



Little Giraffes
Empowering Little Learners

Finance and Accounting

Assistant Placement Role Profile

Issue Date: December 2025

Review Date: November 2026

Document Remit: All Settings

Classification: Public

Document Contents:

1. Role Overview
2. Role Description
3. Role Specification
4. Appendixes (Separate Documents)
 - 4.1 Brand Values
 - 4.2 Safer Recruitment Policy

Section One: Role Overview

Name of Role:	Finance and Accounting Assistant
Placement Hours:	<ul style="list-style-type: none"> Daily placement hours 07:45-16:15 (including daily briefings/debriefs). On site and/or remote.
Placement Length:	All Finance and Accounting Assistant placements should take place for a whole academic term. Dates available on our website. Longer placements are available.
Reporting to:	Manager and Director of Quality (Ofsted Nominated Individual).
Salary:	Little Giraffes offers unpaid placements that provide professional experience which may support employment opportunities in the future.
Location:	Bispham Hall, Warbreck Drive, Bispham, Blackpool, FY2 9LF This role is available on site for face-to-face delivery and/or remotely.
Role Summary:	<p>As a Finance and Accounting Assistant completing a placement at Little Giraffes, you will support the day-to-day financial and accounting operations of the organisation, helping to ensure accurate financial records and effective financial management as we continue to grow.</p> <p>This is a valuable opportunity to develop your finance and accounting skills within a supportive, purpose-driven environment. Through hands-on experience, direct mentorship and exposure to</p>

	real-world financial processes, you will gain practical insight into budgeting, reporting and financial controls.
Safer Recruitment:	Finance and Accounting Assistants on placements will need to comply with all safer recruitment requirements prior to commencing their placement and throughout their placement journey with Little Giraffes.

Section Two: Role Description

At Little Giraffes, we prepare role descriptions in line with our core principles. Our approach ensures that everyone at Little Giraffes understands how their role supports our core principles. All roles are reviewed annually as part of our self-evaluation and continuous improvement.

Our Core Principles	Specific Role Duties
<p>We ensure our people and practices are SAFE.</p>	<p>Safeguarding and Safety Compliance:</p> <ul style="list-style-type: none"> • Support accurate financial record-keeping for safeguarding-related training, checks and compliance requirements. • Assist with preparing and maintaining financial documentation connected to safer recruitment practices. • Help ensure financial processes linked to safeguarding (e.g., paid training, DBS invoicing, contractor payments) follow organisational policies and legal standards. • Assist with tracking and processing financial elements of health and safety requirements, such as equipment orders, training costs and service contracts. • Research cost-effective suppliers for health and safety resources and obtain quotes to support budgeting. • Maintain financial records related to health and safety compliance to support audits and regulatory reviews. <p>Team Development:</p> <ul style="list-style-type: none"> • Support financial administration for staff training and development, including tracking costs and processing payments. • Assist in maintaining accurate financial records for workforce planning and staffing budgets. • Support colleagues with accurate completion of expense forms where applicable. • Help gather financial data to support decision-making around staffing allocations, training investment and resource planning. <p>Quality:</p>

	<ul style="list-style-type: none"> • Assist in gathering and organising financial evidence needed for compliance reviews, audits and inspection readiness. • Support cost research and budgeting for quality improvement initiatives and resource needs. • Ensure that accurate up to date desktop instructions are available for all finance related tasks and process to ensure quality, consistency and the removal of single points of failure. • Help prepare financial reports that contribute to continuous improvement planning and demonstrate responsible financial management.
We maintain an OPEN approach within the setting.	<p>Families (Finance Focus):</p> <ul style="list-style-type: none"> • Support the administration of financial queries from families, ensuring clarity around fees, payments and booking systems. • Assist in maintaining accurate financial records for family accounts, including invoices, payment plans and funding allocations. • Help track and process financial paperwork related to childcare funding, subsidies, or grants for families. • Contribute to clear, professional communication about financial procedures and updates that support family understanding and transparency. <p>Partnerships:</p> <ul style="list-style-type: none"> • Assist in preparing financial documentation for external partners, suppliers and funding bodies in compliance with UK laws and legislation. • Support research into cost-effective partners, sourcing quotes and free resources to maximise budgets. • Help maintain financial records associated with partnership agreements, service contracts and collaborative projects. • Contribute to identifying funding opportunities or financial collaborations that support organisational growth in line with Little Giraffes priorities.
We embed FUN throughout our approach to learning.	<p>Curriculum and Learning:</p> <ul style="list-style-type: none"> • Support cost research and budget planning for learning materials, training resources and educational initiatives.

- Help maintain financial records related to curriculum delivery, including purchases, subscriptions and service contracts.
- Assist in preparing simple cost analyses or reports that help teams make financially informed decisions about training or programme delivery.
- Contribute to funding bids that support learning projects, training programmes, or resource development.

Resources:

- Assist with sourcing, pricing and ordering resources, ensuring purchases align with budget requirements.
- Maintain accurate accounting records for all resource-related expenditures and funding allocations including a comprehensive asset tracker.
- Help manage booking systems and asset records to support efficient resource planning and cost control.
- Support the preparation of financial reports to track spending, identify savings and inform future resource planning.

Section Three: Role Specification

Qualifications and Training:	Essential	Desirable
GCSEs (or equivalent) in Maths and English.	X	
Currently studying or interested in studying Finance, Accounting, Business, or related field.	X	
Willingness to undertake training related to accounting software, financial procedures and data management.	X	
A-Level or Level 3 qualification in Finance, Business, or related field.		X
Basic understanding of bookkeeping principles or financial processes.		X
Training or coursework in Excel, PowerBI, or financial systems.		X
Experience:	Essential	Desirable
Experience handling basic numerical tasks (e.g., budgeting, spreadsheets, or school/college finance modules).	X	
Experience using Microsoft Office, especially Excel.	X	
Any prior administrative or record-keeping experience (e.g., school, work experience, volunteering).	X	
Experience with accounting software (e.g., Xero, QuickBooks, Sage) or willingness to learn.		X
Experience researching costs, comparing quotes, or managing simple budgets.		X
Experience supporting projects, events, or teams where financial tracking was required.		X
Any experience involving customer service or handling enquiries.		X
Skills and Abilities:	Essential	Desirable
Strong numeracy skills and attention to detail.	X	
Excellent written and verbal communication skills.	X	
Ability to use Microsoft Office, especially Excel.	X	
High levels of initiative, adaptability and problem-solving.	X	
Familiarity with financial tools or accounting software (e.g., Xero, QuickBooks, Sage).		X
Ability to present financial information clearly and accurately (verbal or written).	X	
Knowledge and Understanding:	Essential	Desirable

Willingness to learn about funding processes, procurement and cost monitoring.	X	
Understanding of data handling, GDPR and secure information management.		X
Interest in business operations, financial reporting, or organisational strategy.		X
Little Giraffes All Roles:	Essential	Desirable
Commitment to equality, diversity and inclusion.	X	
Commitment to our core principles and values.	X	
Commitment to continuous personal development and completing sector leading training.	X	
Commitment to meet the needs of the organisation including during periods of change.	X	
Commitment to safer recruitment including obtaining and maintaining a satisfactory Enhanced DBS and medical clearance.	X	

Section Four: Appendixes (Separate Documents)

4.1 [Brand Values](#)

4.2 Safer Recruitment Policies