

Kneller Hall School Recruitment Brochure Finance Assistant



Finance Assistant

To start as soon as possible, Kneller Hall School has an exciting opportunity for someone with a finance experience, energy and commitment to join our forward-thinking and expanding school as a Finance Assistant.

You will join a team of innovative and highly motivated staff who constantly strive to provide support for the finest education and ever-expanding opportunities to get the very best out of our pupils, while fostering a love of learning.

This is a full-time (08:30-17:00), on site role with 25 days annual leave and a salary of £32,000 per annum (increasing to £33,000 per annum on successful completion of a six-month probationary period). In addition, we offer excellent professional development opportunities, access to health and wellbeing support, staff events, free school breakfasts and lunches, Pilates, cycle-to-work scheme, pension and life assurance. The role will initially be located at our school site in Cross Deep, Twickenham and then will relocate to the new site at Kneller Hall in Whitton from 2027.

For further information and to download an application form, please visit our website: knellerhallschool.org

Kneller Hall School is a member of Dukes Education, a family of schools, teachers, learners and parents connected by our pursuit of an extraordinary life for every member of our community. To learn more about our family, visit dukeseducation.com

Kneller Hall School is committed to safeguarding the welfare of children and expects the same from its employees. All new staff will be subject to enhanced DBS clearance, and safer recruitment checks of identity, qualifications and employment including satisfactory references. We are an equal opportunities employer.



Principal's Welcome

Dear Candidate

Thank you for your interest in the position of Finance Assistant at Kneller Hall School. We are a co-educational independent school serving pupils aged 11-18. The school is also part of the Dukes Education family of schools which provides excellent opportunities for staff collaboration and career development.

At Kneller Hall School our mission is to educate the whole child in an atmosphere of care and mutual respect. We provide great teaching and a values-based education and will continue to combine both tradition and innovation in our offering when we re-locate to the historic Kneller Hall site in September 2027.

The prospect of a move to our new site , which will create the largest of any independent school in South-West London, brings considerable opportunities. We are looking forward to moving to a magnificent campus with listed buildings and a new purpose-built teaching block with state-of-the-art specialist classrooms set in 30 acres of open land. Open this link to see our new site, [Kneller Hall School](#).

We are very proud of our excellent academic record and superb value-added progress scores which see students attain +1 grade at GCSE, +2 grades at GCSE for students with SEND and +0.5 grades at A Level.

If working in a supportive, vibrant and innovative environment excites you and you want to join us to add further value, would be delighted to hear from you.

Yours faithfully

Amy Cavilla



Job Description

The Finance Assistant plays a key role in supporting the effective operation of the School's Finance Department. Working closely with the Senior Finance Officer and Financial Controller, the postholder will be responsible for accounts payable processes whilst providing wider support across finance operations, ensuring the delivery of an efficient, accurate and customer-focused service.

The Finance Assistant will contribute to maintaining strong financial controls, supporting month-end activities, and assisting colleagues, parents and suppliers in a professional and responsive manner.

Key Responsibilities and Tasks

Main area: Accounts Payable

- Place orders requested by school budget holders with suppliers
- Accurately code and upload supplier invoices into Dext
- Manage invoice approval workflows through ApprovalMax, ensuring all invoices receive the appropriate authorisation
- Prepare and upload the weekly supplier payment runs in Xero for review and approval
- Process corporate credit card and Pleo transactions and reconcile supporting documentation
- Reconcile supplier statements and investigate outstanding queries promptly
- Process and journal any adjustments required
- Maintain positive and professional relationships with suppliers and respond to queries in a timely manner

Other Finance Duties

- Process and review employee expense claims in accordance with School policies and procedures
- Prepare month end reports for school budget holders
- Maintain accurate financial records and supporting documentation
- Assist with accounting tasks, data entry, reconciliations and routine finance administration
- Provide support in preparing information for management reports and external audits
- Support finance-related activities associated with operational changes
- Contribute to the continuous improvement of finance processes and controls



Job Description continued

General Responsibilities

- Provide administrative support to the Finance Department as required
- Build and maintain effective working relationships with colleagues, parents, suppliers and external stakeholders
- Deliver a high standard of customer service, ensuring queries are handled courteously and professionally.
- Undertake any other duties that are reasonably commensurate with the nature and level of the role as requested by the Senior Finance Officer or Financial Controller

Person Specification

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Essential Criteria

- Minimum of 12 months' experience in a finance, accounts payable or similar accounting role
- Experience of purchase ledger processing, reconciliations and financial administration
- Good working knowledge of accounting software packages
- Strong Microsoft Excel skills
- Excellent attention to detail and a high degree of accuracy
- Strong organisational and time-management skills, with the ability to prioritise competing demands
- Ability to work independently and use initiative whilst also contributing effectively as part of a team
- Strong interpersonal and communication skills
- Professional, discreet and able to maintain confidentiality at all times
- Positive, flexible and proactive approach to work

Desirable Criteria

- Experience of working in an independent school or educational environment
- Experience using Xero, Dext and ApprovalMax
- AAT qualification or currently studying towards an accounting qualification

Key Relationships

The postholder will have regular contact with:

- Staff and budget holders across the School
- Parents and guardians
- Suppliers and service providers
- External contractors and professional advisers



How To Find Us



If you are unfamiliar with the area and arriving at Twickenham Station by train, directions to the school are: turn left on exiting the station and follow London Road through the town centre. At the end of the road, continue following the pavement which turns to the right (becoming the A305, King Street), pass 'Starbucks' and 'Iceland' then turn left at 'Holland and Barrett' which will take you along Cross Deep towards the school. Kneller Hall School is located in Pope's Villa/Radnor House which is the building on the left with a clock tower, approximately 500 metres along Cross Deep and immediately opposite St Catherine's Girls' School. It is an approximately 15-minute walk from Twickenham Station.



Other benefits of working at Kneller Hall School:

Free breakfast and lunch during term time
Training grants or loans to obtain further qualifications
Access to the Dukes central training and development programme
An employee assistance programme, offering free and confidential counselling
Accredited ECT induction
Free work laptop computer
Cycle to work scheme
Membership of Wellhub with access to premium wellness apps and discounts for gyms
Free Pilates classes
Free life assurance
Discount on fees for children of staff at Dukes' schools
Flexible salary exchange pension scheme

How to Apply

For further information and to download an application form,
Please visit the school's website at knellerhallschool.org and navigate to the 'about' page then 'current vacancies'.

Completed application forms should be returned to:
hr@knellerhouseschool.org by midday on Monday 24th August 2026,
but we reserve the right to close the vacancy early if a high volume of applications is received in advance of this closing date.

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