



Admin (Finance) Officer

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Job Title	Admin (Finance) Officer
Responsible to	Administration Manager and Finance Manager
Location	CAPA College, Mulberry Way, Wakefield, WF1 2QN
Grade	Grade 4, SCP 5-6 (FTE £25,583-£25,989)
Contract	Permanent, CAPA College Term Time + 5 Days
Start Date	ASAP
Closing Date	Wednesday 25th November 2026
Interview Date	Wednesday 2nd December 2026

Overall Purpose of the Post

The Admin (Finance) Officer will provide professional, efficient and accurate administrative and financial support, helping to ensure the smooth day-to-day operation of CAPA College and an excellent experience for students, staff, parents/carers, visitors and external partners.

This is a varied, busy and people-facing role combining routine financial administration with wider College administration and reception responsibilities. The postholder will support the processing of purchase orders, invoices, student-related payments and financial records, alongside general administration, student services and front-of-house support.

Working closely with the Finance Manager, Administration Manager and wider College team, the postholder will ensure information and transactions are processed accurately, promptly and confidentially, in line with College and Enhance Academy Trust procedures.

The successful candidate will be highly organised, approachable and dependable, with excellent attention to detail and the ability to move confidently between financial tasks, administrative priorities and the day-to-day demands of a vibrant specialist Arts College.

CAPA College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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 come to our corner of Wakefield to pursue their ambitions in the creative industries.

CAPA College provides students with intensive, full-time practical training alongside the rigour of academic Arts study. Over two years, students aged 16-19 develop exceptional creative, academic and transferable skills, extensive performance and production experience, and the confidence to progress to leading universities, conservatoires, apprenticeships and professional creative careers.

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

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

- Ofsted 'Exceptional' in all areas (April 2026).
- 100% pass rate across A Level, UAL Extended Diploma and UAL EPQ in 2026.
- 90% of students achieved Distinction in the UAL Extended Diploma in 2026, compared with 29% nationally.
- 100% of students progressed to first-choice destinations, including leading drama schools, conservatoires, universities, apprenticeships and professional work.
- Recent destinations include RADA, Rambert School, ArtsEd, Royal Central, LAMDA and Laine, alongside professional work in theatre, cruise ships, television and film.
- Awards and recognition from organisations including the National Theatre, BBC, Sky TV, Arts Council England, One Dance UK and the Sixth Form Colleges Association.
- Highly oversubscribed, with applications significantly exceeding the number of available places.
- The only non-fee-paying specialist Creative and Performing Arts College of its kind in Yorkshire and the North East.

This is an exciting opportunity to join our award-winning team as CAPA College enters its next chapter and approaches its 20th anniversary in 2027.

If you are organised, accurate, positive and enjoy being at the heart of a busy organisation, we would love to hear from you.

Job Role Details

Financial Administration

- Provide accurate and timely routine financial administration under the direction of the Finance Manager and/or Administration Manager.
- Process purchase invoices, checking them against purchase orders and supporting documentation and following up straightforward discrepancies.
- Raise and process purchase orders in accordance with College and Trust procedures.
- Support the processing of sales invoices and other routine income documentation.
- Maintain accurate, organised and auditable financial records and supporting documentation.
- Assist with checking financial information, reconciling routine records and resolving straightforward queries.
- Liaise professionally with staff, suppliers and the Trust Central Team regarding routine financial enquiries.
- Support the maintenance of supplier records and information in accordance with established procedures.
- Assist with the administration and monitoring of College contracts, licences and Service Level Agreements as required.
- Support the Finance Manager and Administration Manager with the collation of financial information, reports and documentation.
- Ensure all financial information is handled securely, accurately and confidentially.

Student-Related Financial Administration

- Support the administration of Student Bursary applications, claims, evidence and payments.
- Support the administration and recording of Free School Meal eligibility and associated information.
- Process and record payments and orders from parents/carers and students, including trips, peripatetic lessons, uniform and other College activities.
- Respond professionally and sensitively to routine student and parent/carer financial enquiries, referring complex or confidential matters appropriately.
- Maintain accurate and confidential records relating to student financial transactions and support.
- Help ensure financial processes are clear, accessible and efficiently administered for students and families.

Cash Handling & Banking

- Undertake routine cash-handling duties, including receiving and recording income and issuing receipts.
- Assist with the collection, reconciliation and recording of money received in relation to College activities.
- Prepare cash and other income for banking in accordance with College and Trust procedures.
- Ensure cash and financial information are handled securely and appropriately at all times.
- Report discrepancies or concerns promptly to the Finance Manager or Administration Manager.

Administration & College Support

- Provide high-quality general administrative support across the College, including correspondence, filing, document preparation, photocopying and completion of standard forms.
- Maintain manual and electronic records and management information accurately, securely and confidentially.
- Produce lists, reports, spreadsheets, information and data as required.
- Undertake word processing, spreadsheet and other ICT-based tasks to a high standard.
- Take notes at meetings where required and support follow-up administration.
- Maintain and collate student records, reports and documentation as required.
- Support routine administration relating to College hires and other uses of College premises.
- Support administrative arrangements for trips, performances, events, auditions, meetings and other College activities.
- Provide flexible administrative support to the wider College team during busy periods and in response to changing priorities.

Reception, Student Services & Customer Care

- Undertake reception and front-of-house duties as required, answering telephone, email and face-to-face enquiries and welcoming visitors.
- Act as a friendly, professional and helpful point of contact for students, parents/carers, staff, visitors, suppliers and external stakeholders.
- Provide routine information and guidance and signpost enquiries to the appropriate member of staff.
- Support student first aid and welfare duties where appropriately trained, including supporting unwell students and liaising with parents/carers and colleagues.
- Assist with arrangements for College events, meetings, trips and activities.
- Deal with routine enquiries efficiently and sensitively, recognising when a matter should be referred or escalated.
- Contribute to a welcoming, calm and highly professional College environment.

Systems, Resources & Organisation

- Use relevant ICT, administrative and financial systems confidently, including Microsoft Word, Excel, email, databases and spreadsheets.
- Maintain stock and supplies, including cataloguing, distributing and reordering routine consumables as required.
- Assist with maintaining accurate inventories of College assets and resources.
- Ensure records, resources and documentation are organised, current and accessible to authorised colleagues.
- Support the continuous improvement of administrative systems and processes by identifying practical ways to improve efficiency and organisation.

Professional Responsibilities

- Work in accordance with CAPA College and Enhance Academy Trust financial procedures, policies and systems.
- Maintain a consistently high level of accuracy, confidentiality and data protection when handling financial, student and staff information.
- Comply with policies and procedures relating to safeguarding, child protection, Health & Safety, security, equality, confidentiality and data protection.
- Report safeguarding, financial, Health & Safety or other concerns promptly to the appropriate person.
- Promote equality, diversity and inclusion and contribute to ensuring equal opportunities for all.
- Contribute positively to the ethos, vision, values and aims of CAPA College.
- Work constructively and collaboratively as part of the administration, finance and wider College team.
- Establish and maintain positive, professional relationships with students, parents/carers, colleagues, suppliers and external stakeholders.
- Take responsibility for allocated tasks, manage priorities effectively and communicate promptly where deadlines or issues require escalation.
- Attend and participate in relevant meetings, induction, training and continuing professional development.
- Maintain high standards of professional conduct and present a positive image of CAPA College and Enhance Academy Trust in all communications and interactions.
- Undertake other duties commensurate with the grade and nature of the post as reasonably directed by the Administration Manager, Finance Manager or Principal.

In return, we will offer you:

- An opportunity to make your mark in an exceptional, ambitious and highly creative specialist Arts College.
- A professional, friendly and supportive team.
- A personalised approach to continuing professional development.
- A College with a clear vision, outstanding outcomes and student welfare and development at the heart of its ethos.
- Automatic enrolment into a Private Health and Wellbeing Package.
- Automatic enrolment into the Local Government Pension Scheme.

For further information, please visit www.capacollege.co.uk or email recruitment@capacollege.co.uk.

Application forms can be downloaded from our website and returned with a covering letter by email to recruitment@capacollege.co.uk or by post to CAPA College, Mulberry Way, Wakefield, WF1 2QN.

Closing Date: Sunday 13th September 2026

Employment checks required include evidence of entitlement to work in the UK, essential qualifications, two satisfactory references, an Enhanced DBS Check, a Children's Barred List Check and confirmation of medical fitness for employment.

Person Specification

CAPA College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are looking for an organised, accurate and approachable administrator who combines strong attention to detail with excellent customer service. The successful candidate will be comfortable working with numbers and systems, able to manage a varied workload and willing to learn CAPA College and Trust financial procedures.

	Essential	Desirable
Qualifications / Training		
Level 2 (GCSE Grade C/4 or above) Numeracy and Literacy	Y	
Relevant Level 2 or above qualification in administration, finance or business support		Y
Knowledge & Skills		
Effective working knowledge of Microsoft Office, particularly Word, Excel and email	Y	
Good administrative, organisational and record-keeping skills	Y	
Good numerical skills with a high level of accuracy and attention to detail	Y	
Ability to understand and follow established financial procedures and controls	Y	
Awareness of confidentiality, data protection and GDPR requirements	Y	
Ability to prioritise a varied workload and meet deadlines	Y	
Strong written and verbal communication and customer-service skills	Y	
Ability to recognise when a matter should be referred or escalated	Y	
Knowledge of financial/accounting software		Y
Knowledge of purchasing, invoicing and routine financial administration		Y
Experience		
Experience of general clerical, administrative and/or financial work	Y	
Experience of accurately processing information and maintaining records	Y	
Experience using ICT systems, databases and spreadsheets	Y	
Experience dealing professionally with a range of people and responding to enquiries	Y	

Experience of routine financial administration, including purchase orders, invoices, payments or cash handling	Y
Experience working within an educational environment	Y
Experience working with young people, ideally within a post-16 setting	Y

Personal Attributes

Reliable, organised and able to work accurately with appropriate independence	Y
Approachable, positive and committed to excellent customer service	Y
Able to establish professional relationships with students, parents/carers, colleagues and external stakeholders	Y
Able to work constructively as part of a team while taking ownership of allocated tasks	Y
Able to maintain confidentiality and handle sensitive information appropriately	Y
Flexible, proactive and willing to respond positively to changing priorities	Y
Commitment to safeguarding and promoting the welfare of children and young people	Y
Strong commitment to CAPA College's vision, values and ethos	Y

Please note that successful applicants will be required to comply with all Enhance Academy Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced DBS disclosure and pre-employment and safeguarding checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required.