



APPLICATION PACK

FINANCE ASSISTANT

FULL TIME POST – 37 HRS PER WEEK

52 WEEK PER ANNUM CONTRACT

HOW TO APPLY

Applications are welcome from both internal and external candidates for the position but the working hours are only slightly flexible and must suit the needs of the school for this important role.

Please contact Mr J Treasure, Business Manager for an application form and further information at:

- JSTC website (www.jstc.org.uk) OR
- John Spendliffe Technology College, Hanby Lane, Alford, Lincolnshire, LN13 9BL
- Telephone: 01507 462443
- Email: office@jstc.org.uk

Completed applications should be emailed to office@jstc.org.uk

APPLICATIONS MUST BE RECEIVED BY: WEDNESDAY 11TH NOVEMBER 2026 AT 9.00 A.M.

INTERVIEWS TO TAKE PLACE: W/C 16TH NOVEMBER 2026

(TIME TO BE CONFIRMED WITH CANDIDATES SELECTED FOR INTERVIEW)

JSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks. All pre-employment checks, undertaken are in line with Keeping Children Safe in Education.

JOB DESCRIPTION

Finance Assistant

Full Time Position: 37 hrs per week, 52 week per annum contract

Line managed by: School Business Manager

Grade: GLEA Grade 3 / 4 Scale Point 6-9 then 9-12 (dependent on experience)

Salary Range: £25,614 - £28,153 per annum

Actual Starting Salary: £26,009 per annum

Full Time Working Hours: 37 per week, 52 weeks per year (24 days of annual leave plus bank holidays with holidays to be co-ordinated with line manager)

Full Time: Monday to Friday ideally either 8.00 a.m. to 4.00 p.m. or 8.30 a.m. to 4.30 p.m. (less 30 minutes unpaid lunch break)

Main Purpose

- To provide high quality financial administrative support as a key member of the school finance team working under the direction of the School Business Manager.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Input standard information into the school's financial system, SAGE 200, in accordance with financial procedures outlined within the Academy Trust Financial Handbook and ensure the day-to-day processes are managed in an accurate and timely manner in accordance with school policies.

Summary of Key Duties

- Assist with month end procedures, including: Bank reconciliations, Inputting of journals, Administration of income and sales invoices along with generation of purchase orders
- Record receipt of income from cashless payment systems and any cash banking, liaising with Finance Manager to ensure entries are posted to the correct income streams.
- Process internal academy recharges relating to catering, hospitality, stationery, reprographics, IT and any other departmental recharges.
- Process staff reimbursement payments within the finance system and keep appropriate records.
- Process debit cards transactions, checking all order forms and receipts are attached.
- Administer the school trip spreadsheets across the school, including, setting up Trip accounts, assisting with queries, and month end reconciliations of the School Fund account.
- Process staff expense claims on the finance system, checking that the form is approved for payment in line with the school's finance procedures.
- Process BACS / faster payments through Lloyds Commercial Banking as required.

Audit and Compliance

- Assist the Business Manager with any preparations for audit visits and meeting with the auditor as required.
- Assist the Business Manager with the preparation of monthly management reports / accounts which are then reviewed by the Headteacher / Chair of Governors / Finance committee

Advice and Support

- Respond to telephone calls and emails into the Finance Team, escalating calls when appropriate and ensuring responses are provided in a timely and professional manner to protect the schools reputation within the wider community.

Additional Duties

- Provide back up to the Administration staff during busy times as needed.
- To attend meetings as required.
- Share good financial practice across the school with all staff members.
- Participate in appropriate induction programmes put in place to support new staff into school environment and when joining the finance team. In due course then supporting other new staff members who are new to a School/Academy environment.
- To be responsible for your own continuing self-development and to participate in training and other learning activities and performance development as required.
- Participate in appraisal and the achievement of targets set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.
- To take action to improve outcomes for young people within the school wherever possible.
- To perform any task or duty under the reasonable direction of the Business Manager, Headteacher, Chair of Governors or Senior Leadership Team.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government or local authority staff, other staff from academies and schools.

Internal: Students, Staff, Academy Governors and Members, parents and any other visitors to the school.

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Line Manager.

PERSON SPECIFICATION

It is expected that the person appointed will have the following qualifications, experiences, knowledge/skills and personal qualities and/or special requirements for the post.

<u>Qualifications/Training</u>	
GCSE A*-C English and Maths, or equivalent	Essential
Accountancy qualification or studying towards one (AAT, ACCA, etc) or equivalent experience	Desirable
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	Desirable

<u>Experience</u>	
Finance – experience of working within a finance team / financial services	Essential
Administration	Essential
Knowledge / experience of the SAGE 200 finance system	Desirable
Work in schools, academies or colleges	Desirable

<u>Skills</u>	
Ability to develop and maintain effective and efficient Finance administration systems	Essential
Excellent written and verbal communication skills / Excellent listening skills	Essential
Good working knowledge of Microsoft Office, including word	Essential
Excellent working knowledge of Excel	Essential
Attention to detail	Essential
Ability to communicate effectively with people at all levels by telephone, face to face and in writing	Essential
Ability to maintain confidentiality	Essential

<u>Qualities</u>	
Ability to work with accuracy under pressure	Essential
Ability to work on own initiative and with minimum supervision	Essential
The ability to manage conflicting priorities	Essential
Suitable for work with children	Essential

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John Spendluffe Technology College Overview

JSTC is a non-selective 11-16 co-educational school in a selective area. We are a popular and over-subscribed school of around 630 students. Despite being a secondary modern school we have the full ability range of students, including gifted and talented. We are proud of the work that we do with our young people to enable them to challenge themselves academically and reach the highest of aspirations. At our most recent Ofsted inspection we were rated as 'Good' in all areas. We are very proud of our achievements; we will continue to develop and provide the best possible education for our young people. We are a single academy trust but have developed strong networks and links with a range of partner and other schools locally and throughout the county.

An Attractive Location

JSTC is situated in the small, quaint, rural market town of Alford on the edge of the Lincolnshire Wolds, an Area of Outstanding Natural Beauty (AONB). Lincolnshire is a large county with a variety of beautiful landscapes: flat fens, coastal marshes, clay vales and the rolling uplands of the Wolds, attracting an abundance of wild flora and fauna. Morning drives across the stunning and tranquil Wolds frequently creates wonderful memories and conversation with colleagues. The school is well placed and at the centre of the community of Alford with good road links to major urban centres in the East Midlands. Housing is extremely low priced compared to other areas of the UK and new build developments are enhancing the housing choices available in the region.

The School Site

The school site has been enhanced in recent years to include two new classroom builds, a refurbished Humanities teaching block, a remodelled, modern canteen, and refurbishment of the original, attractive 1930s building. Car Park facilities on site are free. The school has its own all-weather pitch, sports hall and gym facilities which are all available for staff and community use.

Ethos and Values

Supporting our students and their families to achieve the highest possible aspirations to a bright future lies at the heart of our daily work in school. High quality, extensive pastoral provision enables us to fulfil this mission. Our aim is to empower our students to become '*resilient, respectful and responsible*' in readiness for the next step of their educational journey. We are committed to serving each other, the students, and the wider community.

Our Students

Our students are our best ambassadors. They come from a wide rural and coastal area, with the majority travelling by bus to school. Many students are not confident about their talents and abilities when they first arrive but through the hard work of our staff, we enable our students to develop and thrive into young adulthood. Students take part in a range of activities in and out of the classroom and visitors are frequently impressed with their courtesy, and the pride that they have in their school. Our students behave well and want to learn. Some students find academic work difficult and our experienced SEND team work hard to ensure that students have an appropriate curriculum and personal support. JSTC offers its students excellent opportunities to develop skills for life as well as academic qualifications. We want all of our students to develop into caring, active citizens.

JSTC has a strong coaching culture; a wide range of staff coach KS4 students to help them improve their resilience, independence, and self-efficacy.

Committed and Friendly Staff

Our dedicated staff believe passionately in improving outcomes for all students and this can be seen in the positive relationships with each other and in the classroom. Staff are happy to teach at JSTC and want to stay. There is a low turnover of staff each year as we believe in providing opportunities for career progression at JSTC.

Staff Wellbeing

Working in a school can be demanding and we therefore ensure that staff wellbeing is at the core of our development. The school has a highly supportive ethos with respect to both staff and student wellbeing. The Wellbeing Learning Community is an active forum of different staff who engage in evidence-based practice to promote good mental health and wellbeing for students and staff.

Our Education Support Employee Assistance Programme provides impartial, confidential support and general advice on wellbeing, workload, and work-life balance. This EAP can provide fast-track counselling, financial and debt advice and legal support. Extra coaching support is available to leaders and line managers. In school, trained Mental Health First Aiders can support staff for a range of feelings such as low morale, loss and bereavement, isolation, fear, stress and anxiety. This is fully funded from the school for all of our employees.

Staff enjoy engaging in social activities outside of school – particularly at the end of terms. There is sport to get involved in, such as football, netball and running; there are creative activities involving art and cooking too.

New Staff Induction

You will be warmly welcomed into our friendly school and supported in all areas of your practice so that you can enjoy and feel confident in your role. JSTC offers a comprehensive and personalised induction training programme to all new staff. The New Staff Induction Team support all staff who are new to our school or their role, or returning after absence, regardless of their position. Staff are fully supported through a series of live and recorded training sessions.

Professional Development

The Governors, Headteacher and Senior Leaders remain committed to recruiting high quality staff to the school. Staff professional development and career progression are an important part the school's caring culture.

JSTC is committed to providing staff with opportunities to access nationally recognised professional development qualifications. We want our staff to enjoy their roles, develop their professional practice and flourish in their careers.

