

join us

Finance Officer

Closing date: Midday Monday 23rd March
2026

Interviews: Tuesday 31st March 2026





Headteacher's welcome

Thank you for your interest in Archer Academy. This pack is intended to give you information about this exciting role and our school's vision and ethos. Further information is available on our website and I would also encourage you to explore the school's social media channels.

As Headteacher one of my greatest responsibilities and priorities is the recruitment and development of staff. At Archer Academy, we want to go beyond our Ofsted outstanding rating and to do that, of course, we need an exceptional, fulfilled staff team. I ask a lot from my staff, but in return I promise extensive support and development opportunities, and the space and freedom to extend your skills which would be hard to find elsewhere.

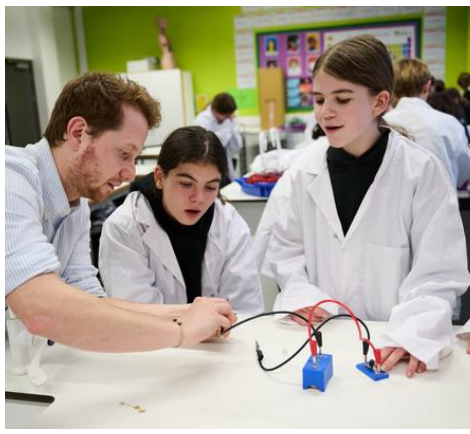
Our vision for Archer Academy is rooted in our desire to provide an outstanding, inclusive and aspirational education for our students that will prepare them for adult life. We are consistently placed in the top 10% of schools nationally and were graded outstanding in all areas by Ofsted in 2019.

Archer Academy is a popular, co-educational school and is significantly over-subscribed with applications each year. We are a year 7 - 11 school and have a strong 6th form partnership with Woodhouse College. We offer exceptional opportunities for staff and students.

This is undoubtedly an exciting time to join Archer Academy. We very much look forward to hearing from you and thank you for your interest in our school.

A handwritten signature in black ink, appearing to read 'Lucy Harrison'.

Lucy Harrison
Headteacher



WHY JOIN OUR SCHOOL?

1

High aspirations for staff and students

Our school is a place where every member of the community is supported and challenged to do their best. We have created a can-do culture in which staff are encouraged to be creative, try new ideas, and take a few risks, with the safety net of a supportive SLT. And we encourage students to be brave, get stuck in, and lean into every opportunity we offer. We help everyone open doors for the future – whilst making sure they enjoy the here and now.



Working with the Head is an absolute joy. She listens and is receptive to ideas. And it's clear that the SLT's goal is not just that students achieve their very best, but staff as well.

Director of Maths

2

Extensive CPD opportunities

The value we place on our staff means we prioritise their personal and professional development. We offer a wide-ranging CPD programme, including partnerships with external organisations and a clear internal mentoring process, led by a designated member of SLT. We love it when our staff stay and grow with us, while also celebrating with them when they find new opportunities elsewhere.



Community is a big thing here, and a lot of time is taken to discuss how to improve the experience of staff members and make it a lovely place to work. We feel the impact all the time.

Director of Social Sciences and Personal Development



3

A strong focus on staff wellbeing

Our school is a happy community, and that doesn't happen by accident; we work hard to make it, and keep it, that way. Our Wellbeing Committee meets regularly to explore ways to make life better for us all, and our wellbeing offer includes sabbatical opportunities, free weeks and a specialist staff wellbeing platform. We are also open to flexible working, with a number of part-time staff, and are continuing to evolve the flexibility we can offer.

4

A supportive environment and culture

Our campus school set-up has allowed us to create two distinct atmospheres that match our students' life stages. Lower School is home to years 7, 8 and 9, allowing our younger students to find their feet in a caring, supportive and creative space. Upper School has a more college-like atmosphere, with a greater focus on scholarship and individual study, and more adult-to-adult relationships between staff and students.

5

A rich, imaginative curriculum with excellent outcomes

We have designed a curriculum that blends subject specialism with the richness of wider learning and skills, and offers the chance to explore knowledge and skills that go beyond the national curriculum. We are fiercely proud of the achievements of our non-selective students, which place us consistently in the top 10% of schools nationally. They are a testament to both the environment we have created and the professionalism and determination of our staff team.



Pupils and staff live and breathe the school's values of 'achievement, respect, curiosity, hard work and enjoyment

Ofsted 2025



WHY YOU SHOULD CHOOSE ARCHER ACADEMY

Archer Academy puts staff wellbeing at the heart of school life. Ensuring all staff members are equipped with the conditions to thrive personally and professionally lies at the centre of our school. Because our staff are well supported, students are able to achieve the very best, make excellent progress, and enjoy a plethora of experiences and opportunities throughout their journey at our school.



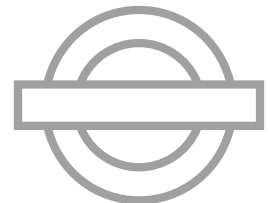
CPD PACKAGE FOR LEADERSHIP AND PROGRESSION



PENSION SCHEME



FLEXIBLE WORKING POLICY



EAST FINCHLEY TUBE, FREE PARKING AND CYCLE SCHEME



STUDENT PLACES FOR CHILDREN OF STAFF



EMPLOYEE ASSISTANCE PROGRAMME



ADDITIONAL LEAVE/ SABBATICAL PROGRAMME



WELLBEING COMMITTEE

[TES shortlisted 2024 & 2025 for staff Wellbeing School of the Year](#)

The quality of teaching is routinely strong. This, combined with an effective curriculum and pupils' excellent attitudes to learning helps pupils to succeed. Teaching is characterised by a strong focus on academic content. Teachers plan lessons that stretch pupils' understanding.



Ofsted, 2019

OVERVIEW

The Finance Officer will provide a high standard of administrative, financial and accounting services and will work closely with the Finance Manager in ensuring that these functions are undertaken efficiently and effectively.

- Maintain financial accounting records in accordance with current accounting systems and guidelines.
- To support the Finance Manager in key areas of financial management, budget preparation/monitoring/reporting and other financial operations.
- Process transactions in Xero, the financial accounting system.
- Ensure that routine financial tasks are carried out in accordance with school policies, the regulatory framework and agreed procedures.
- Attend all relevant meetings to perform the role.

MAIN DUTIES

- To maintain the schools financial and operational information systems and assist in the preparation of financial reports using Xero, under the direction of the Finance Manager.
- Process invoices and other transactions in the accounting system;
- Check supplier statements and resolve unpaid invoices;
- Assist with preparation of monthly management accounts;
- Prepare and process accruals and prepayments in the accounting system;
- Assist with departmental budget monitoring, investigating variances and responding to budget holder queries.
- Prepare the monthly bank reconciliations;
- Review the monthly charge card and petty cash reconciliations;
- Prepare the monthly VAT 126 Return;
- Ensure all invoices are authorised for payment in line with the school's procedures;
- Prepare or review the weekly supplier payment run, as required;
- Ensure procurement is in line with the school's procedures and achieves best value;
- Maintain ParentPay and cashless catering systems.
- Track parent debt for catering, trips and other activities via the ParentPay system and follow up on non-payment;
- Maintain the contracts register;
- Undertake annual inventory reconciliation;
- Raise sales invoices and monitor debt accordingly;
- Preparation of the quarterly Gift aid claim;
- Checking Free School Meal eligibility and maintaining FSM eligibility records;
- Conducting IR35 checks;
- Monitor the finance email inbox in conjunction with finance colleagues;
- Preparation of Service Level Agreements for enrichment providers and other contractors;
- Respond to finance queries from external bodies, auditors, governors, suppliers, parents, and staff.
- Undertake administrative tasks of a general nature, as required.

JOB DESCRIPTION

Finance Officer

LINE MANAGER

Finance Manager

SALARY SCALE

Point 9-13

£23,375- £24766

CONTRACT STATUS

Part time- 30 hours per week

41 weeks per year.

Permanent

START DATE

April 2026

ADDITIONAL RESPONSIBILITIES

- To provide support to the Director of Finance and Finance Manager in any required aspects of their work;
- To provide additional administrative support as required;
- To undertake any other duties and responsibilities as reasonably requested by the Headteacher or any member of the Senior Leadership Team;
- A flexible approach to all aspects of this role is essential.

This job is offered as part of a job share of 30 hours per week, 41 weeks per year (Term time +2). Working days to include Monday/Friday (core school hours) but other hours are flexible.



I love being part of the Archer community as I feel a sense of belonging. It is wonderful to be greeted with a smile every day. As teachers, we all have unique talents and skills that we are good at. I feel our work at Archer is meaningful and what we do makes a difference for others, this gives motivation for us to keep doing it even though there may be times when the going gets tough.

Miss Ashraf, art teacher



PERSON SPECIFICATION

Technical Skills	Essential	Desirable
Experience of working in financial administration, ideally in a role requiring sharing or coordinated responsibilities	✓	
Experience of using accounting software		✓
GCSE or equivalent qualifications in English and maths	✓	
Good working knowledge of Academy or school financial processes, including purchase orders, invoicing and reconciliation		✓
Confident use of computerized systems with strong proficiency in Microsoft Excel and word	✓	
Recognised qualifications in business, finance or accounting.		✓
Other Skills	Essential	Desirable
Ability to prioritise effectively across shared workloads and meet deadlines	✓	
Ability to see tasks through to completion while recognizing when to escalate or seek support.	✓	
Ability to work efficiently under pressure and manage workload.	✓	
Commitment to self development and willingness to learn new financial processes and systems	✓	
Enthusiasm for finance and a proactive approach to understanding academy financial procedures.	✓	
Experience of working in an educational environment or with multi stakeholder teams.		✓
Personal Qualities	Essential	Desirable
High levels of integrity, confidentiality and professionalism	✓	
Ability to work constructively as part of a job-share arrangement, ensuring continuity communication and consistency	✓	
Enthusiasm, energy and commitment to supporting the smooth running of the finance function.	✓	
Ability to build positive working relationships with students, staff and external stakeholders.	✓	
Committed to maintaining an inclusive ethos and supporting the values of the Academy.	✓	

ALL MEMBERS OF THE ARCHER ACADEMY STAFF ARE EXPECTED TO:

- Actively contribute to the wider life of the school.
- Undertake professional development as agreed with school leaders.
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headteacher.
- Attend the school's annual Open Evening.
- Be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate.
- Contribute to the overall ethos and aims of the school.

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared.

It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

EQUALITY AND DIVERSITY

The Archer Academy is also committed to promoting equality and diversity, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

SAFEGUARDING

The Archer Academy is committed to safeguarding all children. Candidates must be suitable to work with children and young people.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and a criminal record disclosure will be required prior to appointment- DBS/CRB check.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

HOW TO APPLY

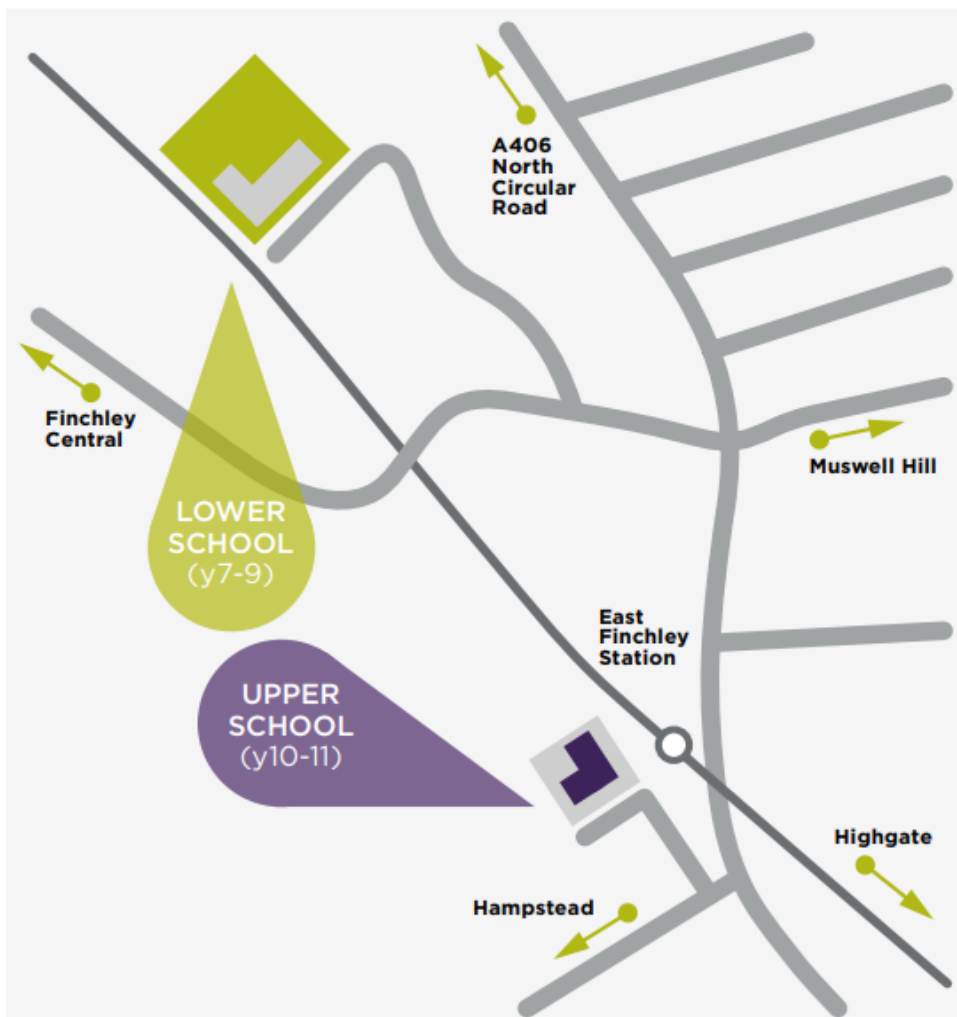
If, after reading the enclosed information, you would like to apply, please complete the application form which can be found at www.thearcheracademy.org.uk within the Join us tab.

Please submit your application by email to Rachel Jacobs, HR Administrator and do not hesitate to contact Rachel on 020 8365 4110 ext 727 with any questions. Email: recruitment@thearcheracademy.org.uk



We were particularly struck by very well-behaved students who barely gave us even a cursory glance, so engrossed were they in their literature books.

Good Schools' Guide



Lower School (y7-9)
Eigans Close
London
N2 8GA

Upper School (y10-11)
3 Beaumont Close
The Bishops Avenue
London
N2 0GA