



# Inspire

ACADEMY  
MOVEMENT

## **Job Description Finance Assistant**

**Salary: Kent Scheme Pay Scales 2025-26 KS C (FTE £25,252 Pro Rata £8,989.89 for actual hours)**  
**Working Hours: 15 hours per week, Tuesday & Wednesday 8am-4pm, term-time only plus INSET days and one additional week to be agreed.**

### **Reports to: CFO**

We are expanding our finance 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 background and knowledge of Iris Financials 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.

### **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
- 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.

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