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## Finance Assistant Candidate Information Pack



# INTRODUCTION

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Are you detail-oriented, with a passion for finance and education? We are seeking a motivated and dedicated Finance Assistant to join the finance team at a prestigious trust of 12 schools. We are seeking a proactive Finance Assistant to join our Finance Team. This role is fundamental to ensuring the efficient financial operations of the school, with responsibilities spanning the purchase of goods, purchase ledger management, assistance with accounts receivable, and playing an integral role with the month end process. This is a fantastic opportunity to contribute to the financial success of a thriving educational network while working in a dynamic and supportive environment.

Closing date for applications: 9:00am on Monday 12 January 2026.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

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## Key facts about the role:

### Contract Type

PERMANENT

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### Hours

40 HOURS PER WEEK  
8AM-5PM

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### Salary

£35,000

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### Pension

SUPPORT STAFF PENSION

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### Holiday

25 DAYS

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### Reporting Manager

RICHARD DAS

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## Other useful information

BASED AT ABBOTS HILL SCHOOL, HP3 8RP WITH OCCASIONAL TRAVEL TO WESTBROOK HAY SCHOOL, HP1 2RF

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# ABBOT'S HILL

## Our Heritage

We trace our roots back to 1912 when Abbot's Hill was founded on the present site by Alice, Katrine and Mary Baird, advocates of education for girls. The Baird sisters ran a school in the Malverns and in May 1912 they opened Abbot's Hill as an independent boarding school for young women of character.

The School's Main Building was originally built in 1836 by the paper manufacturer, John Dickinson, as a home for him and his family and he named it Abbot's Hill. The Dickinson family founded one of the world's largest stationery firms of the 19th and 20th centuries.

On John Dickinson's death in 1869, Abbot's Hill passed to his only surviving son John and then in 1908 to Sir Arthur Evans. Arthur Evans, the Archaeologist and discoverer of Knossos, was John Dickinson's great-grandson and had spent part of his childhood at Abbot's Hill. He did not however return to live there but arranged for it to be sold to the Baird sisters.

Over the years, the school has developed and grown in a variety of ways, but the key milestones in its history were in 1969, when St Nicholas House School moved to the Abbot's Hill site to form the Junior Department and in 2003, when boarding ceased. However, Abbot's Hill retains its boarding feel, which is to be seen in the emphasis given to co-curricular pursuits, the intrinsic importance of pastoral care and the school's strong sense of community.

## The School

Founded over 100 years ago to educate young women of character, Abbot's Hill School places great value on the development of the individual.

We are ambitious for all our pupils and they excel here. We value their voices and embrace our diverse community. As we empower them, so they empower each other and, in so doing, develop a deep sense of responsibility for their community at school, locally and in the wider world.

Children and young people will thrive best where they have a strong connection to their school and more particularly the adults who teach them. We are so proud of the quality of relationships here. The experienced professionals at Abbot's Hill take seriously their responsibility to positively shape the lives of the young people in their care. Our aim is that each individual will discover their own brilliance.

So it is that pupils at Abbot's Hill embark on a series of journeys during their time with us. The first journey, the academic journey through our well-planned and sequenced curriculum will, enrich, excite and stimulate their minds.

Knowledgeable, discerning and well-informed, our pupils will be inquisitive, enquiring learners who love to learn both now and throughout their lives.

The second journey through school is the development of the values and attributes that will stand them in good stead as adults both personally and professionally. A clear set of values therefore shapes our interactions as a community and underpins our code of conduct. This unequivocal moral guidance prepares pupils to positively challenge bias and navigate with confidence the world we live in.

The third journey, the journey where we work most closely with parents, is the development of character. The attributes of collaboration, critical thinking, creativity, and communication are consciously developed and embedded through rich and varied curricular and co-curricular opportunities and so the pupils become self-aware and self-confident.

In the modern world today where the pace of change is rapid an Abbot's Hill education has tremendous relevance. Kindness, humanity and resilience will be the defining characteristics of this generation and these qualities resonate through our school.

## The Mill Hill Education Group

In April 2024, Abbot's Hill became the tenth UK school in the Mill Hill Education Group, after a charity merger. Abbot's Hill now benefits from the wider support network across the Group, including in marketing and admissions. The Group also offers the financial security that underpins future investment, with the next major project being the extension of co-education to Reception-year 6, planned from September 2025. This will underpin a strategy to expand total pupil numbers across the whole school by around 100 pupils over the next few years. The new appointee will play a central role in this strategy.

## Mrs Sharon Schanschieff

Head

# LOOKING TO THE FUTURE

## **Our Mission**

To foster a community in which all individuals are happy and inspired to live purposeful and fulfilling lives, while remaining true to our founding values of strength and character.

## **Our Vision**

A first choice school with outstanding environments in which to work, learn and play. We embrace diversity and provide an education fit for the modern world by challenging everyone in our community to be confident in who they are, develop strength of character and to become active, compassionate citizens who make significant and lasting contributions to others throughout their lives.



# JOB DESCRIPTION

## General

- Manage the end-to-end purchasing process for school goods, materials, and equipment.
- Liaise with department heads and budget holders to confirm purchase requirements, specifications, and budgets.
- Source suppliers, obtain quotations, and ensure value for money while adhering to school purchasing policies.
- Create and issue purchase orders to approved suppliers.
- Maintain accurate records of all purchases, contracts, and supplier agreements.
- Receive, review, and post supplier invoices, ensuring accuracy and proper authorisation.
- Match invoices to purchase orders.
- Correctly coding invoices to the relevant budget codes.
- Prepare Bacs runs and ensure suppliers are paid in accordance with agreed terms.
- Reconcile supplier statements and resolve discrepancies promptly.
- Maintain the purchase ledger, ensuring accuracy, completeness, and compliance with internal controls.
- Reconciliation of the school credit expenses to the monthly statements.
- Manage the petty cash process, including ensuring there are sufficient funds and fully reconciled.
- Provide cover for accounts receivable posting receipts into the bank account.
- Posting journals and adjustments in accordance with the month end calendar.

## Internal & External Communications

- Build and maintain effective working relationships with suppliers and internal stakeholders (budget holders).
- Respond to supplier queries regarding payments, invoicing, and orders.
- Provide regular updates to the Head of Finance and budget holders on expenditure, outstanding invoices, and procurement issues.
- Provide support to the account receivable function as required to respond to parent queries.

## Financial Administration & Compliance

- Support the Finance Team and Head of Finance with financial tasks as required.
- Assist with month-end and year-end processes, including accruals, prepayments and audit documentation.
- Ensure compliance with financial policies, safeguarding guidelines, and relevant school regulations.



# PERSON SPECIFICATION

## Skills and Attributes

- Must be able to work accurately to tight deadlines.
- Experience of using the integrated pupil databases and fee billing systems iSams and Engage, would be highly desirable.
- Experience of working within the Education Sector is an advantage.
- Part / full qualified accountant or qualified by experience.
- Excellent interpersonal and communications skills – both written and verbal - with the ability to explain facts and issues clearly and concisely to colleagues, employees and others, including those without financial knowledge.
- Excellent knowledge of Microsoft Word, Excel, Powerpoint & Outlook.
- Strong numerical skills and attention to detail
- Ability to work individually and as part of a team within a busy environment.
- Professional, friendly and flexible approach to work.



# HOW TO APPLY

- 1 If you would like to apply for this role, please complete an application using the Apply button below.

**APPLY**

- 2 Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Monday 12 January 2026**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.



Abbot's Hill. A part of the Mill Hill Education Group.



Ever inspiring | Highly ambitious | Big hearted



**Abbot's Hill**  
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