

ST PETER'S CATHOLIC VOLUNTARY ACADEMY TRUST

Job Description

Finance Assistant – Fixed Term Contract from 13.4.2026 to 11.4.2027 to cover the absence of a member of staff

Post Holder

Salary Grade Grade C, Scale Point 4 - £15,476 (actual) gross per annum

Contracted Hours 26 hours per week either over 4 days or 5 days. Start and finish time flexible between 8am and 3pm.

Contracted Weeks Term Time plus one additional week

Key Purpose

Support the Finance Manager (FM) and School Business Manager (SBM) by facilitating all aspects of the purchase ledger. Ensure that deadlines are met and Academy financial procedures are adhered to, in line with the regulations set by the ESFA.

Reporting to: Finance Manager

Key Responsibilities

General

- Maintain financial and other systems to ensure the quality and accuracy of financial information.
- Have working knowledge of the school's financial system, covering absent colleagues when appropriate.
- Ensure compliance with the Academy Financial Procedures and ESFA Academies Financial Handbook, advising the FM/SBM of any concerns.

Purchase ledger

- Code purchase invoices onto Academy's financial system.
- Process all invoices within set time parameters, ensuring they are fully authorised and prepared for payment.
- Process regular payment runs, obtaining necessary approvals in line with bank mandate, IR35 and Academy Financial Procedures. Create and update supplier bank details.
- Assist budget holders to obtain best value for money.
- Reconciling supplier statements to purchase ledger, investigating and resolving discrepancies.

Other

- Assist audit with queries.
- Assist with month-end procedures relating to Purchase Ledger.
- Other ad-hoc finance tasks where required.

SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or School Business Manager.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed

Post Holder

Date

Signed

Headteacher

Date

Agreed: March 2026

Review: