

Post Title	Finance & Admin Assistant	Reports to	Finance & Operations Controller
Hours per week	Full time	Weeks per year	52
Contract type	Permanent	Salary	£27,000 – £32,000 FTE

Job Description	
Overview	
The Lion Works School and The White House School offer specialist learning provision for children and young people. We emphasise the development of core academic understanding, encourage creativity, celebrate outdoor learning and promote the growth of essential life skills. We aim to establish a safe, creative and vibrant environment where children feel challenged and supported in their learning, achieving high levels of wellbeing and academic success. We aim to nurture and develop mutual respect, tolerance, teamwork, perseverance, kindness and good manners. The Finance & Administration Assistant supports the effective day-to-day running of the school by providing administrative and financial support across both school sites. The role helps ensure that financial records, administrative systems and processes are accurate, compliant and well organised, contributing to the smooth operation of the schools. Day-to-day administrative and financial tasks are carried out under the direction of the Finance & Operations Controller, with the Finance & Administration Assistant taking responsibility for routine processing and record-keeping, while escalating issues as required and supporting wider operational priorities.	
Purpose of the Role	
To provide support to the Finance and Administration functions within the school. • To be responsible for undertaking financial and administrative support in line with school policies and procedures. • To contribute to the overall ethos, aims and values of the school, enhancing its work and promoting a positive image within the school and wider community	
Key Accountabilities & Duties	
Finance • To be responsible for ensuring compliance with financial regulations and school policies • Preparation and maintenance of reports, reconciliations and accounts as required in conjunction with the school's accounting systems • To be responsible for the effective management and implementation of financial administration procedures, to include the following: ○ Processing purchase orders and invoices ○ Processing payment runs to ensure settlement of accounts ○ Issuing remittance advice notes ○ Assisting in issuing sales invoices and processing payment at the direction of the Finance Coordinator/ Regional Financial Controller	

- Prepare reports and documentation for inspections and audits, as required
- Support in the preparation of the Balance Sheet reconciliation pack in line with month end reporting cycles
- Reconcile monthly cash card statements with receipts
- Enter and maintain all of the above on the Xero accountancy package
- To support the school's facilities department with capital expenditure quotes, ensuring adherence to group capex expenditure policies
- Undertake such other duties and responsibilities that may be required from time to time

Administration

- Manage manual and computerised record/information systems
- Supporting the school's facilities department to ensure all documentation is stored in accordance with regulatory requirements.
- Administrative support with the School's quality assurance schedule and compliance.
- Assist with preparation for school inspections and statutory data returns
- Communicate effectively with staff, visitors, parents and other professionals in person and via email / telephone
- Participate in training and other learning activities and performance development as required

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.

Equal Opportunities

The Lion Works School and The White House School seek to ensure that all existing and potential employees and pupils are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background.

The Lion Works School and The White House School seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The school aims to provide an open, welcoming and safe environment for all its pupils, employees, and visitors.

Safeguarding

The Lion Works School and The White House School are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be conducted; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Person Specification		
Criteria	Essential	Desirable
Qualifications	Recognised Accounting Qualification (AAT or part qualified ACCA, CIMA, ACA) or qualified through experience	Degree or equivalent
Knowledge	- Prepared to “roll up sleeves” when necessary - Ability to build strong relationships quickly - Strong IT analysis skills - Extensive knowledge of Microsoft Office - Accuracy and initiative are highly valued - Strong customer service orientation and skills - A friendly telephone manner - Enthusiastic team player, with strong interpersonal and problem-solving skills	- Experience with Xero - Experience with Google
Experience	Exposure to fast moving finance office	- Experience in a finance role in the education sector - Experience working in an SEN school setting - Experience working in a group environment.
Personal attributes	- Proactive and solution-focused. - Calm under pressure. - Highly reliable and accountable. - Professional and discreet.	Flexible and adaptable in a growing organisation.

Further Information
This Job Description and Person Specification are current as of May 2026. In consultation with you, it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult your line manager.