational Learning

We aim to *Inspire Excellence* and *Unlock Potential* by creating high expectations and providing personalised learning opportunities for our children.



Empowering People

We Value Every Voice and *Nurture Every Talent*. We prioritise wellbeing, inclusivity, and active community engagement, ensuring that each person feels respected, nurtured and supported.



Collective Ambition Our belief that *Together We Achieve More*. Through sharing resources, and expertise we support each school within the trust, encouraging staff learning and enhancing outcomes for children.



I am very proud of the Trust, its students, staff and Trustees. Education at Mosaic provides much more than exam excellence. It aims to develop and nurture our children to take their place as caring and confident young people in the outside world. Our staff have opportunities to engage in high quality Continuous Professional Development, and all staff have access to our supportive, well-being packages. We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Neil Moore'.

Neil Moore
Chief Executive Officer



September 2026

Dear Applicant,

Finance Assistant – Temporary Contract

Many thanks for your interest in the above position. Please find enclosed the following documents:

- Job Description
- Person Specification
- Application Process

The Mosaic Learning Trust is advertising for a temporary Finance Assistant to commence employment as soon as possible.

We are seeking to appoint a proactive Temporary Finance Assistant to join our dedicated central team. This role is ideally suited to a highly organised individual with excellent attention to detail and a strong commitment to providing high-quality financial and administrative support. The successful candidate will play a key role in supporting the day-to-day financial operations of the Trust, they will have strong numerical and IT skills, the ability to work accurately with a professional and customer-focused approach.

The working hours will be 20 per week, term time ONLY, 10.00 a.m. until 2.00 p.m. Monday to Friday. However, alternative working arrangements may be considered to accommodate the successful applicant's circumstances. Any revised working pattern would need to be worked within the office opening hours of 8.00 a.m. to 4.00 p.m.

This role will be based at the Trust Head office, however as we are part of the Trust, there may be occasions when you will be required to work at other schools within the Trust.

Applicants can also apply through [MyNewTerm](#). Applicants can also apply by filling in the Trust's application form found on the Trust Website. Completed application forms can be forwarded by email to recruitment@mosaicmat.net. Late applications will not be considered.

Applications will be considered as soon as they are received, and the closing date will be 28th September 2026 at 9.00 a.m. Interviews are scheduled to take place WC 5th October 2026. Online searches will be carried out on shortlisted candidates (in line for the KCSIE 2023 guidance). Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list check through the Disclosure and Barring Service (DBS), medical clearance, references, and verification of qualifications satisfactory to the Trust.

Yours faithfully,



Miss R Atherton
Trust H.R. Manager

JOB DESCRIPTION



INTRODUCTION

Post Title:	Finance Assistant
Purpose:	To provide an efficient, responsive and high-quality Finance service
Responsible to:	Senior Finance Officer
Liaising with:	Staff, parents and outside agencies
Working time:	20 hours per week, term time ONLY Monday to Friday (10.00 a.m. to 2.00 p.m.) – The hours of work are an example we can be flexible with the hours.
Salary /Grade:	Grade 4, SCP 5 - 8 Actual salary £12,024.46-£12,607.74 per annum
Disclosure Level	Enhanced
Conditions of Employment	No holidays are permitted during the 190 day teaching year.

MAIN DUTIES / JOB OUTLINE

Finance

- To process and place orders for goods and services for all establishments, following the agreed purchase process
- To support school staff with obtaining quotes for ad-hoc purchases to ensure Trust value-for-money objectives are achieved
- To assist with the maintenance of annual subscriptions and agreements records
- To support school budget holders with the review of recurring subscriptions and contracts by obtaining renewal quotes and preparing a requisition for approval.
- To assist with maintenance of the Trust's approved suppliers database
- File associated order correspondence e.g. delivery/goods received notes in electronic filing system
- Manage the orders inbox and deal with correspondence accordingly
- Liaise with suppliers regarding payment terms and account queries
- Assist the Senior Finance Officer with maintaining the electronic filing system and archiving of financial documents
- Maintenance of manual and electronic records in line with audit requirements
- Clear down open orders, liaising with schools/suppliers to resolve queries.
- To keep accurate supplier records on the finance system
- Assist finance department with administration and processes of a similar level

HEALTH AND SAFETY TRAINING

- To undertake Health and Safety Training on areas within the designated work area.

OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective, efficient and economic manner available
- To continue personal development in the relevant area
- To support the development and promotion of an image that is consistent with the aims of the Trust

TRUST ETHOS

- Play a full part in the life of the Trust community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote actively the Trust's corporate policies.
- Comply with the Trust's health and safety policy and undertake risk assessments as appropriate.

SIGNATURES

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Senior Finance Officer to undertake work of a similar level that is not specified in this job description.

Signed
(Finance Assistant)

Signed
(Senior Finance Officer)

Dated
(Finance Assistant)

Dated
(Senior Finance Officer)

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION



ASPECT	Essential/ Desirable	Application/ Interview/ Reference
EXPERIENCE		
Experience of using a range of computer packages i.e. Microsoft Office	E	A, I
Experience of undertaking a range of routine clerical tasks	E	A, I
Experience of using the internet, sending / receiving emails	E	A, I
Ability to work to timescales / deadlines	E	A, I
TRAINING & QUALIFICATION		
Minimum of 3 GCSE's Grades (A to C) including Maths and English or equivalent qualifications to NVQ Level 2 / QCF credit value	E	A, I
Experience of Finance software	D	A, I
KNOWLEDGE & UNDERSTANDING Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post		
Understanding of a range of general finance processes	D	A, I
PERSONAL SKILLS, ABILITIES AND COMPETENCIES Applicants should be able to provide evidence that they have the necessary skills and abilities required		
Ability to deliver polite, courteous and efficient service	E	A, I
Good communication skills to deal with all stakeholders	E	A, I
Ability to use initiative to respond and resolve problems	E	A, I
Ability to work effectively as part of a team and individually	E	A, I, R
Resilience and confidence to work efficiently in a busy and demanding environment	E	I, R
Maintain confidentiality where appropriate	E	A, I
Adaptable, flexible, diplomatic, tactful and committed to success	E	I, R
Understanding requirements with regards to Safeguarding	E	I, R
PERSONAL QUALITIES		
Excellent attendance and punctuality	E	A
Tact and a sense of humour	E	A, I
A personal and friendly nature	E	A I R
APPLICATION		
Accurate completion of school application form	E	A
Letter which addresses person specification, evidence in letter and application	E	A
High standards in spelling and writing.	E	A
LEGAL ISSUES		
Legally entitled to work in the UK	E	A,I
Enhanced DBS Clearance	E	

STAFF BENEFITS

Pension

The Trust offers an excellent pension scheme with the Local Government Pension Scheme and Teachers Pension Scheme, which you can join from your start date.

Trust Inset Days

The Trust offer additional Inset days to give staff non-contract time for additional training, CPD, preparations, department time, leadership time etc.

Wellbeing

The Trust is committed to your wellbeing and offers a range of support services, including an Employee Assistance Programme (EAP), Occupational Health support, and access to wellbeing services through the Schools Advisory Service. We also provide free flu vaccinations and eye care to help you stay well.

Salary

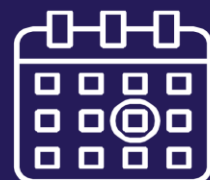
The Trust offer competitive salaries for teaching staff in line with the School Teachers Pay and Conditions Document and for school support staff in line with the National Joint Council.

Learning & Development

The Trust values continuous learning and development to help meet future challenges. We provide tailored support for Early Career Teachers through trained mentors, Teaching School Hubs, and dedicated time for professional growth. Staff also have access to flexible online training via the National College. Career progression is encouraged, with opportunities to move between schools and central teams.

Additional Benefits

Generous holidays for support staff, enhanced contractual sick pay, a cycle to work scheme and discounted gym memberships.



HOW TO APPLY



Key Dates

Advertising date: **10th September 2026**

Closing date: **28th September 2026 at 9.00 a.m.**

Short listing: **28th September 2026**

Interview date: **WC 5th October 2026**

To apply for this role, please visit [MyNewTerm](#)

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures ([link to policies](#)). Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website www.mosaiclearning.org.uk

When completing your [MyNewTerm](#) or Trust application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies included. You should refer to the job description and person specification to guide your application. Your supporting statement should be no more than 2000 words. Please note that late applications will not be considered.





CONTACT US



01257 422265



recruitment@mosaicmat.net



www.mosaiclearning.org.uk



Kenyon Road, Standish, Wigan, WN6 ONX