

JOB DESCRIPTION

Job Title: Finance Assistant

Department: Finance

Reports To: Financial Controller

Contract: Permanent, full time (hybrid working 60-80% on site)

We are a world leading London-based film school and registered charity, dedicated to developing the next generation of filmmakers and screen industry professionals. Through industry-focused training we support creative talent and widen access to careers in film and television.

We are looking for someone who is organised, accurate and enjoys working with numbers. You will be comfortable managing a varied workload, providing excellent customer service and building positive working relationships with colleagues, students and external suppliers.

Whether you are already working in a finance role or looking to build on existing finance experience, you will be keen to develop your skills and contribute to a busy and supportive team.

Key Responsibilities

Accounts Payable

- Process supplier invoices, staff expense claims and student production allowances accurately and in a timely manner.
- Support the weekly payment run and ensure payments are made in accordance with School procedures.
- Manage purchase orders through the School's procurement and finance systems, ensuring accurate coding and supporting documentation.
- Monitor and manage the Accounts Payable mailbox, responding to staff and supplier queries professionally and efficiently.
- Set up new supplier accounts and maintain accurate supplier records.
- Support students with production-related purchasing activities and associated reconciliations.
- Review and reconcile corporate credit card expenditure, ensuring receipts and supporting documentation are provided.
- Provide guidance to colleagues on purchasing and procurement procedures.
- Maintain positive working relationships with suppliers and support adherence to the School's payment processes.

Student Fees & Income

- Set up and maintain student accounts.
- Process student payments received through the School's payment platforms.
- Accurately allocate income to customer accounts and maintain payment records.
- Support the monitoring and collection of student fee income.
- Liaise with Registry and other departments to ensure student payment information is accurate and up to date.
- Assist with reconciliations relating to student fees and deposits.

Finance Administration

- Investigate and resolve discrepancies within financial records and systems.
- Support month-end activities by ensuring transactions are processed accurately and on time.
- Assist with reconciliations and reporting as required.
- Maintain accurate financial records and documentation in line with School procedures.
- Contribute ideas for improving finance processes and administrative efficiency.
- Undertake other duties reasonably required to support the Finance Team.

Person Specification

Qualifications

- GCSE Grade 4/C or above (or equivalent) in English and Mathematics.
- Studying towards, holding, or willing to work towards an AAT qualification (or equivalent), or able to demonstrate relevant finance experience.

Experience & Knowledge

- Experience working in an administrative or finance environment.
- Experience processing financial transactions or maintaining accurate financial records.
- Good IT skills, including Microsoft Office 365 and Excel.
- Confidence working with numerical information and financial data.
- Ability to maintain accurate records and process information with a high degree of accuracy.

Skills & Attributes

- Excellent attention to detail and organisational skills.
- Ability to manage workloads effectively and meet deadlines.
- Strong verbal and written communication skills.
- Ability to provide a professional and helpful service to colleagues and external stakeholders.
- Strong numerical aptitude and problem-solving skills.
- Ability to work independently as well as part of a team.
- Ability to handle confidential information with integrity and discretion.

Desirable

- Previous experience working in a finance department.
- Experience of accounts payable, purchase ledger or income administration.
- Experience working within the higher or further education sector or Film & TV sector.
- Experience using accounting or procurement systems such as iCompleat.
- AAT Level 2 or Level 3 qualification.

General responsibilities applicable to all LFS staff

- Understand and support the vision, mission and values of LFS;
- Ensure Diversity and Inclusion is at the forefront of your thinking when undertaking your responsibilities at LFS.
- Maintain awareness of your own and others' Health and Safety, and comply with the LFS's Health and Safety policy;

- Take appropriate responsibility for records held, created or used as part of your work for the LFS (paper-based and electronic) as per the relevant data protection regulations;
- Encourage team working and effective communication with colleagues;
- Act as a representative of the LFS and deal with LFS students, stakeholders and the public in a professional manner at all times;
- Comply with LFS financial policies and practices as applicable;
- Commit to and undertake continuous personal and professional development;
- Undertake other duties as may be reasonably requested of your post.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

How to apply

If you would like to make an application for this role, please send your CV, supporting statement outlining how your skills, knowledge and experience meet the requirements of the role, plus the [completed equalities form](#) to our [Finance Asststant role](#) **by 9am on Monday 27th July 2026**

A formal offer will be made to the successful applicant, subject to satisfactory references and evidence of your eligibility to work in the UK.

Expectations of all staff

Our people are at the heart of what we do at London Film School. Our organisational values define what LFS stands for and what we believe in. They guide our purpose and direction and set the tone for a positive workplace culture.

Our six values are:

- Innovation & Excellence
- Inclusivity & Respect
- Feedback & Collaboration
- Empathy, Accountability & Integrity
- Safe & Inclusive Spaces
- Kindness

Our commitment

LFS is an Equal Opportunities Employer. We are committed to diversity and inclusion and welcome applications from all individuals regardless of personal characteristic(s) or background. We are a member of the Government's Disability Confident scheme as a 'Disability Confident – Committed' employer.

Dignity at work



Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The School is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Please refer to LFS Privacy Policies (<http://lfs.org.uk/privacy-policies>) for details of the personal data that LFS holds and processes about staff, contractors and job candidates.

Benefits

Annual Leave	In addition to the statutory bank holidays, all full-time employees are entitled to 30 working days per annual leave year (01 September to 31 August). This entitlement is pro-rated for part-time staff.
Pension	Subject to the rules for auto-enrolment, after 3 months' employment you will be auto-enrolled into the People's Pension Scheme.
Staff Development	<p>LFS has an appraisal scheme in place that aims to provide a focussed, evaluative review of employee performance against agreed objectives. The appraisal process is used as an opportunity for individuals to discuss training and development needs with their line manager.</p> <p>We also operate a Professional Development Leave (PDL) scheme, whereby staff can request leave to pursue learning & development activities linked with their work, to enhance their professional skills.</p>
Cycle to work scheme & City Bike Hire	If you like to cycle to work, you are in luck. We operate the Cycle to Work salary sacrifice scheme which makes it easier to afford your new set of wheels. You can also obtain a discount on membership of City Bike Hire schemes.
Your Wellbeing	We provide free access to our Employee Assistance Programme, which will give you access to confidential counselling, advice and online support, designed to help maintain your work/ life balance. This includes advice on mental wellbeing, lifestyle, family support and money issues.
Staff Loans	Upon completion of the applicable probation period staff are eligible for an interest free financial loan, or to purchase a season ticket.
Family friendly leave	To support families and working parents, we have a suite of family-friendly policies offering enhanced rates of pay during maternity, co-parental/paternity, adoption and shared parental leave, in addition to paid time off for staff undergoing fertility treatment and staff supporting a partner undergoing fertility treatment. The School also adheres to statutory entitlements to unpaid parental, carer's & dependents leave.
Discounted gym membership	You can register to be an Associate Member of the London School of Economics Students' Union with your LFS email address, giving you discounted access to the gym, cafes and social spaces, on the same basis as LSE staff and students (nominal charges apply where applicable).
Discounted gift cards	You can purchase gift cards at a discount of up to 15%, enabling you to save money on a wide range of goods and services, from clothing and DIY to restaurants, travel agents and theatre tickets.