



KENT COLLEGE
CANTERBURY

Finance Assistant



APPOINTMENT DETAILS

Job Title:	Finance Assistant
Reporting to:	Head of Finance
Employment Status:	Full Time / Permanent
Job Location:	Kent College Senior School
Closing Date:	23rd August 2023
Start Date:	As soon as possible

If a pool of suitable candidates becomes available before the closing date Kent College reserves the right to interview and appoint without further notice

THE SCHOOL

Kent College is a co-educational school with a Methodist foundation. The school is located in Canterbury, just one hour from the centre of London by train. The Senior School (11 – 18 years) has some 600 boys and girls, approximately one-third boarding and two-thirds day. There is also a thriving Junior School with c200 pupils in total. The school enjoys a high reputation for academic standards and many other activities including Sport, Music, Drama and Art. Academic provision includes A level as well as the IB Diploma for Sixth Form and GCSE, IGCSE and pre IB for Key Stage 4. Results place Kent College among the best UK Schools.

Kent College is a happy, caring and successful school in which pupils feel supported and encouraged to aim for high standards of achievement and conduct. The school was inspected by the Independent School Inspectorate in October 2022 and was found to be excellent and compliant in all aspects.

In August 2016 Kent College opened a 3-18 school in Dubai, and in September 2022 the primary stages of Kent College West Cairo accepted its first students. Summer 2019 brought the opening of a state-of-the-art 600 seater auditorium, The Great Hall. The hall is used by the whole school for worship and as a versatile and practical space for the college's highly regarded drama and music departments as well as for being available for use by the local community.

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

THE DEPARTMENT

The Finance Team is located within the Bursary, responsible for the School's finances.

The team reports to the Bursar through the Head of Finance, and consists of a Finance Assistant, a Purchase Ledger Clerk and the Student Fees Manager.

THE ROLE

The Finance Assistant is appointed by the Head of Finance, and is responsible for posting income and expenditure onto the general ledger.

JOB DESCRIPTION

The following lists are not exhaustive but serve as an indication of what the role encompasses.

The Finance Assistant will be responsible for:

- Posting income and expenditure onto the general ledger.
- Bank and petty cash reconciliations.
- Reconciliation of intercompany and other general ledger accounts.
- Preparation of prepayment and accruals journals.
- Raising bank payments ready for approval.
- Assisting with purchase ledger and other accounting roles within the Finance Team.
- Ensuring that the Policies of the College are observed and that good practice is encouraged, particularly in the areas of Health & Safety, Equal Opportunities and confidentiality.
- Contribute to the overall ethos of the College and uphold the values as set in the mission statement.
- Any other tasks as required.

SAFEGUARDING DUTIES & RESPONSIBILITIES

The successful candidate will need to satisfy the conditions appertaining to a satisfactory Disclosure and Barring Service (DBS) check before taking up their appointment. They will be required to complete a medical questionnaire and produce evidence of all qualifications cited on the application form.

Kent College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact. All members of staff are expected to share this commitment and abide by the safeguarding policies in place and undertake relevant training to ensure they remain up to date with Safeguarding policies and best practice.

This role is a business function support role involving regular contact with children, but not typically accompanied by responsibility for them.

For the avoidance of doubt, the duties and responsibilities contained within this job description indicate only the main responsibilities of the post and may change from time to time according to the requirements of the role. It is not intended as an exhaustive list, or to have contractual effect.

References will be taken prior to the interview. One of the referees should normally be the applicant's current or most recent employer.

Please note that Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Kent College staff and pupils are proud to be part of a welcoming international boarding community. We value diversity and promote equality at all levels, and we are passionate about attracting a diverse pool of applications through an inclusive appointment's process. Reasonable adjustments will be made at each stage of this process for any candidate with a disability. We warmly welcome applications from professionals of all backgrounds, communities, and industries, including ethnicity, gender, transgender, age, disability, sexual orientation, or religion, and particularly encourage applicants who identify as Black, Asian, or Minority Ethnic groups as these groups are currently underrepresented in our community.

Applications must be made via Kent College's online application system; CVs or details sent directly to the department or via email cannot be considered.

PERSON SPECIFICATION

Qualification/s and Training	ESSENTIAL	DESIRABLE
Educated to A Level standard or equivalent	x	
AAT Level 3 or above		x
Experience		
Strong Bookkeeping skills and experience	x	
Experience in having used accounting system	x	
Skills and Knowledge		
Excellent IT skills, including Microsoft Office and Google Suite	x	
Organised with high attention to detail and a high level of accuracy	x	
Good communication skills and professional manner when dealing with staff and parents	x	
Able to work on own initiative, as well as working as a team	x	
Flexible approach	x	
Problem solving skills	x	

THE PACKAGE

Hours: 40 hours per week, full year

Salary: £24,398 per annum

Pension: Contributory Pension Scheme TPT (DC)*

Annual Leave: 25 days plus public holidays

Benefits:

- Generous training and mentoring package
- Benenden health care
- Free lunch in term-time*
- Tuition fee remission*
- Free car parking

*Conditions apply