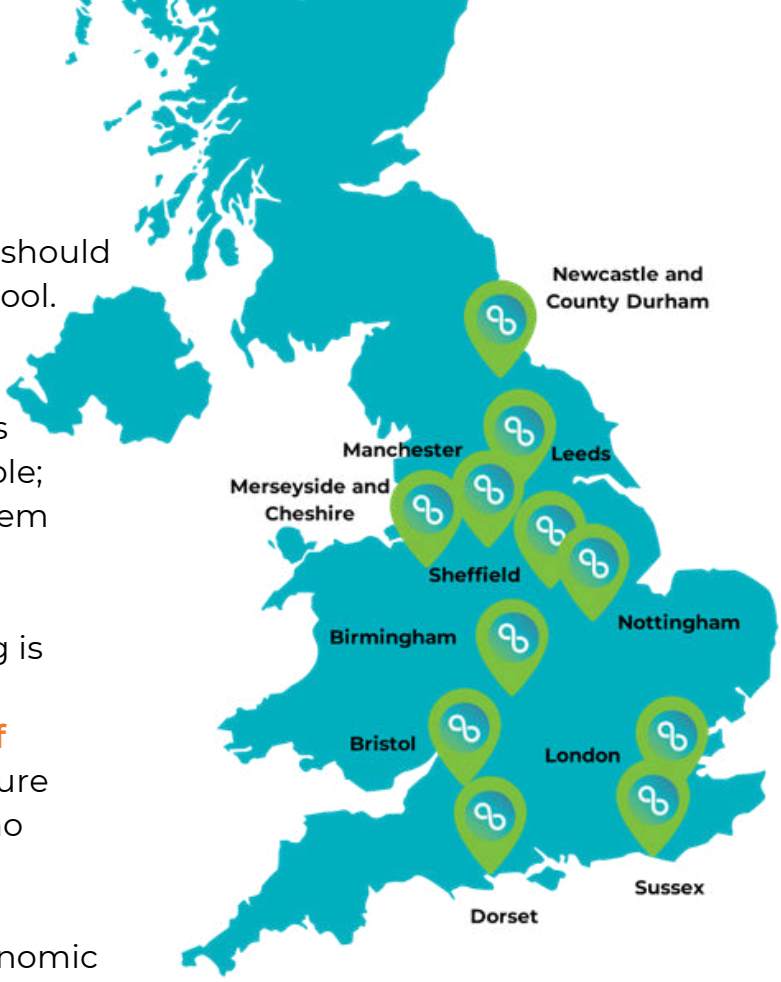
ACTION TUTORING
infinite potential

Job applicant information pack

Finance Officer



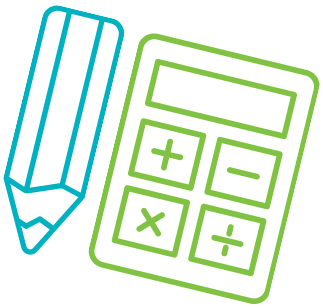
About us



At Action Tutoring, we believe every child should be given the **opportunity to succeed** in school. But in the UK today, young people from disadvantaged backgrounds are less likely to achieve the grades they need to progress in life. This isn't because they are any less able; they have less access to the tools to help them **reach their potential.**

We don't think this is fair. We know tutoring is an effective way of improving academic attainment and so we harness the **power of volunteer tutors** to bridge the gap and ensure this help can be accessed by every pupil who needs it, **not just those who can afford it.**

We specifically help pupils facing socio-economic disadvantage and who are at risk of leaving primary or secondary school without reaching national standards in their exams. We work **in partnership with schools** right across England, delivering weekly tutoring in English or maths to those pupils who need it most.



Our mission

Action Tutoring supports young people facing **socio-economic disadvantage** to achieve a meaningful level of academic attainment, with a view to enabling them to progress in education, employment or training.



We do this by partnering high-quality volunteer tutors with pupils to increase their **subject knowledge, confidence** and **study skills.**

Our **vision** is a world in which no child's life chances are limited by their socio-economic background.

Our values

Our team are passionate, dedicated, professional and supportive.

We are a values driven organisation and the following **six core values** underpin what we do and how we seek to do it.



High standards



Reflective



Evidence based



Aspirational



Integrity



Collaborative

Learn more about our values at: www.actiontutoring.org.uk/our-story/

Our impact in 2024-2025

43,475
hours of tutoring delivered

3,735
pupils benefitted from tutoring sessions

1,401
volunteer tutors supported our work

School communities work tirelessly to support every child to reach their full potential. But year after year, the data tells us that education in this country is not equal. The difference in outcomes between disadvantaged pupils and their peers is large and persistent. In secondary school, pupils facing disadvantage are less likely to achieve a grade 4 in English or maths GCSEs. Just 44% of secondary pupils facing disadvantage passed both English and maths GCSE, compared to 73% of their non-disadvantaged peers in 2025.

Our analysis shows that primary pupils who were supported by Action Tutoring in 2024-25 for ten sessions were more likely to achieve the expected standards than other disadvantaged pupils across the country — by 29% in reading and 20% in maths. In secondary schools, after attending at least ten tutoring sessions, our pupils were 13% more likely to pass maths GCSE than other disadvantaged pupils nationally.

For more information, head to: www.actiontutoring.org.uk/our-impact/

Finance Officer

Diversity, equity and inclusion are a core part of Action Tutoring's culture; having a diverse workforce helps us innovate and deliver better programmes for pupils. We recognise diversity covers many aspects of identity and we continually strive to make our workplace more inclusive and equitable, to empower everyone to be heard, respected, and valued. We are currently actively seeking to increase diversity within our team focusing on **ethnicity** and **age**.

Action Tutoring is **committed to safeguarding and promoting the welfare of children and young people** and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Reports to	Director of Finance and Operations
Salary	£30,388 pro rata per annum plus London weighting of £2,409
Contract and hours	Permanent. Part-time 0.6 FTE. The successful candidate will be required to work on Mondays and Wednesdays, with the third working day flexible by agreement. A full working week is 37.5 hours.
Closing date	Sunday, 22nd November 2026
Interviews	Monday, 30th November 2026
Start date	Ideally, as soon as possible.
Place of work	Hybrid / flexible. This role requires 1 day a week in our London Office, Fivefields, Grosvenor Gardens, London SW1W 0DH.
Benefits	25 days per year (an additional day of leave will be given for each year of service up to a maximum of five extra days) plus bank holidays and three days at Christmas. Employer and employee contribution to pension following successful probation period, in line with auto-enrolment pension requirements. Further information about our benefits.
DBS requirement	All Action Tutoring staff must have an enhanced DBS check suitable for the child workforce. If you don't already have one, we'll process one for you. Should you be aware of any incidents, cautions or convictions that would appear in a DBS check, please notify us when you apply.

How to apply

Please submit here a completed application form. In the form you will be asked to reflect on the statements below:

1. Tell us the key finance processes you would expect this role to complete on a daily, weekly and monthly basis and your experience of delivering these processes.
2. Explain how you ensure data is entered into the finance system both accurately and in a timely manner.
3. Tell us how our organisational values align with your own and why you would like to work for Action Tutoring.
4. Any other information, skills or interests that you would like to tell us about that are relevant to this role that you are applying for.

Applications that fail to meet these criteria will automatically be discounted. We want you to have every opportunity to shine and to show us your talents - please let us know if there is anything we can do to make sure the assessment process works for you.

Please note, **we do not accept CVs and cover letters**. We only accept applications with the application form. We recognise that artificial intelligence (AI) such as ChatGPT etc. can be useful for applicants e.g. to shorten an initial draft and we are open to applicants utilising these tools in their application and in their roles. However, we would caution applicants not to rely too much on AI in drafting answers to application questions. We want to hear your authentic voice, and for the interview part in particular we will be looking for answers that use examples and experiences that are specific to you.

Sometimes our emails go to spam - please add hello@actiontutoring.org.uk to your address book.



About the opportunity



The Finance Officer will be responsible for leading the day-to-day finance function and providing support to the Director of Finance & Operations and the wider team on all aspects of the organisation's finances.

This role plays a crucial role in the Operations Team by managing key finance processes, managing key finance systems, supporting budget holders, and ensuring the accuracy of our financial records.

Duties and responsibilities

- Ownership of the purchase ledger: maintain full oversight including supplier invoices, obtaining approvals, and managing payments.
- Ownership of the sales ledger: maintain full oversight including raising invoices for schools and funders, generating donation and income receipts, managing aged debtors.
- Ownership of bank reconciliation: manage banking administration and bank reconciliation.
- Ownership of the finance@ inbox as the first point of contact and responding to customer and supplier queries.
- Ensure the finance system and financial records are accurate and up to date.
- Any other ad hoc responsibilities as deemed relevant by the CEO.

Person specification

Qualifications Criteria

- Right to work in the UK

We are looking for someone who has:

- Previous experience of working within a finance team managing daily finance transactions and processes
- Experience of working with finance systems
- Excellent attention to detail to ensure accuracy of data
- Strong organisational skills and can manage multiple deadlines
- Very good interpersonal skills and enjoys supporting others
- A proficiency in building relationships both with internal and external stakeholders
- A commitment to personal development
- A commitment to equality, diversity and inclusion.
- A commitment to the mission and values of Action Tutoring.
- A commitment to promoting and safeguarding the welfare of children.

You'll likely be more successful in this role if you have:

- An accountancy qualification, part-qualification or studying towards an accountancy qualification
- Experience of using the Twinfield finance system
- Experience of working in a charity

Hybrid working

We offer a flexible combination of office and home based working. For those not based in London who can't access our beautiful office, you can visit a co-working space with your regional colleagues once per month.

Flexitime and TOIL

We have a flexible policy for working hours, and offer TOIL where staff have to work particularly early in the day or late in the evening, so that they can reclaim those hours at another time.

Holiday

25 days holiday a year (plus UK public holidays), increasing by a day for each complete year of service (up to five extra days). We provide an additional three days of holiday in the period between Christmas and New Year.

Team away days

The whole team across the UK gets together once a year. The days are filled with knowledge-sharing and skills development opportunities and also give a chance to catch up and socialise with colleagues through fun activities.

Culture of celebrating

Regular thanks and praise and monthly recognition of 'heroes' to celebrate employees going above and beyond.

Knowledge-sharing

Lots of opportunities to learn from others in the organisation, including policy briefings, shadowing colleagues and peer-to-peer development.

Pension and Nursery sacrifice schemes

We offer salary sacrifice options for pensions and nursery fees, helping you save on tax and NI. Plus, when you sacrifice towards your pension, we reinvest a portion of our employer savings directly into your pension pot as an extra boost!

Ad hoc projects

Interested in other exciting topics relevant to our charity? Then join one of our working groups (including advocacy, diversity and inclusion, pupil voice) and support with ongoing projects.

Mental health focus

We have trained mental health first aiders and all team members and 5 of their friends and family have free access to Headspace and the Health Assured Scheme.

Sabbatical leave

We offer paid and unpaid sabbatical leaves to our long standing colleagues.

Pension

Pension employer contribution of 4%.

Flexible bank holidays

Choose to work on the Easter Bank Holidays and take days off whenever suits you best.

Our awards

As a disability confident committed employer, we are dedicated to proactively supporting people with disabilities and developing our understanding and procedures.



We have been acknowledged as a 'Rising Leader' by the Headspace for Work Mindful Workplace Awards.

We strive to incorporate mediation and gratitude into our work culture.

We have been certified by the Living Wage Foundation as an employer who pays all of our staff at least the living wage.



www.actiontutoring.org.uk

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@ActionTutoring

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