



CHRIST THE KING
SIXTH FORMS

CTK Emmanuel
Blackheath, SE13 5GE

CTK St Mary's
Sidcup, DA14 6BE

CTK Aquinas
Brockley, SE4 2NL

We are keen to appoint an enthusiastic Finance Assistant. Join us at **Christ the King Sixth Forms**, an established sixth form centre for excellence, where you'll be central to our mission to help London's most ambitious students achieve success.

Finance Assistant (Part Time)

Start Date: Immediate start preferable

Salary Range: £29,833 - £30,233 Full Time Equivalent

Actual salary range: £17,899 - £18,139 (for 21.6 hours per week)

(Inclusive of London Weighting, dependent on experience)

Christ the King Sixth Forms is a family of three highly successful Catholic sixth forms located in south-east London and Kent. Recently rated Good with Outstanding features by Ofsted. CTK offers exceptional, expert teaching in a welcoming, friendly atmosphere; each CTK sixth form creates an environment where high achievement is promoted and attained.

An opportunity has arisen for an enthusiastic **Finance Assistant** to carry out the day-to-day finance requirements of the Sixth Forms and work as part of the Finance Team to provide a high-quality service. You should be an excellent communicator and have strong IT skills. This is a full-time post, though part-time hours may be considered for the right candidate.

Working hours are 21.6 hours across 3 days per week, all year round. Consideration will also be given to working the 21.6 hours across 5 days per week.

We offer a wide range of competitive benefits, including private healthcare, season ticket loans, a ride to work scheme, free on-site parking, free eye tests, a free on-site gym, professional development and training, and generous employer pension contributions.

Join us to be inspired, be extraordinary, and be the best you can be.

For details of how to apply and a job description, please visit the vacancies page of our website,
<https://www.ctlk.ac.uk/vacancies/>

Christ the King Sixth Forms is committed to equity, diversity and inclusivity. We encourage applicants from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply.

If you have any queries, please contact us at recruitment@ctksfc.ac.uk or 02082979433.

Closing Date: 10am on Monday 12th October
Interviews: Wednesday 14th October 2026

Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.

Be inspired
Be extraordinary
Be the best you can be



INVESTORS IN PEOPLE™



Job Description and Person Specification

Job Title: Finance Assistant

Responsible to: Financial Accountant

Core Job Purpose: In the context of the Sixth Forms mission and ethos, to provide a range of highly efficient and effective administrative duties to support the Finance Services. This includes ensuring the systems are well organised, expertly delivered, provide exceptional quality and are very effective in supporting the Sixth Form processes.

This main activities and responsibilities include:

- 1.1 Support to the financial management of Sixth Form financial data and accounting including report generation and forecasting.
- 1.2 Assist the Financial Accountant in keeping appropriate accounting records and maintaining the Financial Information System and ensure that documentation can withstand audit requirements.
- 1.3 To ensure that accurate and up-to-date records are maintained for all aspects of the Sixth Forms' financial administration.
- 1.4 Sales Ledger:
 - raise accurate and timely invoices, chase unpaid invoices, including invoices for suppliers and counter-parties, and apply the correct VAT rules.
 - ensuring all income due to the Sixth Form is received in full
 - keeping full records of transactions in both manual and computerised cashbooks.
 - taking payments and issuing receipts to students/staff for all visits/books/conferences etc. and keeping detailed records of all monies collected from students/staff.
- 1.5 Purchase Ledger:
 - Operating a sixth form purchasing service that ensures competitive prices with and timely payment of suppliers, with particular regard to e-procurement.
 - ensure all payments are made on time, working in conjunction with the Finance Manager and supported by staff.
 - Reconciliation of Supplier statements to ensure all invoices have been recorded and/or paid.
 - To check and approve expense claims.
- 1.6 To monitor and track time sheets, casual worker hours and non-payroll fee processes

and their financial accounting.

- 1.7 Assist with month end and annual procedures, which includes;
 - Ensuring that the Sixth Form addresses recommendations arising from Internal and External Audit.
 - Regularly update filing systems and ensuring all corresponding ledgers are kept up-to-date.
- 1.8 To respond to ad hoc finance queries and provide other financial administrative support within the Sixth Forms as appropriate.
- 1.9 A commitment to Equity, Diversity and Inclusivity underpinned by willingness and ability to contribute to the holistic implementation of this demonstrated in performing the duties of the post.
- 1.10 Undertake other tasks as required by the Deputy or Executive Principal after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

2 Person Specification/Selection Criteria

The post-holder will be expected to be able to demonstrate the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the Sixth Forms.
- 2.2 A good standard of education or professional qualification.
- 2.4 Highly proficient in the use of Microsoft Office applications especially Word, Excel and PowerPoint as well as apps within Office 365 such as Teams, Forms and SharePoint.
- 2.5 The skill to manage and utilize data for different objectives.
- 2.6 The ability to complete tasks independently within agreed timescales.
- 2.7 Highly accurate with a strong attention to detail.
- 2.8 Strong organisational and time management skills, with the ability to prioritise tasks.
- 2.9 A flexible approach to work and the ability to work calmly under pressure.
- 2.10 An understanding and interest in the education environment, particularly as it relates to young people.
- 2.11 An awareness of the need for personal development, both as a member of a team and as an individual; a willingness to participate in INSET and appraisal.