

Clitheroe Royal Grammar School

Founded in 1554



Finance Assistant

CRGS
SIXTH FORM





Clitheroe Royal Grammar School

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September 2026

Dear Applicant,

Thank you for your interest in the position of Finance Assistant at our school. Within this information pack, you will find the Job Description and Person Specification. Additional documents including safeguarding documents and the school's ICT and Online Safety Policy are available via our website.

We are a school with a rich heritage and a forward-looking approach, committed to providing a welcoming, supportive and dynamic environment for both students and staff. As we continue to grow, we remain focused on preparing young people to thrive as global citizens through a contemporary curriculum and a holistic, nurturing education. We are fortunate to work with exceptional students who are enthusiastic and motivated.

Clitheroe Royal Grammar School is a mixed selective 11-18 Single Academy Trust. We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 660 students on roll, our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 870 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

The school is a centre of excellence and one of the highest achieving schools in the country, we were judged 'Outstanding' by Ofsted in November 2022. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

If, after reading the accompanying background information, you feel that this is the right role for you (and we hope that you will) please submit your application by email to Lynne Higginbottom (Bursar & CFOO) at bursar@crgs.org.uk. Your application should include a supporting letter outlining your particular strengths and how your skills and experience have prepared you for this position on no more than 2 sides of A4. Further information about the school can be found at www.crgs.org.uk.

Closing date: Friday 9th October 2026 (12 noon), interviews are expected to take place Friday 16th October 2026.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2026, an online search will be carried out as part of our due diligence on shortlisted candidates.

Should you have any queries or wish to discuss the role informally and confidentially, please do not hesitate to contact bursar@crgs.org.uk. We look forward to receiving your application.

Best wishes

James Keulemans
Headteacher





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We are delighted to offer an opportunity to join the Finance Team at Clitheroe Royal Grammar School as a Finance Assistant. As a large Single Academy Trust we are committed to providing an outstanding education for our students while ensuring our support services operate efficiently and effectively. The Finance Team plays a vital role in the day-to-day running of the school, supporting colleagues across both sites and helping to ensure resources are managed responsibly.

We are seeking to appoint a conscientious, organised and enthusiastic Finance Assistant to support a wide range of financial processes. Experience of working within a busy finance or administrative environment would be advantageous, although full training will be provided for the right candidate. The successful applicant will demonstrate excellent attention to detail, strong communication skills and the ability to manage competing priorities within a fast-paced environment

Working alongside the Senior Finance Assistant, Finance and Payroll Officer and the Finance Manager, the successful candidate will contribute to the delivery of financial services across the whole school. This varied role offers the opportunity to develop knowledge and experience across a range of finance functions and would suit someone who enjoys working collaboratively as part of a supportive team.

Clitheroe Royal Grammar School is a friendly, welcoming and supportive community and a rewarding place to work. We value professionalism, teamwork and a commitment to excellence. If you share these values and believe you have the skills and qualities we are looking for, we would be delighted to hear from you.

The application form is available to download from our website at www.crgs.org.uk/about-us/vacancies/.

Completed application forms should be submitted by email to bursar@crgs.org.uk, together with a supporting letter of no more than two sides of A4. Your supporting letter should explain your reasons for applying and demonstrate how your skills, experience and any relevant training have prepared you for this role.

CVs may be submitted as supplementary information but will not be accepted in place of a completed application form. Applications are welcomed from candidates seeking to develop a career in school finance, as well as those with previous finance experience.

If you apply and have not heard from us within 4 weeks, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application.

The closing date for applications is 12 noon on Friday 9th October 2026, interviews are expected to take place Friday 16th October 2026.

We reserve the right to close this vacancy early should we receive a high volume of suitable applications. Therefore, we encourage interested candidates to submit their applications as soon as possible to avoid disappointment.



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Job Description – Finance Assistant

Salary Range	Grade 4 Point 4 (£26,016) to Grade 4 Point 6 (£26,847) p.a pro rata, depending on experience Actual Salary £22,088 to £23,091 p.a
Responsible to	Finance & Payroll Officer and Finance Manager
Location	York Street
Hours of Work	35 hours per week, term time only plus two weeks to be worked during the first and last week of the summer holidays

Core Purpose of the role:

- Provide effective financial and administrative support, contributing to the efficient operation of the school's financial systems and ensuring financial procedures are delivered accurately, efficiently and in accordance with the school regulations and policies.

Main Responsibilities:

- Process purchase orders, invoices, credit notes and supplier payments in accordance with the school's financial procedures.
- Support the purchase ledger function, including obtaining quotations, processing orders, checking deliveries and resolving supplier queries.
- Assist with the preparation and processing of BACS payments and online banking transactions, including supplier and payroll related payments.
- Administer petty cash, banking and income collections processes, ensuring all transactions are accurately recorded.
- Support the administration of school trips and activities, including Tucasi Schools Cash Office, ScoPay and cashless catering systems.
- Support the administration of peripatetic music including invoicing parent communication and credit control.
- Set up and maintain financial records and accounts with the school's finance and payment systems.
- Assist with the reconciliation of weekly catering, petty cash, bank accounts and ledger control accounts as directed.
- Respond professionally to enquiries from suppliers, staff, parents, students and other stakeholders.
- Provide advice and support to teaching and support staff regarding purchase procedures and order enquiries.
- Assist with the development, implementation and compliance monitoring of financial procedures and Internal Financial Regulations
- Support the preparation of financial information, reports and statutory returns as required.
- Assist in the preparation of information and supporting documentation for internal scrutiny, external audit and year-end financial processes.
- Ensure financial records are maintained accurately, securely and in a timely manner in accordance with school's procedures and audit requirements.

Other Duties:

- To comply with GDPR and Data Protection legislation, ensuring that personal and financial information is processed, stored and handled securely at all times.
- Maintain strict confidentiality ensuring no unauthorised information is passed from the Finance Office

- The post holder will occasionally be required to perform other duties. These duties will be commensurate with the overall objectives of the job description and will be subject to the abilities and experience of the post holder

Contribution to Whole School:

- Work within and promote all school policies and procedures.
- Contribute to the provision of an effective environment for learning.
- Have due regard for safeguarding and to follow child protection and procedures adopted by CRGS.
- Support the promotion of positive relationships with parents and outside agencies.
- Attend skill training and participate in personal/performance development as required.
- Take care for their own and other people's health and safety.
- Work positively and inclusively to support the school's commitment to equality, diversity and inclusion, ensuring that colleagues, students and visitors are treated with dignity, fairness and respect.
- Uphold and promote the values and ethos of the school.
- The post holder is responsible for safeguarding and promoting the welfare of children and young people.
- Be mindful of the confidential nature of issues arising within a school and maintain strict confidentiality at all times.

Conditions of Service:

- Conditions of service are in accordance with the National Joint Council conditions of service relating to Local Government staff.
- The post is for 35 hours a week, term time only plus two weeks in the summer holiday (July-August).
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either site.
- The normal working hours are expected to be Monday to Friday 8.30am to 4.00pm, although flexibility may occasionally be required to meet the operational needs of the school.
- The School is committed to supporting the successful candidates professional development and training within the role.

Agreed By: Lynne Higginbottom

September 2026

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to Disclosure and Barring Service checks. In line with Keeping Children Safe in Education 2026, an online search will be carried out as part of our due diligence on shortlisted candidates. We welcome applications regardless of age, gender, ethnicity or religion.

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required, adapting to the changing needs of the school as necessary.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



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Person Specification – Finance Assistant

	Essential	Desirable	Method of Measuring
Qualifications:			
5 GCSE level 5-9 or equivalent to include Maths and English	X		A, I
AAT qualification (or working towards) or equivalent finance-related qualification		X	A, I
Experience:			
Ability to work with numerical data accurately and confidently	X		A, I, R
Good attention to detail and ability to maintain accurate financial records	X		A, I, R
Experience of working within an education or public sector environment		X	
Competent in the use of Microsoft Office applications, particularly Excel, Outlook and Word	X		A
Knowledge of SCOPay and Schools Cash Office		X	A, I
Experience of SAGE Education or similar finance management system		X	A, I
Experience of processing financial transactions using online banking systems		X	A, I
Demonstrate an understanding of safeguarding responsibilities and suitability to work with children and young people	X		A, I, R
Ability to provide a professional and customer-focused service to a range of stakeholders	X		A, I, R
Knowledge/Skills/Abilities			
Excellent numeracy and literacy skills	X		A, I
Ability to work accurately, efficiently and use initiative appropriately	X		I, R
Ability to prioritise competing demands, meet deadlines and maintain accuracy when working under pressure	X		A, I
Effective written and verbal communication skills appropriate to a range of different situations	X		A, I
To work flexibly as the workload demands and to accommodate the changing needs of the school	X		I
Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection.	X		A, I
Excellent interpersonal skills	X		A, I
To build and maintain effective working relationships	X		A, I, R
Ability to maintain strict confidentiality of information received and processed with discretion	X		A, I

Other:			
Reliable and committed approach to attendance, with a willingness to work flexibly to meet the needs of the school	X		I, R
A commitment to continuing professional development	X		A, I
Full Driving Licence		X	A

Note to Applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The Desirable Criteria are used to help decide between candidates who meet all the Essential Criteria.

The Evidence column shows how the school will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria, then the desirable criteria will be used.