



Alfriston School

Sports College

Penn Road, Knotty Green, Beaconsfield,
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April 2026

Role: Finance Assistant
Salary: Bucks Pay Range 3 ISN 16-20 £29,114-£31,230 Pro Rata
Contract Type: Fixed Term Contract (ends 31/08/2026)
Hours: 18 Hours Per Week
Start Date: As Soon As Available

We are seeking a highly organised and detail-oriented Finance Assistant to join our busy school office. This is an excellent opportunity for someone with strong administrative and financial skills who is looking to contribute to a supportive educational environment.

Key Responsibilities

- Processing invoices, purchase orders, and payments in line with school procedures
- Assisting with budget monitoring and financial reporting
- Maintaining accurate financial records and databases
- Liaising with suppliers, staff, and external stakeholders
- Assisting with audits and ensuring compliance with financial regulations

The Ideal Candidate Will Have

- Previous experience in a finance or administrative role
- Strong numeracy and attention to detail
- Good knowledge of financial systems and Microsoft Excel
- Excellent organisational and time-management skills
- The ability to work independently and as part of a team
- A commitment to confidentiality and professionalism

Be part of a team that keeps our school running strong, apply today and make a real impact where it matters most.

To Apply

Please visit our website www.alfristonschool.com to apply today!

If you would like to make an informal visit please also contact Mrs Ellie Davison, via recruit@alfristonschool.com who will be delighted to arrange this for you.



Join Our Team at Alfriston School – Where Passion Meets Purpose

Are you looking for a meaningful role where you can make a real difference in the lives of young people with special educational needs?

Alfriston School is an outstanding Special Academy for girls aged 11–18 with moderate learning difficulties and speech, language, and communication needs and we're looking for caring, committed professionals to join our team.

Why Work at Alfriston?

Outstanding Facilities: Work in a purpose-built environment featuring interactive classrooms, class sets of laptops and iPads, specialist performing arts and music spaces (including a dance and recording studio), and extensive indoor and outdoor sports facilities - including our architect-designed swimming pool tailored for students with sensory needs.

Staff Wellbeing is a Priority:

At Alfriston, we believe that supporting our students starts with supporting our staff. We are deeply committed to staff wellbeing and have a range of measures in place to promote a healthy work–life balance, including:

- Access to confidential wellbeing support
- Time and space for self-care built into the school's culture
- Personalised support for managing the emotional demands of working in special education
- A strong, caring team ethos where your voice is valued and respected

A Supportive and Collaborative Culture:

You'll be joining a team of passionate, specialist educators and support staff who care deeply about our students – and about each other. We foster a collaborative and inclusive environment where everyone is encouraged to grow, share, and succeed.

Staff Benefits Include:

- A warm and welcoming workplace culture
- Structured professional development and progression pathways
- Onsite parking
- Excellent transport links (Chiltern Line and M40 nearby)
- Discounts on hiring school facilities
- Close to Beaconsfield's shops, cafes, and amenities

At Alfriston, we know that happy, well-supported staff deliver the best outcomes for students. If you're looking to join a school where your wellbeing is prioritised and your work truly matters, we'd love to hear from you.

Apply today – and be part of something extraordinary.





Finance Assistant Job Description

Reports to: Academy Business Director

Job Purpose

To provide effective and accurate financial support to the school, ensuring sound financial administration, compliance with academy financial regulations, and the efficient use of public funds to support the education and wellbeing of pupils with Special Educational Needs.

Key Responsibilities:

Financial Administration

- Process purchase orders, invoices and staff expense claims in accordance with academy financial procedures
- Maintain accurate financial records using the school's finance systems
- Assist with budget monitoring, including checking expenditure against agreed budgets
- Reconcile bank accounts, petty cash, and credit card statements
- Support month-end and year-end financial procedures

Income Support

- Raise invoices and monitor income, including grants and LA funding where applicable
- Chase outstanding debts in a professional and sensitive manner

Procurement & Compliance

- Support procurement processes, ensuring value for money and adherence to ESFA and academy financial regulations
- Maintain supplier records and ensure appropriate documentation is held
- Assist with audit preparation and respond promptly to finance queries

General Responsibilities

- Assist with basic office administration as required
- Contribute positively to the school's values and inclusive ethos
- Maintain confidentiality at all times
- Comply with safeguarding, health & safety, GDPR, and equality policies
- Undertake training and professional development as required
- Undertake any other duties reasonably requested by the Headteacher.
- Uphold our values "Respect, Integrity, Representation, Belonging, Curiosity, and Ambition" in every aspect of staff conduct.



Person Specification

Essential Criteria

Qualifications & Experience

- GCSEs (or equivalent) including Maths and English
- Previous experience in a finance or accounts support role
- Experience of using financial software and spreadsheets

Skills & Knowledge

- Strong numerical accuracy and attention to detail
- Good understanding of basic accounting and financial processes
- Ability to plan, prioritise and meet deadlines
- Confident IT skills, including Microsoft Excel
- Good communication skills, both written and verbal

Personal Attributes

- Trustworthy, discreet and professional
- Well-organised with a methodical approach
- Able to work independently and as part of a team
- Calm, patient and empathic, with an understanding of SEN environments

Desirable Criteria

- Experience working in a school or academy setting
- Knowledge of academy finance regulations (ESFA)
- Experience with SEN or education-related funding
- AAT qualification or working towards one

Alfriston School is committed to safeguarding and promoting the welfare of children which will be reflected throughout recruitment. The selected candidate will be required to undertake reference checks, an enhanced DBS check and internet/social media checks before taking up the post.