

Hadrian Learning Trust Job and Person Description

Post Title:	Finance Assistant	Director/Service/Sector:	Children's Services
Band:	3	Workplace:	HMS and QEHS Part of HLT
Responsible to:	Finance Manager	Date:	April 2026
Job Description Ref:			
Responsible for:			
Contact with young people: This role requires occasional unsupervised contact with young people. The degree of responsibility for young people is outlined below in the role and responsibilities area of the form.			
Job Purpose: Provide financial and administrative support to the Trust following approved procedures and regulations. Assist and support staff across the Trust to use established systems and processes to ensure accurate and secure day-to-day financial management.			
Resources	Staff	None	
	Finance	Processing orders and supplier invoices, managing finance data systems, managing customer invoices and orders including amounts of petty cash.	
	Physical	Office equipment. Safe. Accuracy, confidentiality and security of databases.	
	Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)	
Duties and key result areas:			
Key responsibilities linked to the role:			
Organisation			
<ul style="list-style-type: none"> • Train, support and supervise staff in use of financial systems and processes as appropriate. • Deal with complex queries from customers, including parents. • Contribute to the planning and development of finance systems, procedures and policies. • Maintain confidentiality at all times. 			
Administration			
<ul style="list-style-type: none"> • Maintain manual and computerized finance and information systems. • Maintain purchase ledger including purchase orders, supplier invoices, and weekly BACS payment. • Routine administration and reconciliation of systems including credit cards, bursary and voucher 			

schemes, staff expenses and trips, working with the Finance Manager.

- Maintain sales ledger including raising of customer invoices and ensuring prompt settlement.
- Collection, checking and receipt of monies from customers.
- Support commercial lettings, including liaising with customers, administering bookings, and debt chasing in close coordination with Lettings Manager.
- Process internal recharges within the school budget e.g. photocopier charges
- Analyse and evaluate information and produce reports and information as required.
- Maintain finance filing system, checking and archiving documents to comply with Trust and statutory requirements.
- Undertake the administration of payroll records and documents, as appropriate.

Resources

- Operate relevant equipment and complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Administer any retailing activity that takes place within the school.
- Manage the administration of facilities including the use of school premises
- Undertake complex financial administrative procedures
- Assist with the planning, monitoring and evaluation of the school's budget
- Manage expenditure within an agreed budget

Responsibilities

- Comply with and assist with the development of Trust policies. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner and procedures relating to:
 - Safeguarding and Child protection
 - Health and safety - the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both oneself and others.
 - Data protection
 - Confidentiality and data protection Reporting all concerns to an appropriate person.
- Support the school's policies that ensure equality of opportunity across a range of abilities.
- Contribute to the overall ethos of the school and work in such a way as to promote the ethos and vision of the school.
- Establish constructive relationships and communicate effectively with external agencies.
- Attend and participate in regular meetings.
- Participate in training and development as required
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

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.

Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors, or students.

The school 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.

Work Arrangements

Transport requirements:	None but would be required to use own or public transport if on business.
Working patterns:	Monday to Friday
Working conditions:	Office based



PERSON SPECIFICATION		
Essential	Desirable	Assess by
Knowledge and Qualifications		
NVQ 2 or equivalent qualification in literacy and numeracy	NVQ 3 qualification or experience in finance, business administration or book-keeping.	(a), (t)
Experience		
Experience of maintaining and operating financial and administrative systems.	Financial and administrative experience gained within a school or educational setting. Experience of maintaining financial and management information IT systems. Working knowledge of finance ICT packages.	(a), (i)
Skills and competencies		
Effective use of ICT and other specialist equipment /resources Good ICT and keyboard skills Ability to work under the pressure of tight deadlines. Able to work independently in line with approved procedures and processes. Ability to work with children and adults. Ability to work as member of a team Ability to self-evaluate learning needs and actively seek learning opportunities		(a), (i)
Physical, mental and emotional demands		
Normally works in a seated position with some standing, walking, stretching or lifting. Some periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands.		
Other		

Willingness to study for Association of Accounting Technicians (AAT) level 3 qualification.	Evidence of having undertaken learning outside of the work place	(a), (i)
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits