



Job Title: Finance Assistant
Grade: Band 4

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decision making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.



Core Purpose

The Finance Assistant will provide efficient and effective financial and administrative support to the school, ensuring that financial transactions are processed accurately and in a timely manner. The postholder will assist in maintaining financial records, supporting budget monitoring, and ensuring compliance with school financial procedures and regulations.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

Financial Administration

- Process purchase orders, invoices, and payments in accordance with school financial procedures.
- Reconcile supplier statements and resolve discrepancies.
- Process staff expense claims and reimbursement requests.
- Support the administration of school bank accounts and petty cash.
- Maintain accurate financial filing systems.

Income Collection

- Record and reconcile income received from school activities, trips, lettings, and other sources.
- Support the administration of online payment systems.
- Monitor outstanding balances and assist in following up overdue payments where appropriate.
- Ensure all income is accurately recorded and banked promptly.

Procurement Support

- Assist departments with purchasing procedures.
- Raise and track purchase orders.
- Liaise with suppliers regarding orders, deliveries, and invoice queries.
- Assist with receiving and distributing deliveries.
- Ensure procurement activities comply with school policies and value-for-money principles.

Administrative Support

- Provide general administrative support to the finance office.
- Respond to finance-related enquiries from staff, parents, suppliers, and external agencies.
- Provide other student administration as and when needed.

Other Duties

- Attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- Promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others



- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- Be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time, you may be required to carry out other duties commensurate with the role.

Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	<p>Must have at least 5 GCSEs at Grade C/Grade 4 (or equivalent) or above, to include English and maths.</p> <p>Experience working in a finance, accounts, or administrative role.</p> <p>Experience handling financial records and data accurately.</p>	<p>Experience working in a school or educational setting.</p> <p>Experience using financial management systems and Microsoft Office applications, particularly SAGE.</p>
Knowledge/Skills	<p>Good understanding of basic accounting and financial procedures.</p> <p>Strong numerical and analytical skills.</p> <p>Excellent attention to detail and accuracy.</p> <p>Good organisational and time-management skills.</p> <p>Strong communication and interpersonal skills.</p> <p>Ability to prioritise workloads and meet deadlines.</p>	<p>Knowledge of school systems (Arbor).</p>



	<p>Ability to maintain confidentiality and professionalism.</p> <p>Good communication and interpersonal skills.</p> <p>Ability to deal effectively with interruptions and changing priorities.</p> <p>Ability to work independently within established procedures.</p>	
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