



Kings
Academy

Believe and Succeed

Finance Assistant

Required As Soon As Possible

16 hours per week, term time only - Permanent Contract

Grade 14 £26016 - £26846 per annum pro rata

Actual Starting Salary £9386

Monday – Thursday, 9.00 am – 1.00 pm

Kings Academy is seeking to appoint an organised, reliable and enthusiastic Finance Assistant to join our dedicated school Finance Team.

This is an excellent opportunity for someone who is looking to develop their finance and administrative experience within a busy secondary school environment. Working closely with the Finance Officer, you will provide effective financial and administrative support, helping to ensure the smooth and efficient operation of the Academy's financial processes.

We are looking for someone who is accurate, organised and approachable, with excellent attention to detail and the ability to manage a varied workload. Previous experience of working in a finance or administrative environment would be advantageous. Key tasks will include the day-to-day operation of processing purchase orders and invoices and you will undertake a range of financial and administrative responsibilities relating to the Academy's finances.

Candidates will need to demonstrate the following:

- Strong organisational and administrative skills
- Excellent attention to detail and accuracy
- Good numerical and financial awareness
- The ability to prioritise tasks and manage competing demands effectively
- Good communication and interpersonal skills
- The ability to work effectively as part of a team and contribute positively to the wider Academy
- A professional, courteous and helpful approach when dealing with colleagues, students, and suppliers
- The ability to maintain confidentiality and handle sensitive information appropriately

What we can offer:

- The full support of a dedicated and committed team of staff
- The benefit of working in an innovative and forward-thinking Academy
- Staff benefits including reduced leisure centre membership and cycle to work scheme
- A staff assistance programme with specialist provider, PAM who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family
- Exciting opportunities as part of a growing multi-academy Trust
- Local Government Pension Scheme with a generous employer contribution, subject to pension eligibility criteria

Closing date: Monday 19 October 2026 – 8.00 am

Interview date: TBC

To apply for this position, please complete a support staff application form, (which is available on our website), together with a letter of application for the attention of Mr D Wiltshire (Headteacher). Your letter should be no more than two pages of A4, detailing your experience to date and why you are the best candidate for the position. Completed applications should be returned by post for the attention of the HR department or by email to jobs@kovessex.co.uk

The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check

A: Kings Academy, Station Road, Cheddar, Somerset, BS27 3AQ

E: office@kovessex.co.uk | **W:** www.kovessex.co.uk | **T:** 01934 742608



Part of the
Wessex Learning Trust



POSITIVITY



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