

Finance Assistant

Part time – Permanent 25 hours per week, 39 weeks term time plus 5 days

Hours: Flexible across 5 days

Grade 4: £25,185 - £25,584 to be paid pro rata (Actual salary £13,089 – £13,297)

We are seeking a Finance Assistant to join our multi academy trust from February 2026 on a permanent part-time basis.

As the Finance Assistant you will be supported and line managed by the Trust Finance Manager with regards to input of financial information, ensuring the academy's financial management is robust and procedures are adhered to.

The ability to manage and prioritise multiple workloads whilst maintaining positive working relationships is key to this role. Previous experience in a finance department, with the ability to evidence a finance/banking/accountancy background would be desirable.

We can offer:

- Competitive salaries and pay progression
- Access to extensive professional development opportunities

Great benefits including:

- AAT study support (available for the right candidate)
- Generous pension scheme
- A Cycle to Work scheme
- Competitive terms and conditions of employment

This is an exciting time to join the Central Team as we continue to build on our success. We are committed to staff development and all staff receive a full induction programme.

The role will be based at the Central Office, Abingdon Learning Trust, Hendred Way, Abingdon, OX14 2AW.

As the Trust continues to flourish, your contribution and commitment will be part of that future. If you have any questions about the position, then please email recruitment@abingdonlearningtrust.org.

Safe Recruitment

Abingdon Learning Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of children and requires all staff to share this commitment. The successful candidate will be required to apply for a DBS check at an enhanced level.

Closing date: 07/01/2026

Interview date: Week commencing 12/01/2026

Start date: 2 February 2026