



# Nunnery Wood High School

**Aspire Strive Achieve**



## **Senior Finance Assistant Application Pack July 2026**



# Nunnery Wood High School

Job Title:	Senior Finance Assistant
Location:	Nunnery Wood High School, Worcester
Hours:	25-30 hours a week / 40 weeks a year Predominantly term time only (38 weeks plus 10 days) but flexibility to cover non-term time requirements around financial month end procedures.
Salary:	Scale 5      £28,599 - £31,023 (pro-rata) £14.82 - £16.08 per hour <i>Pending 2026 pay award</i>
Contract Type:	Permanent
Responsible To:	Finance Manager
SLT Link:	Director of Business and Operations
Start Date:	September 2026 or sooner

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## About Nunnery Wood High School

Nunnery Wood High School in Worcester is a vibrant and forward-thinking educational institution that offers a wealth of opportunities for both students and staff. It is oversubscribed and popular, reflecting its strong reputation in the community, with continued investment in both staff and facilities to maintain and enhance the quality of education and working environment. The school consistently achieves fantastic exam results and outstanding outcomes for all students, regardless of their starting point, demonstrating its commitment to excellence and inclusive education.

Situated on a spacious 15-acre campus, part of which forms a shared site with the adjacent Sixth Form College and Sport Complex, the school benefits from extensive facilities, including a fully equipped fitness suite, an all-weather outdoor pitch, and an athletics track. The school is also well-regarded in the community, which benefits from access to its theatre, large halls, and gym.

The school is committed to academic excellence, fostering traditional values such as politeness, hard work, and respect. Students are encouraged to explore their interests through a diverse range of subjects and extracurricular activities, creating a well-rounded education.

For staff, Nunnery Wood High School offers a supportive and inclusive work environment. Employees benefit from a host of amenities designed to promote well-being and work-life balance, including private health insurance, access to reduced rates at the on-site Nunnery Wood Sports Complex, free parking, electric vehicle charging points, and fitness suite. The school prides itself on its welcoming and friendly team, making it an excellent place to work and grow professionally.

## Safeguarding Statement:

Nunnery Wood High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and satisfactory references.

## **Senior Finance Assistant - Job Purpose:**

This is an opportunity for a skilled and motivated person to join Nunnery Wood High School as a Senior Finance Assistant.

The role involves supporting the full range of financial operations, maintaining accuracy and compliance, and playing a key role in the financial administration of the school. In addition, the postholder will coordinate the school's lettings programme, support income generation activities, undertake financial analysis and benchmarking, and provide support across the wider business function.

The successful candidate will work under the direction of the Finance Manager, supporting the delivery of high-quality financial support services across the school.

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## **Key Responsibilities:**

### **Financial Operations**

- Support the day-to-day operation of the school's financial systems, including purchase orders, invoice processing, journals, income transactions and payment runs.
- Maintain accurate financial records and support budget monitoring by providing timely financial information to budget holders, including senior leaders, curriculum leaders and managers.
- Assist in the preparation of monthly management accounts, financial reports and year-end procedures.
- Support procurement activities, including obtaining quotations and ensuring compliance with financial regulations, internal controls and school policies.
- Assist with audit preparation and maintain accurate financial documentation.

### **Payroll**

Payroll is a key function requiring high levels of accuracy, confidentiality and compliance.

The Senior Finance Assistant will:

- Support the monthly payroll process
- Act as deputy to the Finance Manager for payroll administration.

### **School Fund and Income Management**

- Support the financial administration of the School Fund, ensuring accurate accounting and compliance.
- Administer the financial aspects of school trips, including payments, budgeting and reconciliations.
- Support the school shop and coordinate event box office.
- Support the timely collection of payments.

### **Lettings and Income Generation**

- Manage the administration of the school's lettings programme, acting as the primary contact for external hirers.
- Coordinate bookings, contracts and associated compliance documentation, including licences, insurance and risk assessments.
- Work with the Premises Team to ensure facilities are available for lettings and events.
- Promote the use of school facilities and identify opportunities to maximise income generation while providing excellent customer service.

### **Financial Analysis and Compliance**

- Assist in preparation financial information and reports for senior leaders, governors, auditors and regulatory bodies.
- Assist with statutory returns, audit requirements and internal assurance processes.
- Contribute to the continuous improvement of financial systems, controls and business processes.

### **Teamwork and Professional Development**

- Work collaboratively with colleagues across the school to ensure the effective delivery of finance and business support services.
- Provide guidance to colleagues where appropriate.
- Maintain professional knowledge through continuous development and training.
- Provide cover for key finance functions to ensure continuity of service.

### **Person Specification**

#### *Essential*

- Proven experience in administration, preferably within education, public sector or similar environment.
- Willingness to learn financial processes including budgeting, accounts payable/receivable and payroll.
- Willingness to learn financial processes
- Strong numeracy skills and attention to detail.
- Excellent organisational and time management abilities.
- Proficient in IT, including Microsoft Excel
- Ability to analyse financial information and present findings clearly.
- Ability to liaise effectively with a range of stakeholders, including budget holders and senior staff.
- Ability to work both independently and as part of a team.
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information appropriately.

#### *Desirable*

- Experience of financial administration within a school or academy setting.
- Experience of payroll administration.
- Knowledge of relevant legislation and regulations affecting school finances.
- Familiarity with systems used in education, including financial, payment and management information systems.
- Experience of lettings administration, customer service or income generation activities.
- Experience of producing management information and undertaking data analysis.

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#### **Additional Information**

The duties outlined in this job description are not exhaustive and may be subject to reasonable modification to meet the changing needs of the school. The postholder will be expected to undertake tasks commensurate with the level of responsibility and pay associated with the role.