

Finance Assistant

Location: 89 Addison Road, London, W14 8BZ, and other Trust sites

Contract Type: Full time, all year round

Salary: £29,808-£31,530

Start Date: As soon as possible

Are you organised, detail-oriented and passionate about supporting excellence in education? The Saint John Southworth Catholic Academy Trust is seeking a **Finance Assistant** to join our Shared Services Team. This role is a fantastic opportunity to contribute to the effective financial management of a forward-thinking multi-academy trust dedicated to fostering the growth of young people.

About the Role

As a Finance Assistant, you will play a crucial part in ensuring the accurate and efficient administration of financial processes across the Trust. Working closely with the Finance Manager and other team members, you will support budgeting, record-keeping, compliance and reporting tasks that are vital to the Trust's operations.

Key Responsibilities

- Assist in preparing annual budgets, long-term financial plans and end-of-year procedures
- Maintain accurate financial records, including managing orders, invoices, petty cash and reconciliations
- Support the administration of school journey accounts, bursaries and online payment systems (e.g. ParentPay)
- Provide management information and reports to support decision-making
- Collaborate with team members to maximise income opportunities and achieve best value in expenditure
- Ensure compliance with financial policies, procedures and external regulations

What We Are Looking For

The ideal candidate will:

- Have strong organisational and time-management skills with the ability to prioritise tasks effectively
- Be proficient in using Excel and other financial software, with the ability to apply formulas and functions
- Demonstrate excellent communication skills and a customer-focused approach
- Be adaptable and ready to learn, with a commitment to professional development
- Show high levels of integrity, confidentiality and commitment to safeguarding

What We Offer

- A supportive and collaborative working environment

- Opportunities for training and development to help you grow in your career
- The chance to contribute to a trust committed to delivering high-quality education and supporting staff wellbeing

How to Apply

For further details on the role, please view the Job Description and Person Specification via <https://www.sjscat.co.uk/Vacancies/> or visit our [website](#) to find out more about us.

To apply for this role, please complete the application forms available on our Vacancies webpage. Applications should be sent via email to hrteam@sjscat.co.uk.

Shortlisted candidates will be called for interview upon receipt of application, therefore we advise you to submit your application as early as possible to avoid disappointment.

The Saint John Southworth Catholic Academy Trust is committed to safeguarding and promoting the welfare of young people. All roles are subject to satisfactory vetting, including an Enhanced DBS check with Children's Barred List.

Join us in our mission to cultivate an educational environment that inspires growth, respect and academic achievement!