AGAPE
MULTI ACADEMY TRUST

Job Description

Job Title: Trust Finance and Administration Assistant

Responsible to: CFOO and Lead Governance Professional

Salary Grade: 6

Key Purpose:

Working closely with the Executive Team and school-based colleagues, the Trust Finance and Administration Assistant is responsible for providing effective finance, administration and operational support across the Trust. The postholder will work across multiple schools and central Trust functions, supporting the efficient delivery of financial processes, administrative services, governance, compliance, communications and marketing activities.

Main Responsibilities

- Assist with the processing of purchase orders, invoices, income, journals and other financial transactions.
- Maintain accurate financial and administrative records in Trust systems.
- Support budget monitoring and provide information as requested by the Trust Finance Team.
- Assist with month end and year end finance processes.
- Support schools and central teams with finance queries and routine administrative tasks.
- Prepare, collate and distribute reports, correspondence and management information as required.
- Maintain electronic and paper filing systems in accordance with Trust procedures.
- Assist with Trust wide administrative processes, including data collection, record-keeping, audits and compliance activities.
- Provide administrative support for meetings, including arranging venues, preparing agendas, taking notes and distributing documentation.
- Support the maintenance and updating of the Trust and relevant parts of schools' websites, ensuring information remains accurate and up to date.
- Assist with marketing and communication activities, including newsletters, promotional materials, and other Trust publications.
- Liaise professionally with staff, parents, governors, trustees, suppliers and external agencies.
- Provide cover and support for other members of the finance, governance and administration team when necessary.
- Travel between Trust schools and other Trust locations as required to support operational needs.
- Claim business mileage in accordance with Trust policies and procedures.
- Assist with any other clerical, financial, governance or administrative duties as required.

- Other duties as deemed necessary by the CEO, CFOO or Lead Governance Professional

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current but, following consultation with you, may be changed by the CEO, CFOO or Lead Governance Professional to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Essential Requirements

- Experience of administration, finance or office-based work.
- Good IT skills, including Microsoft Office applications.
- Excellent organisational, interpersonal and communication skills.
- Ability to prioritise workloads and meet deadlines.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Willingness and ability to travel independently between Trust sites.

Job description last reviewed: October 2026