



Finance Assistant

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| Contract | Part time permanent (2 days per week) |
| Salary | NJC Scale D2 £10,074 - £11,257 [£25,185 - £28,142 FTE] plus SEN £616 [£1,539 FTE] |
| Location | Bradfields Specialist SEN Academy Medway Towns, Kent |
| Start Date | ASAP |
| Closing date | Friday 26 th June 2026 |

We are looking for an experienced, dynamic and innovative individual to contribute to our Finance Team, providing a critical service to the Finance Office for Bradfields Academy and Forward2Employment. You will have experience and expertise in the use of Iris Financials, Access Education Finance and Microsoft Excel and experience of working in a school environment.

This is an exciting opportunity for a dedicated professional to make a real difference. You should have a proven track record in the operation of finance systems and an excellent understanding of academy/SPI funding and principles of best value.

Staff have access to the Fortis Trust package of benefits, which includes a wide range of professional development opportunities, and wellbeing support. As a Mindful Employer organisation, we also encourage staff to take part in regular 'wellbeing days' during the year. The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Any offer of employment will be subject to satisfactory references and enhanced criminal record check via the DBS system (for Children & Vulnerable Adults). We are an equal opportunities employer.

