

Finance Assistant

School:	Cabot Learning Federation	Posted:	19th June 2025
Location:	Bristol, South Gloucestershire	Expires:	20th July 2025 11:59 PM
Contract Type :	Permanent	Start Date:	25th August 2025
Salary:	£12,970 - £14,137	Job ID:	1494218
Hours:	Part Time	Job Reference:	42969



Job Title: Finance Assistant

Actual Annual Salary: £12,970 - £14,137 (Based on hours and working weeks)

Full Time Equivalent Salary: £25,941 - £28,275 (CLF Grade B). Based on 37 hours per week, all year round.

Contract Type: Permanent

Hours: Part Time, 18.5 hours per week, Monday to Friday / All year-round

Additional role info: Working Pattern - The hours each day can be flexible, as long as 18.5 hours are completed each week over 5 days. A mixture of work from home, the central finance office in Kingswood, with an expectation to be in the office on Mondays and Tuesdays each week.

Provisional Start Date: 25 August 2025

Your opportunity to support financial operations and make a difference in education

We are looking for a highly organised and detail-oriented individual to join our Central Finance Team as a Central Finance Assistant. This role is essential in supporting the day-to-day financial operations of the trust, ensuring accuracy, compliance, and efficiency across a range of transactional finance activities. You'll work closely with colleagues across our academies and central teams, contributing to the smooth running of financial processes that underpin the success of our educational mission.

About you:

You will have:

- Strong numeracy and literacy skills, with qualifications equivalent to GCSE Maths and English at grade C or above.
- Experience in administrative roles, ideally with exposure to finance-related tasks such as invoice processing, reconciliations, and data entry.
- Excellent attention to detail and accuracy, with the ability to manage and prioritise a varied workload.
- Proficiency in IT systems, including Microsoft Office and finance software, with the ability to learn new systems quickly.
- Strong communication skills, both written and verbal, with the ability to build effective relationships with internal and external stakeholders.
- A commitment to confidentiality, professionalism, and continuous improvement.
- A keen interest in working within an education-based environment and supporting the success of our academies.

Applicants are advised to refer to the full requirements of the role in the attached job description and person specification, prior to submitting an application.

Why work in CLF's Central Finance Team?

You'll be a trusted member of the Central Finance Team, helping to maintain high standards of financial accuracy and service across the trust.

We offer:

- A collaborative and supportive team environment.
- A varied role with exposure to a wide range of finance tasks, including supplier payments, credit control, and system support.
- Flexible, hybrid working arrangements – from home, our Bristol office, and onsite at academies.
- Opportunities to work across both primary and secondary academies, gaining insight into diverse educational settings.
- Career development and growth opportunities within the Central Finance Team and the wider trust.

Why work at CLF?

We are a diverse and inclusive community of 35 academies across five cluster regions in the South West that is committed to excellence and making a positive impact. Our people bring unique perspectives, but we're all driven by a shared moral purpose and a passion for making a positive impact, whether in a teaching, leadership or support role. We're proud to foster a culture where everyone can thrive, feel valued, and make a meaningful difference to the lives of others.

We are an equal opportunity employer and proud to serve a diverse student population and our communities. We strongly believe that representation matters and so encourage applications from underrepresented and global majority groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We aim to remove any barriers to employment, ensuring everyone can compete on equal terms. Job share, part-time and flexible working opportunities will be considered.

What we can offer you:

- Access to a generous pension through the Local Government Pension Scheme (LGPS).
- Generous annual leave.
- A comprehensive induction and ongoing commitment to wellbeing and career progression, through a range of training, apprenticeships and in-role/wider-trust development opportunities.
- Well-being support through an Employee Assistance Programme.
- Health benefits, including wellness sessions, gym discounts, and flu jabs.
- A range of generous family leave options, including above industry average occupational maternity pay.
- Additional benefits like cycle to work scheme, on-site parking plus many more!

Recruitment timeline:

- Closing Date: 20 July 2025 @11.59pm
- Shortlisting: 23 July 2025
- Interviews: 30 July 2025

As part of our commitment to Keeping Children Safe in Education (KCSIE), we do not accept CVs – a full education and employment history must be provided through our application form.

Skilled Worker visas cannot be sponsored through this role, as it does not meet the requirements set out by government.

We reserve the right to close this vacancy early, should we receive a high level of interest in the role. Therefore, candidates are advised to apply at their earliest convenience to avoid missing out.

Safeguarding Statement:

The Cabot Learning Federation is committed to safeguarding and promoting the welfare of children and young people. All roles across the trust have a varying level of responsibility for ensuring safeguarding practice, with some roles holding significant responsibility and involving working with children on a daily basis in regulated activity. Regardless of the level of responsibility and involvement in each role, we expect all staff, visiting professionals and volunteers to share this commitment.

All successful candidates will undergo a comprehensive pre-employment checking process, including an enhanced DBS check (including a further check against the appropriate barred list), references from current and previous employers, health, right to work in the UK, child disqualification, prohibition from teaching/management and online checks. You must also tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.