



## **Finance / Administration assistant**

Salary - up to £25,000 dependant upon skills and experience

Stone Soup Academy is an outstanding, award winning, alternative provision based in the centre of the historic Lace Market in Nottingham City. We meet the needs of up to 110 young people from 11 - 16 who have been either excluded or at risk of exclusion from mainstream education. We work with over 30 local schools. Many of our pupils are emotionally vulnerable and have behavioural needs. Our ethos is one of education, engagement and inspiration; we want our young people to experience a happy and well-balanced school life.

We believe that we are 'Creating Unimagined Futures' for all of our learners and their families and we would like you to be part of our young people's journey through our wonderful academy.

## **Job description**

**The key responsibilities and main duties with regards to finance include:**

- Assist with obtaining best value for orders, ensuring 3 quotes are obtained and retained in line with financial regulations where required and tenders have been obtained if necessary
- Process delivery notes as and when needed
- Process invoices for authorisation, attaching all invoices to the relevant entry on the accounting system and ready for payment within agreed supplier payment terms.
- Add new suppliers / contracts to contract listing when necessary
- Check supplier statements balances to accounting system as and when received
- Process petty cash claims ensuring reimbursements are accurate and the account reconciles and complies with financial regulations
- Process direct debits and standing orders on the school's accounting system, in a timely manner.
- Place credit card orders following approval of the purchase in line with financial regulations.
- Reconcile and process monthly credit card purchases to statement.
- Ensure that budget holds can access their spend reports on a monthly basis
- Raise invoices and monitor timely collection of all debts
- Process all other income on the accounting system reconciling to primary records

Stone  
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- Liaise with auditors as required. Ensure enquiries from staff, students and external are dealt with effectively and efficiently.
- Be fully aware of all procedures within the finance office to assist colleagues and enable cover of any staff absence,
- Undertake general clerical duties as required.
- Attend relevant training and take responsibility for your own development.
- Respect confidentiality at all times
- Provide efficient finance and administration assistance to their line manager
- Process orders ensuring sufficient funds are available beforehand, receive delivered goods and process invoices
- Issue petty cash payments ensuring required receipts and signatories are obtained for all purchases
- Ensure the safe receipt, handling and banking of monies and cheques received.

**Operational requirements include:**

- Assist Head of Business and Operations with general admin duties such as: managing correspondence, retrieving documents, maintaining data entry applications, greeting and assisting guests, maintaining filing systems, directing phone calls and taking messages, distributing incoming mail, posting of outgoing mail, scheduling appointments, producing PO's and order supplies as required. Produce payment sheet on a monthly basis for checking, reconciliation of petty cash and Business charge card on a monthly basis, maintain all aspects of finance and keep up to date and report back to the Head of Business and Operations.
- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors.
- Assist in transferring data safely when systems are introduced or changed.
- Assist in the setting up and maintaining archive files and and historical data
- Assist in the collection, entry and extraction of data required to complete statutory returns
- Contribute to the evaluation and development of financial systems and procedures
- Report technical faults relating to the school database system and equipment.
- Ensure that all administrative duties, checks and documentation are completed to the required accuracy including returns and reports
- Process, input and extract data held on the school's MIS system
- Answer incoming and internal telephone calls, dealing with requests and enquiries and taking messages as required.

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- Attend school meetings as required.
- Attend school events as required
- Attend relevant meetings and training sessions
- Preparations for exams and sort transportation
- Keep track of students leaving site
- Monitor student medication and administer
- Keep register up to date and monitor attendance
- Prepare and send out letters to parents / students / referring school
- VAT reports for returns
- Monthly preparation of management accounts
- Enter students for exams across each awarding exam board, check results regularly and pull off any data necessary including results
- Working alongside SLT completing Marketing duties this includes posters and booklets and other duties within this area this includes maintaining and updating the Academy website.
- Maintaining and updating the website and signing off with the Principal and Head of Business and Operations with any updates or changes
- Assist to engage with internal staff as required ensuring effective support.
- Assist with maintaining staff records.
- Prepare teaching resources and photocopying for teaching staff.
- Liaise with the Head of Business and Operations, on personal progress.
- Maintain confidentiality at all times.
- Any other duties as requested by the Principal

**This list of responsibilities is not exhaustive.**

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**Essential requirements:**

- Confident with all Microsoft Office packages
- Good level of written English
- Polite telephone manner
- Preferable knowledge of Arbor and Xero
- Background working in a financial environment, preferably experienced in this field however training will be provided

**Application Process**

- **Closing Date: 20th June 2025**
- **Interview dates: Week commencing 23rd June 2025**
- **Start Date: 14th July (If contractual arrangements allow)**

**We are very interested in hearing about the positive impact that you have had on young people.**

**Please complete a Stone Soup application form. These can be found on our website or by emailing the admin team [admin@stonesoupacademy.org.uk](mailto:admin@stonesoupacademy.org.uk)**

**Send a letter of application on no more than 2 sides of A4 outlining how your skills and experience will meet the needs of our Academy and how your journey to this point has prepared you for this position.**

**Please return your completed application form and letter For this position to [admin@stonesoupacademy.org.uk](mailto:admin@stonesoupacademy.org.uk)**

**Stone Soup Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

**As an Academy we are committed to safer recruitment which will include satisfactory reference checks and DBS / employment checks.**