



FINANCE ASSISTANT

Salary:	Band E: NJC scp 07 (£27,274) to NJC 11 (£29,070)
Hours:	37 hours per week, Monday to Friday, full year
Contract type:	Permanent
Reporting to:	Cluster Finance Manager
Work location:	The Sutton Academy, Elton Head Road, St Helens, WA9 5AU

JOB DESCRIPTION

Main Purpose

The Finance Assistant will provide support to the academy Finance Officer with all financial duties on a daily basis. The postholder will work closely with the Finance Officer and relevant team members to ensure the accurate processing of financial transactions.

Primary Duties and Responsibilities

Finance Responsibilities

- Supporting staff with purchasing goods/services and placing orders when required.
- The accurate recording and checking of invoices into the finance system (Civica Financials).
- Ensuring all invoices/orders are approved by the relevant budget holder so that payment to suppliers can be completed in a timely manner.
- Responsibility for the credit card reconciliation on a monthly basis.
- Responsibility for all Arbor Pay (online payment system) related queries and tasks.
- Administration of petty cash.
- Assisting with the organisation of the school bank, including the reconciliation of cash payments and deposit of cash on a regular basis.
- Using accounting software to produce and collate a variety of reports as requested by members of the finance team and auditors
- Assisting with the financial reconciliations at month end and year end
- Adhering to financial policies and procedures.

General Duties

- Uphold confidentiality, integrity, and professionalism in all aspects of the role.

- Contribute to a positive, collaborative working environment and support the values of the school.
- Participate in training and other learning activities as required.
- Participate in the school appraisal process.
- Any other duties commensurate with the post.

REVIEW ARRANGEMENTS: The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this Job Description from time to time and will consult with the post-holder at the appropriate time.

An Enhanced DBS check will be required for this post.

PERSON SPECIFICATION

Criteria		E: Essential D: Desirable	Assessment Method
KNOWLEDGE, UNDERSTANDING AND EXPERIENCE			
1	Experience of financial procedures, controls, processes and reconciliations.	E	A/I
2	Accounts payable experience, dealing with supplier invoices and purchase orders	E	A/I
3	Experience of working in a busy finance office environment.	E	A/I
4	Up to date knowledge of ICT and financial management systems (eg Arbor, Financials & Microsoft packages).	E	A/I
5	Experience of working within a school or academy environment.	D	A/I
SKILLS AND ABILITIES			
6	Excellent organisational skills.	E	A/I
7	Strong numeracy and literacy skills	E	A/I
8	The ability to work under pressure to strict deadlines with a high level of accuracy and excellent attention to detail.	E	A/I
9	Effective communication skills with the ability to communicate with staff, suppliers and external organisations.	E	A/I
10	A strong team player with the ability to support colleagues when required.	E	A/I

QUALIFICATIONS & TRAINING			
11	AAT part qualified (Level 2/3 or equivalent).	E	A
12	A minimum GCSE Grade C/4 or above in Mathematics and English (or equivalent).	E	A
13	A commitment to personal development.	E	A/I

Key: A = Application; I = Interview;

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked as 'essential' are the key requirements for the role. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

REVIEW DATE: August 2026