

Finance & HR Assistant (Part Time, 25 Hours per Week)

Fortuna School, Lincoln Term Time Only (40 weeks per year)

Fortuna Special School is a vibrant, nurturing and inclusive community where every child is valued, supported and encouraged to thrive. We are now seeking a committed and enthusiastic **Finance & HR Assistant** to join our friendly team and play a key role in keeping our school running smoothly.

This is an exciting opportunity for someone who enjoys variety, takes pride in accuracy, and wants to make a meaningful contribution to a school that puts compassion, respect and inclusion at the heart of everything we do.

About the Role

Working closely with the Finance Business Director, you will support the day-to-day running of our finance and HR administration. This varied role combines procurement, finance processing and safer recruitment administration, helping ensure our systems are efficient, compliant and well-organised.

You will be a trusted member of a small, supportive team, someone who brings positivity, professionalism and a willingness to learn.

Key Responsibilities

- **Procurement support** — raising purchase orders, liaising with suppliers and ensuring best value.
- **Invoice processing** — coding, checking and processing invoices accurately and on time.
- **Card reconciliation** — supporting card holders and ensuring monthly reconciliations are completed.
- **Stakeholder communication** — responding to queries from staff, suppliers and external partners.
- **HR administration** — supporting safer recruitment checks and maintaining accurate HR records.
- **General finance tasks** — assisting with routine processes and ad hoc projects as required.

Person Specification

We are looking for someone who is:

- Experienced in finance admin or procurement processes, knowledge of the BW system would be advantageous.
- Highly organised with strong attention to detail.

- Confident using IT systems, including Excel and finance/MIS platforms.
- A clear, professional communicator who can build positive relationships.
- Discreet, trustworthy and able to handle sensitive HR information.
- A team player with a proactive, can-do attitude and willingness to learn.

Terms & How to Apply

- **Hours:** 25 hours per week (term time only, including 1 week of inset days + 1 additional week to be agreed).
- **Contract:** Permanent
- **Salary:** G3 £24,796-£25,989 – Actual salary based on 0.5198 FTE is £12,888.00
- **DBS:** Appointment subject to safer recruitment checks and DBS clearance.
- **Closing date:** 2nd September 2026
- **Interviews:** W/C 14th September 2026
- **How to apply:** Please visit school website for the Application pack
<https://fortunaschool.org.uk/about-us/vacancies/>

Our Commitment to Inclusion

Fortuna Special School is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all staff. We warmly welcome applications from candidates of all backgrounds and experiences.

Fortuna School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check and all other relevant safer recruitment checks.