

Finance Assistant Job Description

Job Title	Finance Assistant
Location	Central Finance Office, Salisbury Road, Plymouth
Job Type	Temporary (until 31 st August 2027)
Salary FTE	Grade C (25,948-26,403)
Hours/weeks	37 Hours per week / 52 Weeks per year
Closing Date	10 th August 2026 9am
Interview Date	17 th August 2026
Start Date	1 st September 2026

ACCOUNTABLE TO:

Chief Financial and Operations Officer (CFOO)

LINE MANAGEMENT/REPORTS TO:

Trust Management Accountant

RESPONSIBLE FOR:

Finance support to Trust Schools/Academies and Central Finance Team

KEY RELATIONSHIPS/LIAISON WITH:

Key internal relationships:

CEO, CFOO, Trust Senior Management Team, Executive Heads, Headteachers, School/Academy support staff teams and central teams

Key external relationships

Department for Education, Professional advisers including Auditors and occasionally HMRC, Ofsted, and other regional and national professional associations and statutory bodies

Job Summary

We are looking to appoint an enthusiastic and dedicated Finance Assistant who has high levels of initiative and is motivated to work in a busy office environment and join our central finance team. Reporting to the Trust Management Accountant, you will support the Trust's overall financial health and sustainability.

Key Responsibilities

Provide high quality and comprehensive transactional processing and financial support to the Trust.

Purchase Ledger

- New supplier set up in PSF, checking supplier terms and ensuring correct process is followed for change of bank details to minimise fraud
- Processing and monitoring of purchase orders, invoices and payments
- Reconcile supplier statements and chase missing invoices
- Monitor finance inbox and upload invoices and credit notes to the processing centre
- Update, monitor and review utilities spend
- Update, monitor and review supply spend
- Check and upload credit card transactions
- Review and process staff expenses in line with trust policy
- Send out Purchase orders to suppliers

Financial Compliance and Controls

- Learn and apply Trust financial regulations, policies and procedures
- Ensure financial controls are followed appropriately
- Support year-end and month-end processes
- Ensure financial transactions are recorded accurately and in a timely manner
- Undertake banking and financial administration tasks in accordance with Trust procedures
- Support audit activities by preparing information and documentation as required

School and Stakeholder Support

- Build positive working relationships with school office staff and colleagues across the Trust
- Monthly review of GRN and Purchase Order lists and liaise with schools
- Process trip requests and validate trip costing sheets linking in with the Trust Finance, Payroll and Operations officer
- Process Sales invoice requests

Learning and Development

- Actively participate in training, mentoring and professional development opportunities
- Develop knowledge of academy finance and education sector financial management

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities appropriate to the level of the role, as directed by the Trust Management Accountant.

Additional information

- The post holder is required to uphold and promote the school's policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust's responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity.

Work location:

You will be based in the central finance office at Salisbury Road Primary School.

Person Specification

	Essential	Desirable
Qualifications		
AAT Level 2 qualification or relevant experience	√	
Educated to GCSE level (or equivalent) with a minimum pass in both Maths & English GCSE or equivalent	√	
AAT 3 Qualified Accountant (or working towards) or relevant experience		√
Experience		
Experience working in a finance team, preferably in a school environment	√	
Experience within a school, academy or public sector environment		√
Experience using finance software packages	√	
Experience of using Microsoft Excel and other Microsoft Office applications	√	
Able to maintain confidentiality	√	
Strong attention to detail and accuracy in work produced, often within tight timescales	√	
Commitment to safeguarding and protecting the welfare of children	√	
Knowledge and Skills		
Capable of organising and prioritising a competing workload to meet deadlines	√	
Excellent attention to detail and accuracy	√	
Strong numeracy and analytical skills	√	
Good verbal and written communication skills	√	
Ability to work both independently and as part of a team	√	
Knowledge of financial regulations and controls		√
Personal Attributes		
Enthusiasm and personal drive	√	
Ability to build strong working relationships with all stakeholders	√	
Good attendance and punctuality record	√	
Professional and reliable	√	
Be a team player	√	