West Hatch High School
a Specialist Business and Enterprise School
"THE BEST THAT I CAN BE"
Headteacher: Mrs V Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

Finance Assistant

Required ASAP
20 hours per week (10.00am to 2.00pm - Monday to Friday)
40 weeks per year
Scale 4, points 7-8, Salary £26,403 - £26,824 (Including Fringe) FTE
Actual Salary - £13,032 - £13,232

We are seeking a highly organised and conscientious Finance Assistant to support the effective operation of our busy finance office. The successful candidate will demonstrate exceptional attention to detail, take ownership assigned tasks. They should be able to work effectively with colleagues, students, parents, and external contacts, while also operating confidently on their own. The ability to contribute positively within a supportive team environment is essential. We'd love to hear from individuals who enjoy being part of a friendly, hardworking team and are ready to bring their skills to a role where they can truly make a difference.

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use,
- Swimming pool available for staff use,
- TOIL scheme allowing staff to build time to take some term time days off,
- The Headteacher is passionate about staff workload and wellbeing and holds regular wellbeing meetings with staff.
- Flexible working requests will be considered.

At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net.

If you require additional information please contact recruitment@westhatch.net

Closing date: Monday, 26th January 2026, 9am.

Based on the quality and quantity of applications received, West Hatch High School reserves the right to close this vacancy sooner than the specified closing date. Therefore, early applications are encouraged.

West Hatch High School

THE BEST THAT I CAN BE

JOB DESCRIPTION: Finance Assistant

Responsible to: Headteacher
Line Manager: Finance Manager
Grade: Scale 4, points 7 - 8

Purpose of Job:

To be responsible for administering certain key Finance processes/tasks ensuring they are actioned accurately, in a timely manner. The primary purpose of Finance Assistant is to provide comprehensive administrative and accounting support to the Finance department, ensuring the efficient, effective, and compliant operation of West Hatch's financial processes, reporting to the Finance Manager.

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Main Duties and Responsibilities:

Educational Visits

- To administer school trips, maintaining correspondence for educational visits and ensuring documentation is correct and complete.
- Liaise with the trip leader making sure the full cost of the trip is covered
- Liaise with external agencies to complete bookings
- Ensuring collection of all monies is received. Issuing receipts for distribution to pupils. Making refunds where necessary.
- Ensure that all trips are added to Parent Pay and give regular updates to the trip leader
- Collating parent consent forms and ensuring teachers receive reports relating to their particular activity
- Ensure insurance cover is in place.
- Ensure the spreadsheets are kept up to date for audit.

Free School Meals

- Free School Meals ("FSM"): in conjunction with external FSM and SIMS software, ensuring all students that have applied for FSM are recorded on the school systems. Regular reconciliation of FSM and SIMS and producing data reports for the Census ensuing information is complete and accurate.

Bursary

- Main point of contact for bursary students
- Collate all applications, including eligibility for consideration by the Headteacher
- Maintain bursary spreadsheet
- Process orders for bursary students
- Post termly payments via the school accounting system (PSF)

Catering/Canteen Debt

- Regular review of outstanding student lunch debt, liaising with the Catering Manager
- Contact and chase outstanding debt

Payroll Administration

- To assist the Finance Manager with payroll administration, including scanning documents and updating spreadsheets

Parent Pay Administration

- Add purchase items for use by parents via Parent Pay as requested.

General Finance Administration

- To work as a member of the Finance Team assisting with administration duties as required.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

Professional standards:

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, pupils, parents and the public.
- Come to work suitable dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business.
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high standards of punctuality and attendance.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

January 2026

West Hatch High School

Finance Assistant
Person Specification

General heading	Examples	Essential	Desirable
Qualifications & Experience	Limited Accounting experience		✓
	Educated to NVQ Level 2 or equivalent		✓
	Working knowledge of Financial school policies and procedures		✓
	Excellent knowledge of ICT packages to support specialist area	✓	
	Robust knowledge using Excel	✓	
Communication	Ability to write detailed reports, letters etc	✓	
	Ability to use clear language to communicate complex information unambiguously	✓	
	Ability to listen effectively	✓	
	Seek support to overcome communication barriers with children and adults	✓	
Working with others	Ability to make a proactive contribution to the work of the team	✓	
	Ability to liaise with suppliers and other agencies	✓	
	Ability to establish rapport and respectful and trusting relationships with children and adults	✓	
	Ability to make a distinctive contribution to the work of the team	✓	
Responsibilities	Excellent organisational skills	✓	
	Ability to remain calm under pressure	✓	
	Ability to manage and support the work of others	✓	
	Ability to plan and manage own time effectively	✓	
	Demonstrate a highly creative approach to supporting children and staff and an ability to resolve complex problems independently		✓
General	Awareness of and promotion of equality		✓
	Excellent understanding of Health & Safety legislation and procedures relating to specialist area		✓
	Ability to advise others		✓
	Understand and support child protection procedures		✓
	Understand procedures and legislation relating to confidentiality		✓
	Demonstrate a clear commitment to develop and learn in the role		✓
	Ability to effectively evaluate own performance		✓