

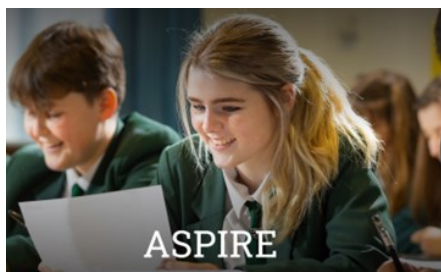


Nunnery Wood High School

Aspire Strive Achieve



Senior Finance Assistant Application Pack **July 2025**



Nunnery Wood High School

Job Title:	Senior Finance Assistant
Location:	Nunnery Wood High School, Worcester
Salary:	S01 (Pt 23) - S02 (Pt 27) £33,668 - £37,035 Pending 2025/2026 pay award and depending on experience
Contract Type:	Full time, permanent 37 hours per week, 52.143 weeks per year Consideration may be given to full time, term time only plus weeks
Responsible To:	Finance Manager
SLT Link:	Director of Business and Operations
Start Date:	September 2025 or sooner

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 excellent opportunity for a skilled and motivated finance professional to join Nunnery Wood High School as a Senior Finance Assistant with the potential to progress into the Finance Manager role upon the retirement of the current postholder.

The role involves supporting the full range of financial operations, maintaining accuracy and compliance, and playing a key part in the financial administration of the school.

The successful candidate will work closely with the Finance Manager and Director of Business and Operations to develop their skills and knowledge, gaining experience in financial management, reporting, and team management in preparation for future promotion.

Key Responsibilities:

Financial Operations Support

- Assist with the day-to-day management of the school's financial systems, including purchase orders, invoice processing, and payment runs.
- Support budget monitoring by maintaining accurate records of expenditure and income.
- Assist in the preparation of monthly management accounts and financial reports for review by the Finance Manager and Director of Business and Operations.
- Help maintain compliance with financial regulations and internal controls.

Payroll

Payroll processing is a critical function within the school's finance operations and requires high accuracy, confidentiality, and compliance with statutory obligations. The Senior Finance Assistant will:

- Support payroll processing activities, including maintaining personnel records and processing amendments under supervision.
- Ensure timely and accurate payroll submissions, including statutory returns such as HMRC and pension schemes.
- Liaise with the Finance Manager and relevant departments to resolve payroll queries and ensure payroll integrity.

School Voluntary Fund

- Support the administration and financial management of the school's voluntary fund, ensuring accurate record-keeping and compliance.
- Oversee the finances and paperwork relating to school trips, including payments, authorisations, and budgeting.
- Assist in coordinating all financial and administrative aspects of the school shop.
- Provide support for the event box office, ensuring accurate accounting and smooth operation during school events.

Audit and Compliance

- Provide detailed financial information and documentation to support internal and external audit processes.
- Assist in preparing statutory returns and submissions as required by the Department for Education and other regulatory bodies.
- Participate in internal assurance checks and support the implementation of recommendations.

Teamwork and Development

- Work collaboratively with the Finance Manager, Finance Assistant, and other members of the school team to ensure smooth financial operations.
- Take responsibility for specific finance functions as delegated by the Finance Manager.
- Engage in continuous professional development and training to build the skills required for the Finance Manager role.
- Provide support and guidance to junior finance staff as appropriate.

Future Management Preparation

- Gain experience in management duties, including workload oversight and delegation, to prepare for future promotion.
- Develop a strong understanding of strategic financial planning, budgeting, procurement, and contract management.
- Work closely with senior leaders to understand the broader financial and operational priorities of the school.

Person Specification:

Essential:

- Willingness to undertake training and achieve relevant accounting qualifications to support progression towards the Finance Manager role.
- Proven experience in financial administration, preferably within an education or public sector environment.
- Good understanding of financial processes including budgeting, accounts payable/receivable, and payroll.
- Strong numeracy skills and attention to detail.
- Excellent organisational and time management abilities.
- Proficient in IT, including Microsoft Excel and financial software.
- Ability to work both independently and as part of a team.
- Strong communication skills, with ability to present information clearly.

Desirable:

- Experience of financial management within a school or academy setting.
- Knowledge of relevant legislation and regulations affecting school finances.
- Familiarity with financial management systems used in education (e.g., Xero, Wisepay, Arbor).
- Management or supervisory experience.

Career Progression:

This role is designed as a development opportunity with a clear pathway to the Finance Manager position, anticipated to become available following the retirement of the current postholder.

The successful candidate will receive ongoing training and mentoring to equip them for this step; however, progression is not an automatic guarantee and will be subject to performance and suitability for the finance manager role.

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.