



Finance Assistant Baskerville School



Post Title and Grade	Finance Assistant GRADE: Grade B - FTE - £28,598 to £34,434 per annum (Actual £26,370 to £31,751) Term Time Only plus Two weeks (additional weeks negotiable)
Location:	Baskerville School, Fellows Lane, Harborne, Birmingham B17 9TS Telephone Number 0121 427 3191
Reporting to:	Strategic Business Manager
Direct reports:	N/A
Hours of work:	36.5 hours per week 8.00am – 4:00pm Mon to Thurs and 8:00am - 3:00pm Friday
Start date:	ASAP
Closing date:	Wednesday 5th August 2026 at 9:00am
Interview date:	Monday 10th August 2026

About us

Baskerville School

Baskerville School is a specialist secondary school for students with Autism, including students with severe learning difficulties and complex needs, alongside others who successfully complete GCSE courses. Our school is set on a beautiful site with extensive outdoor learning opportunities, supporting our commitment to inclusive, nurturing, and aspirational education.

We are seeking an enthusiastic, highly organised, and dynamic Finance Assistant to join our popular and ambitious school. This is a key role within the school, working closely with the Headteacher and Senior Leadership Team to support, develop, and sustain our most valuable resource — our staff.

We welcome applications from individuals who are passionate about supporting education and who are keen to work in a specialist setting supporting students with Autism. You will be joining us at an exciting time, as the school is in the midst of a major redevelopment, with a brand-new, purpose-built school currently under construction.

What we can offer:

- A welcoming, experienced, and supportive staff team
- High-quality, purposeful CPD opportunities
- Collaboration and professional opportunities across our six Co-operative Trust Schools
- Forest School provision and outdoor learning opportunities
- Aspirational and supportive Senior and Middle Leadership Teams
- A strong and committed Governing Body
- A positive culture that actively promotes staff wellbeing

Purpose of the role

As Finance Assistant, you will support the day-to-day financial operations of the school, ensuring transactions are processed accurately and in line with school procedures. You will work with



colleagues, suppliers, parents, and external agencies to maintain reliable financial records and provide efficient administrative support to the finance function.

Responsibilities and Duties

- Processing purchase orders, invoices, payments, and staff expenses
- Reconciling supplier statements and resolving queries
- Recording and reconciling income from Dinners, Trips and other activities
- Reconcile bank accounts to ensure that all transactions are logged correctly and accounted for audit.
- Reconcile purchase cards to ensure all transactions are logged correctly and correct documentation is received
- Monitoring outstanding balances and assisting with debt recovery
- Liaising with suppliers regarding orders, deliveries, and invoices
- Maintaining accurate financial records and filing systems
- Liaise with Local Authority Finance Teams
- Responding to finance-related enquiries and providing general admin support

About You

- Have a good understanding of basic accounting processes
- Have experience of school finance
- Experience of using Access Finance would be desirable but not essential as training will be given
- Be highly accurate with attention to detail
- Have strong communication skills
- Be able to manage multiple deadlines and work under pressure
- Engage in appropriate professional development

How to Apply

If you feel you have the skills, experience, and commitment, we would be delighted to hear from you. Please complete the application form, this can be found on our website

<https://www.baskerville.school/work-for-us>

For further information or an informal discussion, please contact:

 0121 427 3191

 hr@baskvill.bham.sch.uk

Informal enquiries are warmly welcomed.

Safeguarding Statement

Baskerville School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.



Baskerville School's Safer Recruitment and Recruitment of Ex-Offenders Policy are available on the school website.

This job description reflects the current requirements of the post. As the school develops and organisational needs change, duties and responsibilities may be reviewed and amended accordingly.

CV's will not be accepted.

If you do not receive a response to your application by the 7th August 2026, please assume on this occasion you have not been successful

This school is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work.

References

All applicants will be required to provide two suitable references

Short-listed candidates

An online search will also be carried out as part of due diligence on all short-listed candidates

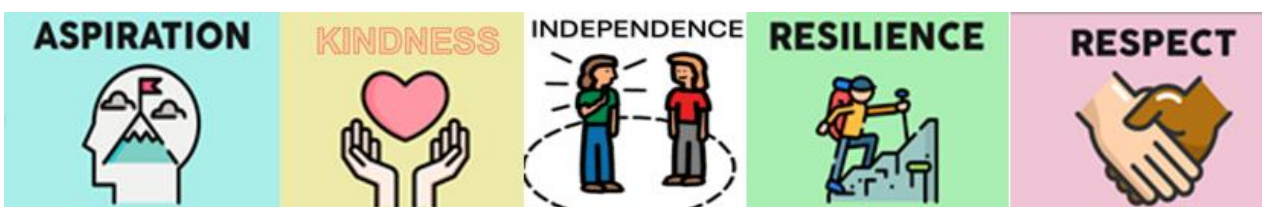
Rehabilitation of Offenders

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

Safeguarding is our top priority. We encourage all applicants to review our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of students.

This post is covered by Part 7 of the Immigration Act (2016).

Therefore, the ability to speak fluent and spoken English is an essential requirement for this role.



FINANCE ASSISTANT	
PERSON SPECIFICATION	
ESSENTIAL	DESIRABLE
Knowledge and Experience	
Qualifications	
GCSE grade C or equivalent in Maths and English	Degree in accounting or finance
AAT Part qualified	
Skills and Ability	
A sound knowledge of financial management systems Ability to develop and maintain efficient record keeping systems. Ability to problem solve Ability to negotiate 'best value' with suppliers Ability to communicate with a range of audiences including colleagues, suppliers and members of the community. Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date. Ability to show sensitivity and objectivity in dealing with confidential issues. Competent in the use of Spreadsheets and Word Processing Packages. Ability to communicate at all levels both orally and in writing Ability to present information clearly in a group situation	Experience of Access Finance and FMS Experience of working in an educational setting



ASPIRATION



KINDNESS



INDEPENDENCE



RESILIENCE



RESPECT

