



Clitheroe Royal Grammar School

Founded in 1554

SENIOR FINANCE ASSISTANT

18.5 hours per week, Wednesday to Friday

**Salary: Grade 5 Point 6 (£25,989) to Point 11 (£28,142) p.a pro rata
depending on experience**

Actual salary £11,663 to £12,794

Term Time only plus two weeks during the summer holidays

We are seeking to appoint a conscientious, hardworking and well-organised Senior Finance Assistant to job share for this varied finance role. This is an exciting opportunity to be part of a thriving department and join our dedicated team of staff. The successful candidate will have the ability to prioritise administrative and financial tasks whilst resolving queries and providing information to staff, students and parents in a professional, efficient manner.

Experience of working in a busy finance environment is essential. The post requires applicants to demonstrate excellent communication skills, the ability to work under pressure and manage their own work load.

Clitheroe Royal Grammar School is a mixed selective 11-18 Single Academy Trust. We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with 664 students on roll. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 840 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

The school is a centre of excellence and one of the highest achieving schools in the country, we were judged 'Outstanding' by Ofsted in November 2022. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision. Clitheroe Royal Grammar School is a very welcoming and close-knit community and a great place to work! If you feel you would like to be part of this dynamic and successful school and you feel you have the qualities we are looking for I would encourage you to apply.

Please complete the TES online application form which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at www.crgs.org.uk.

Closing date: 12 noon on Thursday 20th November 2025, interviews will take place week commencing Monday 24th November 2025.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.



Clitheroe Royal Grammar School

Founded in 1554

24 October 2025

Dear Applicant

We are really pleased to know you are interested in learning more about working in our school. Clitheroe Royal Grammar School is a historic school but also one which is forward-thinking, welcoming and responsive. Our school has not only grown over time but has also adapted to the challenges of preparing young people for life as a global citizen, requiring a contemporary curriculum and a holistic and supportive education. We are privileged to work with wonderful young people who are keen to learn and eager to achieve.

The Finance Department is the engine room of our school, working collaboratively to support staff and students alike. This is a new and exciting opportunity to join our dedicated and enthusiastic team as a Senior Finance Assistant, working alongside an established Senior Finance Assistant as a job share role. The successful candidate will contribute to the delivery of financial services across the whole school, working alongside the Finance and Payroll Officer and reporting directly to the Finance Manager. Responsibilities will include maintaining financial records, handling invoices, compiling bacs payment runs and supporting overall financial planning. Previous experience of working in a financial environment is essential.

As a school we are committed to continuous staff development and relevant training will be made available to the successful candidate. This is a term time only post plus two weeks to be worked during the summer holidays. The hours for the post will be for the benefit of the school but are expected to be worked between the hours of 8:15am to 4:30pm Wednesday, Thursday and Friday. There will be some flexibility between start and finish times which can be discussed at the interview stage.

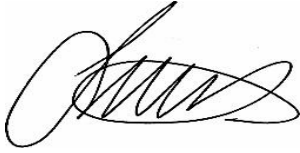
The school is extremely busy operating across two separate school sites, half a mile apart. The nature of this role is demanding and requires the post holder to be enthusiastic, confident in their abilities, self-motivated and able to work on their own initiative. You will be required to work to deadlines and have excellent organisational and interpersonal skills.

Clitheroe Royal Grammar School is a very welcoming and close-knit community and a great place to work! If you would like to be part of this dynamic and successful school and you have the qualities we are looking for I would encourage you to apply.

Please complete the TES online application form which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at www.crgs.org.uk.

If you have any queries or would like an informal confidential discussion please do not hesitate to contact me via bursar@crgs.org.uk. If you apply and have not heard from us within 4 weeks, please assume that your application has been unsuccessful on this occasion. We look forward to hearing from you and thank you for your interest.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lynne Higginbottom', written in a cursive style.

Lynne Higginbottom
Bursar/Chief Financial & Operating Officer



Clitheroe Royal Grammar School

Founded in 1554

Job Description – Senior Finance Assistant

Salary	Grade 5 Point 6 (£25,989) to Point 11 (£28,142) p.a pro rata (depending on experience). Actual Salary £11,663 to £12,794 p.a
Responsible to	Finance Manager/Bursar
Location	York Street
Hours of Work	18.5 hours per week term time only plus two weeks to be worked in the summer holidays.

Core Purpose of the Role:

- To support the Finance Manager in providing an effective and efficient financial service across all of the school's operations.
- To process purchase orders and invoices, administering the petty cash system, processing funds from the school trips and activities, and administer the suppliers BACS run.
- To provide routine financial administration support to the Finance Manager, Finance & Payroll Officer and Bursar.

Financial:

- Be responsible for the purchase ledger process within the school; processing of orders, check of incoming deliveries and obtaining prices from suppliers.
- Reconcile purchase ledger control account and supplier statements.
- To maintain and monitor the purchase order process and ensure this is adhered to.
- Be responsible for the processing and payments of all purchase ledger and trip invoices through Sage, Tucasi Schools Cash Office and the online BACS system.
- Be responsible for the daily cashless catering adjustments.
- Support the administering the banking of monies into the restricted and unrestricted school fund accounts.
- Routine financial administration, including petty cash, postage and banking of monies.
- Provide support to the Finance and Payroll Officer with the reconciliation of bank accounts and petty cash.
- Be responsible for administration of Staff Travel Expense claims through Sage system and process through BACS.
- Support the Finance and Payroll Officer with all trip administration, including the cashless catering online accounts.
- Support the Finance and Payroll Officer with the administration of Peripatetic Music lessons.
- Dealing with queries including answering the telephone, responding to emails and dealing with suppliers, parents and students.

Administration Support:

- Providing support to teachers, support staff and students with regards to order queries.
- To support the development and delivery of financial procedures in line with the Internal Financial Regulations.
- To support the completion and submission of internal and external returns when required.
- To provide administration support to the Academy Business Manager and the Finance Manager when required.

Other Duties:

- To ensure that all records, both manual and computerised, are maintained in good order and are kept up to date.
- To have an awareness of GDPR and that information is stored in an appropriately secure area.
- To maintain strict confidentiality ensuring no unauthorised information is passed from the Finance Office.
- Any other reasonable duties as defined by the Bursar or Finance Manager.

Contribution to Whole School:

- To work within and promote all school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- Be aware of the responsibilities relating to the safeguarding and promoting of the welfare of children and young people.
- To be aware of the confidential nature of issues arising within a school and maintain strict confidentiality at all times.

Conditions of Service:

- Conditions of service are in accordance with the National Joint Council Conditions of Service relating to Local Government staff.
- The post is for 18.5 hours per week, term time only plus two weeks to be worked during the summer holidays, this will be agreed by the Bursar.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either school site.
- Hours for the post will be for the benefit of the school but are expected to be between the hours of 8:15am to 4:30pm Wednesday, Thursday and Friday. There will be some flexibility between start and finish times which can be discussed at the interview stage, to be agreed with the Bursar.

Agreed by: Lynne Higginbottom

October 2025

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to Disclosure and Barring Service checks. In line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

We welcome applications regardless of age, gender, ethnicity or religion.

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



Clitheroe Royal Grammar School

Founded in 1554

Person Specification Form: Senior Finance Assistant

	Essential	Desirable	Method of Measuring
Qualifications:			
Excellent numeracy and literacy skills	X		A, I
GCSE level 5-9 or equivalent to include Maths and English	X		A, C
Experience:			
Experience of working in financial environment	X		A, I, R
Experience of working in a school		X	A, I, R
Up to date knowledge and experience of Microsoft Office, especially Excel	X		A
Knowledge of SCOPay and Schools Cash Office		X	A, I
Experience of SAGE Education or similar finance management system		X	A, I
Experience in the use of on-line banking systems, BACS and transfers		X	A, I
Experience in handling and reconciling cash		X	A, I, R
Knowledge/Skills/Abilities			
Ability to perform tasks efficiently and accurately and use own initiative when appropriate	X		I, R
Ability to work calmly under pressure prioritising competing demands effectively and to meet deadlines through excellent organisational skills	X		A, I
Effective written and verbal communication skills appropriate to a range of different situations	X		A, I
To work flexibly as the workload demands and to accommodate the changing needs of the school	X		I
Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection.	X		A, I
Excellent interpersonal and team working skills	X		A, I
To build and maintain effective working relationships	X		A, I, R

Ability to maintain strict confidentiality of information received and processed with discretion	X		A, I
--	---	--	------

Other:			
Accurate and well organised approach to work	X		A, I
Able to demonstrate suitability for working with young people	X		A, I, R
A commitment to sustain regular attendance at work with a flexible approach to working hours	X		I
A commitment to continuing professional development	X		A, I
Full Driving Licence	X		A

Note to Applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The Desirable Criteria are used to help decide between candidates who meet all the Essential Criteria.

The Evidence column shows how the school will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.