Finance Assistant Job description

Up to 37 hours per week all year round. Part time hours and term time only working arrangements will also be considered.

Grade D £25,583 - £25,989 FTE

Core purpose

The Finance Assistant role provides high-quality financial and administrative support to the central finance team and Warden Park Secondary Academy, ensuring accurate day-to-day processing, effective controls and well-maintained records.

The role focuses on transactional finance, including purchase orders, invoices, income and basic reconciliations, while supporting school-based activities such as trips, lettings and payments. It requires strong organisation, attention to detail and the ability to manage a varied workload while maintaining professionalism and confidentiality at all times.

Financial processing

- Raise and manage purchase orders in line with Trust procedures
- Process supplier invoices accurately and in a timely manner
- Record income and maintain up-to-date financial accounts
- Support preparation of payments and basic reconciliations

Academy & staff support

- Manage the collection and recording of school income
- Respond to staff queries regarding orders, payments and processes
- Liaise with suppliers to resolve queries and ensure timely delivery
- Support administration of school trips, including payments and records

Administration

- Maintain accurate spreadsheets and financial tracking records
- Ensure all documentation is well organised and easy to access
- Support filing, audit trails and document management processes
- Provide general administrative support to the finance team

Compliance & Controls

- Follow Trust financial procedures and agreed processes
- Ensure records are accurate, complete and audit-ready
- Check financial information for accuracy and consistency
- Handle all financial information with confidentiality and professionalism

Finance Assistant Person Specification

The Finance Assistant supports the Trust's financial operations by maintaining accurate records, processing day-to-day transactions and supporting effective financial controls across the Trust and at Warden Park Secondary Academy.

The role requires strong numerical skills, good IT ability and the organisation to manage deadlines in a busy environment.

The postholder will work closely with colleagues, school staff and suppliers, providing clear communication and reliable financial support. They are expected to handle sensitive information with discretion, maintain audit-ready records and support consistent and efficient financial processes as part of the central team.

Qualifications & Key Skills

- GCSE (or equivalent) English and Maths (grade C/4+).
- AAT Level 2 (or working towards) desirable.
- Commitment to developing financial knowledge and skills

Personal Qualities

- Professional, reliable and able to maintain confidentiality
- Positive and proactive approach to work
- Willingness to support colleagues and work as part of a team
- Flexible and able to ' muck in ' in a busy environment

Key Skills & abilities

- Strong numerical skills with attention to detail and accuracy
- Good IT skills, including use of Excel and finance systems
- Ability to organise workload and meet deadlines
- Clear communication skills when supporting staff and suppliers

Required Knowledge & Experience

- Experience of working in a finance or administrative role
- Understanding of basic financial processes and record keeping
- Experience of working with data and maintaining accurate records
- Experience in a school or academy setting (desirable)