



Inspire

ACADEMY
MOVEMENT

Job Description Finance and HR Assistant

Salary: Kent Scheme Pay Scales 2025-26 KS C (FTE £25,252 Pro Rata £11,986.52)

Working Hours: 20 hours per week including inset days and one additional week to be agreed.

Ideally 2 full days for finance (8am-4pm, one day must be a Tuesday).

We can be flexible for the HR day and hours for the suitable candidate.

Reports to: CFO / HR Manager

We are expanding our team and are seeking to appoint a friendly, professional, efficient and reliable person to join our team. This post will suit somebody who works well in a busy environment, enjoys finding solutions and who is willing to work as part of a team as well as independently, ensuring there is a smooth transfer of information with other members of staff.

The successful candidate will be able to multi task, have the ability to keep calm under pressure and to meet deadlines. A financial and HR background and knowledge of Iris Financials, Every HR would be advantageous but is not essential, as full training will be provided; you will need excellent IT skills and good initiative. You will need to have enthusiasm for learning new skills and will need to be flexible and adaptable.

Purpose of the job

- To assist in ensuring the smooth day-to-day running of the finance function, supporting the Finance Officer and CFO in accurate financial management and reporting using the appropriate accounting software and associated applications; this is for 15 hours per week. 5 hours per week will be supporting the HR function.

Specific Responsibilities

- Raise all purchase orders for all schools within the Trust
- Weekly ordering of items as required and maintaining ordering spreadsheets
- Process all supplier invoices
- Be fully aware of and follow all Trust policies and procedures to ensure compliance
- Payroll variations, processing payroll and HR requests and admin, contract adjustments and HR/payroll related tasks
- Maintain generic email inbox

This job description is not exhaustive and you may be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.
