



Post Title	Finance Administrator (Casual)
School / Organisation	Avanti Services Ltd
Location	Leicester
Grade	£12.85 to £13.50 per hour
Contract Type	Casual
	Year-round
Reports to	Accounts Payable Manager
Preferred Start Date	March 2026

MAIN PURPOSES OF THE JOB

The Finance Administrator will provide accurate and timely financial and administrative support to the Central Finance Team, assisting with the processing of financial transactions, maintaining organised records, and ensuring compliance with Trust procedures. The role contributes to the efficient day-to-day operation of finance functions and supports the wider objectives of the team.

RESPONSIBILITIES OF THE JOB

- Provide accurate and timely support to the Finance Team.
- Process purchase orders, invoices, and payments accurately and in a timely manner.
- Assist with purchase ledger management and reconciliation.
- Respond to internal and external finance queries professionally and promptly.
- Support small finance projects and ad hoc tasks as required.
- Ensure compliance with trust financial policies and procedures.
- Maintain accurate and organised financial records.
- Support internal and external audit process.
- Maintain spreadsheets or other financial records, as required.
- Recording credit card transactions, assistance to staff using the credit card, reconciliation of statement
- Commitment to the Equal Opportunities & Safeguarding Policies and the welfare of children and young people
- To undertake such other duties as may be required which are commensurate with the job and grade.

PERSON SPECIFICATION

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Demonstrates good educational attainment alongside effective numeracy and literacy skills.	X	
2.	Previous experience in finance or a comparable administrative role.	X	
3.	Proficient in Microsoft Office, particularly Excel; experience with finance systems is an advantage.		X



4.	Ability to communicate effectively both orally and in writing across a wide range of audiences	X	
5.	Demonstrates a high standard of accuracy and presentation, with strong attention to detail	X	
6.	Ability to work under pressure, prioritise a varied and conflicting workload, and meet tight deadlines using own initiative.	X	
7.	Shows resilience under pressure, with good organisational skills	X	
8.	Is discreet and respects confidentiality	X	
9.	A commitment to working as part of the whole academy team and supporting the vision and ethos of the academy.	X	
10.	Approachable and confident in dealing with a wide variety of people	X	
11.	Commitment to the safeguarding and welfare of all students	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2025/09/Child-Protection-and-Safeguarding-Policy.Autumn-25-2.pdf>