



Finance Assistant

Starting September 2026

15 hours per week

3 days per week

Working Pattern: TBC

Term-time plus: 41 weeks of the year

Starting salary ELM6 £30,647 - £32,867 FTE

Actual Salary – £11,549- £12,386 per annum

We are seeking to appoint an enthusiastic, organised, and detail-oriented Finance Assistant to join our team. Working closely with the Finance Manager, you will provide proactive administrative and transactional support to ensure the effective day-to-day operation of the school's finances. This is an excellent opportunity for someone with strong organisational skills and a commitment to accuracy and compliance.

Duties will include:

- Administering the purchasing process, including raising purchase orders, processing goods received notes, and matching invoices.
- Processing supplier invoices, expenses, and claims, ensuring correct coding and authorisation.
- Preparing documentation for BACS payment runs.
- Maintaining supplier records and processing new supplier requests.
- Managing the school's online payment system and reconciling income.
- Assisting with credit card and petty cash reconciliations.
- Liaising with the Lettings Manager to ensure lettings income is invoiced promptly.
- Managing the finance email inbox and responding to enquiries.
- Supporting debt monitoring and income collection processes.
- Assisting with Fixed Asset Register maintenance and year-end finance activities.
- Ensuring compliance with Trust financial procedures and the Trust Handbook.

Successful candidates will:

- Have excellent attention to detail and a high level of accuracy.
- Be numerate and confident using Microsoft Excel and Word.
- Be able to manage priorities and meet deadlines.
- Demonstrate strong communication and interpersonal skills.
- Work effectively both independently and as part of a team.
- Be flexible, reliable, and committed to maintaining confidentiality.
- Ideally have previous finance or school finance experience.

In return we offer:

- A supportive and values-led community where every staff member is integral to our collective success
- A vibrant and collaborative team
- A school where wellbeing is a core component of our everyday practice
- Excellent professional development opportunities
- Local Government Pension Scheme, including generous employer contributions.
- Free on-site parking
- Discounts at retailers, a cycle to work scheme and a free flu vaccination

Closing date: Monday 29th June 2026 at midday

Interviews: w/c Monday 29th June 2026

Applications will be considered as they are received. We reserve the right to make an appointment prior to the closing date.

