



Job Description:	Finance Assistant
Contract type:	Permanent
Salary:	Scale 5 Point 12 (within range 12 – 17) + London Weighting Allowance
Hours:	36 Hours per week
Post-holder:	Vacancy
Location:	Crownhill Road, Willesden, London NW10 4EP
Date:	March 2026

Mission

'In faith, one family'

School Aims:

We aim to provide a school experience which:

- In its breadth introduces each student to the fullness of a life rooted in the love of God.
- In its balance establishes attitudes, which produce concern for truth and respect for others.
- In its relevance enables each student to make her contribution to society with dignity and faith.
- Respects the uniqueness of each individual regardless of gender, race, faith, social background or ability.
- Serves to develop a sureness to stand against all that undermines dignity of self and of others.

Purpose of your Job/ Reporting Line:

To assist the School Finance Manager in providing an efficient but friendly service to teachers, pupils, parents, governors and the Trust in connection with the financial services of the school. You will report to the Finance Manager.

Purchasing/Cash and Supplier/Payment Management

- 1- Process the School's official orders using correct ledger codes and cost centres, ordering from suppliers where required – a keen and accurate eye for detail is required
- 2- Process online orders and record expenditure (inc. VAT) into the finance spreadsheet ensuring it is up to date and accurate
- 3- Liaise with parents and teachers with regards to parent payments, trips and activities.

- 4- Maintaining the school payment portal, adding new items, assigning payer, updating with payments progress, communication letters with login details and dealing with parent and staff queries.
- 5- Matching invoices to orders/deliveries, coding invoices and passing to appropriate members of staff for authorisation, Entering the school invoices for processing into Access using the correct ledger codes and cost centres – eye for detail needed
- 6- To liaise with suppliers regarding deliveries and returns
- 7- Posting invoices into the school accounting software and processing BACS Run

Commercial

- 8- Monitoring and obtaining quotations for various leasing, maintenance and energy contracts when required
- 9- Maintain contracts register ensuring it is always up to date

Administrative

- 10- Preparing various financial reporting using excel
- 11- Basic Administrative duties
- 12- Answer the telephone, take messages and deal with anyone that walks into the office with general queries
- 13- Dealing with incoming mail/ digital filing.

Compliance

- 14- Assist the Finance Manager with audits and obtaining records required when needed.
- 15- Entering data in relation to staff and pupils into Arbor – eye for detail required.
- 16- Follow and comply with all school policies relating to employment and in-school and Trust requirements

Continuous Improvement

- 17- Constantly looking to improve processes and procedures within the school to make us more efficient and effective
- 18- Comply with the school's annual appraisal process
- 19- Undertake relevant CDPD and keep knowledge refreshed and up to date in continuous professional development

Other

- 20- Undertake any other reasonable duties that might be required from time to time in relation to the school or trust, as required by the Headmistress or Deputy Headteacher

All staff are expected to be positive spokespeople for the school and to role model the professional behaviours and attitudes we expect to see in the students. All staff might be required to carry out any reasonable duty or request made by the Headmistress or Deputy Headteacher that is not covered in this job description.