



Finance Assistant  
January 2026

## FINANCE ASSISTANT

**Job Title:** Finance Assistant

**Responsible to:** Administration Manager

**Location:** CAPA College, Mulberry Way, Wakefield, WF1 2QN

**Grade:** 6, SCP 12-18

**Contract:** Full Time, Permanent

**Start Date:** ASAP

**Closing Date:** 9am, Friday 30th January 2026

**Interview Date:** w/c 2nd February 2026

Are you a detail-driven finance professional who thrives in a creative environment?

We are looking for a Finance Assistant to join our vibrant performing arts College, where numbers support talent and organisation enables creativity.

This is an exciting opportunity to play a key role in the smooth running of our financial operations, working closely with a passionate team that supports students and staff as they pursue excellence on and off the stage.

If you enjoy combining precision with purpose, this could be the perfect role for you.

## ABOUT US

CAPA College (Creative and Performing Arts College) is one of the most exciting and innovative education providers in the North of England. Every year students from across Yorkshire and beyond flock to our corner of Wakefield to pursue their dreams of becoming the next Hollywood star, Oscar-winning filmmaker, director, choreographer, entrepreneur or creative.

CAPA College provides students with intensive full-time practical training alongside the rigour of academic Arts study. Over two years of full-time study students (aged 16-19) achieve the equivalent of four A Levels, a portfolio packed with transferrable skills and all of the performance experience they need to progress to the top universities, leading national and international Arts conservatoires and professional Arts careers.

Students are enrolled on five distinct pathways: Musical Theatre: Performing Arts; Dance: Contemporary and Commercial; Drama: Stage and Screen; Film and TV: Cinematography and Performance; and Production Arts: Technical and Creative Theatre.

Since opening our doors as Wakefield's first DfE-funded Free School in September 2018 within Enhance Academy Trust, CAPA College has already established itself as one of the leading Arts education providers in the North of England.

- Ofsted 'Outstanding' (January 2022)
- 100% A\*-C results
- Top 1% of all post-16 providers nationally for student progress
- Awards and accolades from the National Theatre, BBC, Sky TV, Arts Council England, One Dance UK, Sixth Form Colleges Association
- Graduates go on to study at the BEST universities and conservatoires including RADA, LAMDA, Arts Educational School, Rambert School, Guildford School of Acting, The Place, Trinity Laban, Urdang, Mountview and Royal Central School of Speech and Drama
- An alumnus in almost every major West End show
- Heavily oversubscribed with almost 6 applicants for every place
- The ONLY non-fee-paying, specialist Creative and Performing Arts College of this kind in Yorkshire or the North East

Would you like to be part of CAPA College as it becomes a flagship for Arts Education in the North? Are you highly motivated and have a drive to succeed? Then we would love to hear from you.



**We are looking for candidates who can:**

- Administrate the operational financial functions of our College.
- Ensure effective communication, processes and systems of work to enable CAPA College to operate effectively, efficiently and compliantly ensuring best value for money.
- Promote the highest standards of business ethos within the financial function of the College.

**We are looking for candidates who:**

- Have sound administrative and finance ability with strong skills in the use of Microsoft Office.
- Are highly efficient and organised and always ensure attention to detail.
- Will thrive as working as part of a team but with the ability to work independently.
- Have strong interpersonal skills, thrive under pressure and embrace change and innovation.
- Enjoy working in a fast-paced, vibrant and highly-creative environment.

**In return, we will offer you:**

- An opportunity to make your mark in an Outstanding new Arts focused post 16 provision.
- A professional and supportive team.
- A personalised approach to continuing professional development.
- A College that has a clear vision for improving outcomes and has student welfare and development at the centre of its ethos.
- Automatic enrolment into the Local Government Pension Scheme.
- Automatic enrolment into a Private Healthcare Scheme

For further information please check out our website [www.capacollege.co.uk](http://www.capacollege.co.uk) or email [recruitment@capacollege.co.uk](mailto:recruitment@capacollege.co.uk)

Application forms can be downloaded from our website and:

- Sent with a covering letter by e-mail to [recruitment@capacollege.co.uk](mailto:recruitment@capacollege.co.uk) or
- Posted with a covering letter to CAPA College, Mulberry Way, Wakefield, WF1 2QN

Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an enhanced DBS disclosure and pre-employment and safeguarding checks.

## JOB DESCRIPTION

**Job Title:** Finance Assistant

**Responsible to:** Administration Manager

### Financial Processing

- Process purchase invoices accurately and in line with authorization limits and deadlines, including cross-referencing purchase orders and goods-received notes.
- Investigate invoice discrepancies, liaising with the Trust Central Team and suppliers to ensure credit notes are issued and problems resolved.
- Ensure suppliers are paid in a timely manner, including raising BACS payments, loading payment files to the bank, and obtaining required approvals.
- Review aged creditors monthly and follow up outstanding payments.
- Raise sales invoices from appropriate documentation.
- Assist with processing finance journals.
- Check and reconcile financial records, resolving queries as required.
- Monitor Service Level Agreements and licences
- Administer the supplier database, ensuring new suppliers are correctly set up with verified bank details and existing details updated in line with Trust policy.
- Assist with preparation of budgets and accounts.

### Trust & Compliance Responsibility

- Work with the central finance team to support internal and external Trust audits, ensuring information is accurate and supplied on time.
- Utilise financial systems and processes that comply with Trust policy and government regulations.
- Process, monitor and record Student Bursary applications and claims.

### Cash Handling & Banking

- Process, monitor and record Free School Meal eligibility and associated payments.
- Process payments and orders from parents/carers and students (e.g., trips, peripatetic lessons, uniform).

### Student-Related Financial Administration

- Undertake routine cash-handling duties including receiving and recording income, issuing receipts, preparing deposits and banking.



## Administrative & Operational Support

- Deal professionally and effectively with students, parents, visitors, staff and governors on a daily basis.
- Multi-task and liaise with staff, colleagues, suppliers and other stakeholders, anticipating and resolving problems promptly.
- Provide administrative support, including filing, typing, completing forms and handling correspondence.
- Produce data and reports as required.
- Assist with maintaining an up-to-date inventory of assets and resources.
- Carry out stock checks and reorder consumables as needed.

Please note that this list of duties is illustrative of the general nature and responsibility of the role. It is not a comprehensive list of all tasks that the Finance Assistant will carry out. The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the Principal or Finance Manager.

### Employment checks required of this post:

- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications as detailed in the Person Specification.
- Two satisfactory references.
- Evidence of a satisfactory safeguarding check e.g., Enhanced DBS Check.
- A Children's Barred List Check.
- Confirmation of medical fitness for employment.

## Person Specification

Person Specification	Essential	Desirable
<b>Qualifications and Training</b>		
5 GCSEs (Grade 4-9 or A*-C) inc English & Maths or Level 2 or Equivalent Knowledge	X	
Recognised qualification in Finance and/or Administration		X
<b>Knowledge</b>		
Knowledge of data protection guidelines and GDPR ensuring confidentiality at all times.	X	
Knowledge and understanding of Safeguarding in an Education setting and how this may relate to your role.		X
An understanding of Health and Safety issues relevant to the post.		X
Knowledge and understanding of the academy, academy policies, and procedures, and services to resolve queries and problems.		X

Experience		
Proficient in the use of using Microsoft Office, databases and web technologies	X	
Proven experience as a finance assistant or office administrator or another relevant role	X	
Experience of dealing with queries from parents, students and the public		X
Experience of working within an educational setting		X
Experience of using financial and budgeting systems	X	
Analytical skills for monitoring and analysis of information and data	X	
Competencies and Other Skills		
Establish and maintain effective and constructive relationships with students, parents and carers, communicating with them as appropriate to share information, and inform them of finances as required through phone contact and written communications	X	



Excellent organisational skills and time management including ability to multitask and manage conflicting priorities	<b>X</b>	
A strong commitment to the College's vision, values and ethos	<b>X</b>	
A flexible approach to work and a strong work ethic	<b>X</b>	



capa.college

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