

Nexus Education Schools Trust

Finance Assistant Recruitment Pack



Nexus Education Schools Trust

Job Advert

Nexus Education Schools Trust (NEST) is seeking a Finance Assistant to join our central Accounts Payable Team, supporting the Accounts Payable Manager with the day-to-day delivery of finance services across the Trust. Working as part of the wider finance team, you will assist with invoice processing, payments, ordering for our schools, and the maintenance of accurate financial records, helping to ensure effective financial operations and compliance with Trust procedures.

As a valued member of the finance team, you will work collaboratively with colleagues across our schools and central services and will have the opportunity to develop your skills within a supportive and experienced team, playing an important role in the Trust's service to its schools.

Salary	Salary: £24,861.07 actual (£29,025.00 FTE, Outer London Support Staff Pay Scale S5 point 4 – April 2026 pay award pending)
Location	Nexus Education Schools Trust Worsley Bridge Primary School Brackley Road Beckenham Kent BR3 1RF www.nestschools.org
Hours	Permanent, full-time role (36 hours per week, Monday - Friday), working term time only plus INSET days.
Reports to	Accounts Payable Manager
Start Date	At the earliest opportunity
Closing Date	Midday on Tuesday 5 th May 2026 You can apply by emailing your completed application form to recruitment@nestschools.org or by applying online through MyNewTerm. We reserve the right to close the advert early if we receive sufficient applications.
Interviews	Monday 11 th May 2026 We reserve the right to interview suitable candidates prior to the closing date.
Contact	For further information about this role or to discuss the opportunity, please contact Lexie Whiddett at lwhiddett@nestschools.org or by telephone on 020 8289 4767, extension 126.

Nexus Education Schools Trust

Nexus Education Schools Trust (NEST) is a growing Multi-Academy Trust with 19 primary schools and 1 all-through special educational needs school, located across Bromley, Kent, Lewisham and Southwark.

We are proud partners with a number of multi-academy trusts and groups of maintained schools, creating a collaborative network that enhances educational experiences across the region. As part of our commitment to developing outstanding teaching, we also oversee the Thames South Teaching School Hub, delivering high-quality teacher training and professional development in Bromley, Bexley and Greenwich.

At NEST, we believe in the power of collaboration. Our schools are united by a shared dedication to creating a culture of continuous learning, where inclusion is at the heart of everything we do. Each school plays a vital role in building a strong, interconnected professional learning community, driving success across our entire trust.

We are driven by a clear, moral purpose:

“To provide excellence and opportunity for all, transforming lives through education and inspiring the leaders of tomorrow”

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

We're proud to offer:

- Membership of the Local Government Pension Scheme.
- Reduced rates for Nursery and our in-house Before & After School Club provisions.
- Apprenticeship opportunities.
- Season ticket and car parking loans.
- Access to the HSF Assist healthcare programme which includes 24/7 GP access and emotional support helplines.
- Discounted Gym Memberships
- Access to high street savings - discounts on restaurants, food deliveries and shopping through Blackhawk Extras.
- Access to a cycle to work and home tech scheme - which offers a tax efficient purchase scheme.
- Access to a healthcare cash plan scheme which covers routine medical costs.
- Access to Financial wellbeing and Advice.

Finance Assistant - Job Description

Main Purpose of the Role

In this role, you will work closely with the Accounts Payable Manager and team, as well as the wider finance team, to support day-to-day finance operations. Responsibilities will include processing invoices, managing payments, supporting the ordering and purchase processes for our schools, and maintaining accurate financial records, all of which contribute to the effective and efficient running of the finance function.

You will also liaise with colleagues across our partner schools to support ordering requirements, timely financial reporting, and the achievement of key deadlines. This is an excellent opportunity to develop your skills within a supportive and inclusive environment, where training, development, and professional growth are actively encouraged.

Key Responsibilities

- Accurately and efficiently process accounts payable transactions for partner schools.
- Provide responsive and professional support to partner schools, addressing financial queries with a strong focus on customer service.
- Support a range of financial processes, ensuring all tasks are completed within required timeframes and to a high standard.
- Work closely with the Accounts Payable Manager, assisting with queries, resolving issues, and contributing to the continuous improvement of financial systems and procedures.
- Undertake additional duties as required by the line manager, in consultation with the post holder.
- Carry out any other responsibilities appropriate to the grade of the role.

Communication

- Manage incoming communications via email and telephone from both internal and external stakeholders.
- Respond to enquiries promptly and escalate issues appropriately to ensure timely resolution.
- Maintain professional and effective communication with colleagues, external partners, and the wider NEST community.

Standard Duties

- Show a commitment to diversity, equal opportunities, and anti-discriminatory practices.
- Contribute positively to the school's ethos and aims.
- Support and appreciate the roles of other professionals.
- Attend and participate in relevant finance meetings, where appropriate.

Health and Safety

- Be mindful of your own health, safety, and welfare, and that of others.
- Work with the employer on health, safety, and welfare matters.

Professional Development

- Engage in training and performance development activities.
- Undertake necessary professional development.

Policies and Procedures

Ensure full awareness of, compliance with, and adherence to all Trust policies and procedures relating to the management, teaching, and learning within the Trust's schools.

Finance Assistant - Job Description

Other

The job description is not exhaustive. The duties and responsibilities may be reviewed and amended in consultation with the post holder to meet the changing needs of the Trust.

We require all staff to be flexible in their approach in supporting the Trust and its schools.

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Because the post allows substantial access to children, candidates are required to comply with Trust safeguarding and DBS procedures.

Additional points

All staff are expected to comply with academy and Trust policies. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. 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. The job description may be subject to amendment or modification, should circumstances change, changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

Contacts and Relationships

Deliver the expected standard and level of service, identifying and reporting any shortfalls or opportunities for improvement. Consistently uphold high professional standards in attendance, punctuality, appearance, conduct, and maintaining positive, respectful relationships with pupils, parents/carers, and colleagues.

Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST are the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes. For further information please refer to our Data Protection Policy www.nestschools.org

Finance Assistant - Person Specification

Knowledge, Skills, Experience and Professional Attributes

Essential

- GCSEs (or equivalent) in English and Mathematics at Grade 5 or above
- Excellent literacy and numeracy skills
- Ability to use email (Outlook) confidently, including managing correspondence in a professional manner
- Confidence communicating by telephone with staff, suppliers, and external stakeholders
- Strong attention to detail and accuracy when processing information
- Basic IT skills, including experience using Microsoft Excel and Word
- Ability to organise workload, prioritise tasks, and meet deadlines
- Clear and effective communication skills, both written and verbal
- Ability to work collaboratively as part of a team
- Professional approach to work, including discretion and respect for confidentiality
- Willingness to learn, develop new skills, and follow established procedures
- Excellent interpersonal and professional skills and proven ability to work and build good working relationships with the central finance team and colleagues and senior leaders across our schools and the Trust.

Desirable

- Previous experience in an administrative, finance, or office-based role
- Experience of working within a school, Multi-Academy Trust, or public sector environment
- Experience of financial management in a medium or large organisation
- Familiarity with financial systems (PS Financials) or other accounting software
- Basic understanding of finance processes such as invoicing, purchase orders, or reconciliations
- A relevant qualification or current study in finance, accounting, or business administration
- Experience handling sensitive or confidential information
- Full UK driving licence with access to own vehicle



Nexus Education Schools Trust

The application process

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. We comply with the statutory legislative requirements and guidance, including 'Keeping Children Safe in Education', and we follow a rigorous selection process which seeks to discourage and screen out unsuitable applicants.

Safer Recruitment

Our job descriptions and person specifications confirm individual responsibility for safeguarding the welfare and well-being of children and young people. All posts are subject to Enhanced Disclosure and Barring (DBS) checks.

Application Stage

We require all applicants to complete our Application Form which seeks to elicit the information we require to undertake the shortlisting process and to assess the applicant's suitability for the post they have applied for. We do not accept CVs in place of a completed Application Form. We reserve the right to reject any applicant who has failed to fully complete our Application Form.

Shortlisting

Only those candidates who meet the criteria outlined in the person specification will be shortlisted. We carry out online and social media searches as part of our due diligence on shortlisted candidates. If we identify any of concern to us, then this will be raised and explored during the interview.

Interview

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Employment references will be sought before an interview.
3. Candidates will be asked to complete a Self Declaration Form in respect of their criminal record and to return this prior to the interview.
4. Candidates will be asked to address any discrepancies, anomalies, or gaps in employment in the application form including their employment history. Candidates will be invited to discuss any disclosures in their self-declaration form and any queries we have arising from the information provided in their employment references and/or our online and social media searches.
5. Proof of right to work in the UK and any relevant qualifications must also be provided at the interview.

Appointment

An offer of employment is conditional upon us being satisfied with the outcomes of all the following checks:

- Verification of the candidate's identity.
- An Enhanced Disclosure and Barring Service Certificate (DBS) including a Children's Barred List check
- An assessment of fitness to work to ensure that a candidate has the health and physical capacity for the job
- Overseas criminal record and overseas professional registration checks where a candidate has lived, worked or qualified overseas
- Verification that the candidate is not the subject of a prohibition order or section 128 direction made by the Secretary of State
- Compliant employment references
- Verification of qualifications and professional registrations relevant to the candidate's role
- Verification of the candidate's right to work in the UK
- Verification that candidates employed in reception classes, or wraparound care for children up to the age of 8, are not disqualified from working in these settings under the 2018 Childcare Disqualifications Regulations.

On appointment and annually thereafter, all colleagues are required to undertake Safeguarding training, Cyber Security training, GDPR training and to reaffirm and disclose any changes to their criminal record, and to read and confirm their adherence to Part 1 of Keeping Children Safe in Education, our child protection and safeguarding policy, behaviour policy and code of conduct (which includes our requirements in respect of ethical and professional standards and professional boundaries). All school based staff will be required to undertake first aid training.



Nexus Education Schools Trust

Our contracts of employment place an ongoing requirement on all colleagues to immediately notify us if they are the subject of a police investigation, are released under investigation, or receive a caution or conviction.

Recruitment of Offenders

All posts within NEST are, (by the reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all applicants for employment with the Trust must disclose all unspent cautions and convictions and all unprotected spent cautions and convictions. An explanation of when a spent conviction is unprotected is available on the Ministry of Justice website.

- If relevant information (whether concerning previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:
- whether the conviction of other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years.

Probation

All new colleagues will be subject to the NEST probation procedure for four months. The probation procedure is to enable the assessment of a colleague's suitability for the job for which they have been employed, which includes the monitoring and review of their performance of their duties, skills, qualifications, and experience outlined in the job description and person specification and their suitability to work with children and young people.

Equal Opportunities

NEST recognises the value of, and seeks to achieve, a diverse workforce that includes people from all backgrounds. We take positive steps to create an employment culture in which people feel confident about being treated with fairness, dignity, and tolerance irrespective of their differences. This commitment extends beyond the relationship between the conduct of colleagues, potential colleagues, and the whole community. We are committed to the elimination of unlawful discrimination and the promotion of good relations between all.

General Data Protection Regulations

NEST is committed to ensuring that your privacy is protected. By signing a contract of employment, you understand that NEST, and/or agents appointed by the trust, process your personal data, including "special category personal data" as defined in the General Data Protection Regulations (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures. The information you provide (except equality monitoring information) may be shared with partner organisations that provide services to NEST. Further information on our data protection policy and privacy notices can be found on the NEST website.

www.nestschools.org

Our Trust



Alexandra
Infant
School



CHILDERIC
PRIMARY SCHOOL



HIGHFIELD

Infants' and Junior Schools



John Keats
Primary School



PERRY HALL
PRIMARY SCHOOL



www.nestschools.org