

## Finance Assistant

**Location:** Trust sites in Central and West London

**Contract Type:** Permanent, full time, all year round

**Salary:** £28,881-£30,552

**Start Date:** As soon as possible

Are you an organised, accurate and motivated to support high-quality education?

The Saint John Southworth Catholic Academy Trust is looking for a **Finance Assistant** to join our Shared Services Team and play an essential role in ensuring the smooth running of financial operation across the Trust.

In this pivotal position, you will support the recording, monitoring and processing of financial information, helping to ensure that every school in our Trust uses its resources efficiently to benefit pupils.

### About the Trust

The Saint John Southworth Catholic Academy Trust is a growing family of Catholic schools (primary, secondary and post-16), a registered charity and a trading company committed to providing an outstanding education rooted in faith, aspiration and service.

Our Shared Services Team provides high-quality professional and operational support across the Trust, enabling schools to focus on teaching, learning and pastoral care.

### Key Responsibilities

As Finance Assistant, you will:

- Provide high-quality financial administration support and ensure accurate, timely recording of financial data
- Assist colleagues to prepare annual budgets, including estimates of income and expenditure
- Support the operation of the Trust's financial systems, including processing orders, invoices, petty cash, reconciliation, payroll transactions, grants and income
- Assist with end-of-year financial procedures in line with Trust and ESFA requirements
- Provide financial reports, analyses and statistical information when required by Budget Holders or the Chief Financial Officer
- Support voluntary funds, school journey accounts, meals and bursaries, including recording, banking, reconciliation and reporting
- Help maintain ParentPay, PayPal and other online income systems
- Contribute to stock checks, equipment registers and lettings administration

## **What We Are Looking For**

### Essential Skills & Experience

- Five GCSEs (A–C/4+) including Maths and English (or equivalent)
- Strong IT skills, especially Excel
- Excellent organisational skills and attention to detail
- Ability to manage competing priorities and work to tight deadlines
- Effective communication skills with colleagues, external partners and students
- Ability to work independently and collaboratively

### Desirable

- Experience using Access finance systems
- Experience within an educational setting
- Knowledge of taxation, payroll and pensions
- Awareness of Multi-Academy Trusts and Catholic education environments

## **What We Offer**

- The opportunity to lead and influence financial best practice across a growing Trust
- A supportive, professional and values-driven working culture
- Funding and support for ongoing professional qualifications (AAT/ACCA/CIMA/CIPFA)
- Access to the Local Government Pension Scheme and generous holiday entitlement
- A clear progression route within the Trust for those pursuing professional qualification and demonstrating leadership capability
- A collaborative environment that values integrity, professional growth and service

## **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](mailto: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!