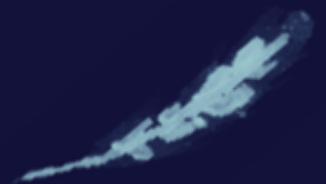




LAMBROOK

FINANCE INTERN

Required: to start at earliest convenience
The closing date for applications is Sunday 8th November 9.00am





CANDIDATE SEARCH

PURPOSE OF THE ROLE

Lambrook seeks to appoint a Finance Intern who will provide administrative and financial support to the Finance Department, assisting with the day-to-day financial operations of the School. The role offers an excellent opportunity for a student, recent graduate or aspiring finance professional to gain practical experience in accounting, financial administration and school business operations within an independent school environment.

The post holder will develop an understanding of how finance supports the delivery of education while gaining hands-on experience across accounts payable, accounts receivable, banking, reconciliations, budgeting and financial reporting.

Typical Career Path

This role would be particularly suitable for:

- An intern year student considering a career in finance.
- An undergraduate seeking practical finance experience.
- An AAT trainee.
- A recent graduate looking to progress into accountancy, audit, financial management or school business leadership.
- The internship can provide an excellent stepping stone to a permanent **Accounts Assistant**, **Finance Assistant** or **AAT Trainee Accountant** position within the independent school sector.

KEY RESPONSIBILITIES

Purchase Ledger

- Assist with processing supplier invoices.
- Match invoices to purchase orders and delivery notes.
- Ensure invoices are correctly authorised and coded.
- Support supplier payment runs.
- Respond to supplier queries in a professional and timely manner.

Sales Ledger

- Assist with issuing invoices and charges.
- Support the administration of school fee accounts.
- Maintain accurate records of receipts and payments.
- Assist with debt collection processes and account reconciliations.

Banking and Cash Management

- Prepare banking documentation.
- Record receipts and payments accurately within the finance system.
- Assist with bank reconciliations.
- Support the monitoring of petty cash and departmental expenditure.



KEY RESPONSIBILITIES CONTINUED

Financial Administration

- Maintain electronic and paper filing systems.
- Assist with data input and financial record keeping.
- Support compliance with financial procedures and internal controls.

Budgeting and Reporting

- Assist with the preparation of financial reports.
- Support budget monitoring activities.
- Help compile information for management accounts.
- Undertake data analysis and spreadsheet work as required.

School Support Activities

- Provide administrative support to the wider Finance Team.
- Assist with annual fee billing exercises.
- Support audit preparation and information gathering.
- Contribute to finance-related projects and process improvements.

General Duties

- Promote the School's values and ethos.
- Maintain confidentiality regarding staff, parents, pupils and financial information.
- Work in accordance with School policies and procedures.
- Undertake other reasonable duties as required by the Director of Finance.



PERSON SPECIFICATION

Essential

- Strong numeracy skills and attention to detail.
- Good organisational and administrative skills.
- Competent in Microsoft Excel, Word and Outlook.
- Ability to work accurately and meet deadlines.
- Strong written and verbal communication skills.
- Professional and confidential approach to work.
- Positive attitude and willingness to learn.

Desirable

- Studying towards, or interested in pursuing, an accounting qualification (AAT, ACCA, CIMA or similar).
- Previous office, administration or finance experience.
- Experience using accounting software.
- Knowledge of Microsoft Excel formulas and data analysis.
- Interest in education and the independent school sector.

Skills and Attributes

The successful candidate will demonstrate:

- Accuracy and attention to detail.
- Reliability and accountability.
- Strong work ethic.
- Ability to work both independently and as part of a team.
- Professionalism when handling sensitive information.
- Eagerness to learn and develop new skills.

Development Opportunities

The Finance Intern will gain experience in:

- Purchase and sales ledger processes.
- Budgeting and financial reporting.
- Banking and reconciliations.
- Financial systems and controls.
- Independent school finance operations.
- Audit and compliance procedures.
- The role provides valuable preparation for careers in accountancy, finance, business management, education administration and professional services.

HOURS

This is a full or part time position (Fixed-Term Internship)

Onsite – Lambrook School, near Ascot

Salary: National Minimum Wage/National Living Wage (as applicable) or Internship Allowance



THE APPLICATION PROCESS

The school has its own generous salary scale and benefits including contributory Pension Scheme, free lunches (term time only), bike to work scheme, life assurance scheme. If the candidate has a child who has been accepted into the school, subject to availability of spaces, a means tested fee remission may be available.

Applications will only be accepted from candidates completing the School's Application Form in full.

To accompany your application form, we asked you to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters and application forms should be sent to the Headmaster via HR@lambrookschool.co.uk.

Any offer to a successful candidate will be conditional upon:

Verification of identity, qualifications and confirmation of right to work in the UK.

A minimum of two references.

A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.

Verification of medical fitness.

Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

Online checks will be carried out.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

