



Walthamstow Academy

The best in everyone™

Part of United Learning

Job Title:	Finance Assistant
Job Family:	Administration and Business Management
Line Manager:	Finance Manager
Band:	Band 2: Vocational £28,598 to £40,071 This job role falls within the salary range: £30,000 - £34,000
Hours:	37.5 hours per week 52 Weeks or Term Time Only

Job Purpose:

To provide administrative, financial, and operational support across the Academy, assisting with the processing of invoices and payments, maintaining accurate records, supporting health and safety procedures, and coordinating lettings. The role contributes to the smooth day to day running of the school, supporting staff, students, and visitors, and helping maintain a safe, well organised, and efficient learning environment.

Responsibilities:

Finance

- To process purchase orders, invoices, and payments accurately and on time.
- To monitor stock and deliveries, ensuring value for money from suppliers and contractors
- To liaise with suppliers regarding invoices, payments, and statements
- To produce accurate and timely reports at month end for the Business Manager, Finance Manager and Heads of Department/Budget Holders.
- To ensure all financial activities comply with school policies and legal requirements.
- To maintain and archive all financial records within financial regulations.
- To monitor and following up on student lunch top ups.
- To assist the finance manager with internal and external audits.
- To assist the Business Manager and Finance Manager as required on any other financial matters.

Lettings

To coordinate the lettings provision within the academy, this is to include;

- To manage new enquiries and facilitate viewing of the school facilities from potential hirers.
- To liaise and set up bookings with Hirers following School procedures and communicating information to the Site Team
- To monitor payments through the booking system and collection of payment, raising queries and chasing outstanding monies. Repayment of deposits when due
- To reconcile transactions including lettings deposit
- To set up and update the bookings diary

- To provide analysis of bookings/costs as necessary for the School Business Manager
- To set up and regularly revise the administration of bookings
- To issue contracts to new hirers, ensuring all required documentation is accurately signed, received and reviewed

General

- To provide administrative and organisational support to the academy and other general admin requests that may incorporate the use of Microsoft Office and Arbor.
- To cover reception duties as needed, including lone working.
- To be willing to undertake first aid training

Links:

- To maintain good communications and working relationships with all stakeholders including suppliers, hirers, contractors, staff and external agencies contacting them as required promptly and efficiently
- To maintain good communications and working relationships with staff at all levels, ensuring their technical service needs are met promptly and efficiently.
- To contribute positively to team working and maintain strong relationships with colleagues
- To undertake relevant training to enhance personal development, using the knowledge to benefit the Academy.

Other:

- To always maintain confidentiality in respect of Academy-related matters and prevent disclosure of confidential or sensitive information.
- To attend United Learning, Academy, and team meetings, CPD and professional development as required.
- To undertake other reasonable duties as requested by the Principal, SLT, or line manager.
- To have due regard for safeguarding and promoting the welfare of students and to follow the child protection procedures adopted by United Learning and the Academy's safeguarding policy.
- To occasionally work outside normal academy hours with notice.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.

ESE March 2026