



**Job Title: Trust Administrative Officer (Finance)**

**Hours: 26 hours per week**

**WPY: 46.94 weeks (Term Time plus PD days and 2 weeks in school holidays)**

**Grade and SCP: Grade 6 (SCP 8-11) £13.90 to £14.59 per hour**

**Contract Type: Permanent**

**Main Workplace: TrustEd Schools Alliance Offices, Bridgnorth**

**START DATE: ASAP**

The TrustEd Schools Alliance is a Shropshire multi-academy trust looking after a family of local schools, consisting of 5 secondaries and 4 primaries. We are a professional and friendly trust committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

#### **Main outline of the job**

To undertake administrative, financial, and organisational processes for the Central Trust and Schools within the Trust, under the direction and guidance of the Finance Director and Trust Business Manager.

#### **Main Duties and Responsibilities upon appointment**

- Processing invoices for schools in the Trust and the central Trust
- Updating and maintaining the list of suppliers in the financial system
- Dealing with payment queries for suppliers
- Supporting school finance administrators and business managers in the Trust
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

*Further workplace, duties and responsibilities can be found in the job description.*

#### **Experience**

- Experience in financial administration is highly desirable

#### **Application process**

- Full details of the role and application process are available from the school's website [www.trusted-schools.com](http://www.trusted-schools.com). If you feel you have the qualities to complement our existing team, then we would love to hear from you. **Please note CVs will not be accepted.**
- The closing date for all applications is **Monday 23<sup>rd</sup> February 2026 at 9.00am**. **Applicants are encouraged to apply early as the Trust may start the interview process before the closing date.**
- Interview dates are to be confirmed. An email will be sent, or telephone call will be made to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.
- Completed application forms should be returned by email to [scarlett.beach@trusted-schools.com](mailto:scarlett.beach@trusted-schools.com) by the closing date.
- The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting [www.dbs.gov.uk](http://www.dbs.gov.uk). This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.