



IPSWICH SCHOOL

FINANCE ASSISTANT

Part time (0.8FTE), permanent, required as soon as possible

THE SCHOOL

Founded during the fourteenth century, Ipswich School is one of the foremost independent schools in East Anglia. It has over 1,000 pupils aged between 3 and 19 and is co-educational throughout. The Lodge Day Nursery opened in January 2018, and provides the very best care for younger children aged from 3 months to 3 years.

The School is consistently judged to be 'excellent' in all that we do, with the most recent report by ISI Inspectors confirming, Ipswich School has a fine record of academic success, which is placed within the context of an extensive range of activities outside the classroom. The School operates a five-day week, with representative sports on Saturdays. Games, CCF, Community Service and a variety of other activities take place on Thursday afternoons.

At Ipswich School our key aim is to encourage pupils to realise and fulfil their potential. By treating them as individuals, providing the best possible pastoral care, and kindling a real interest in their studies, we hope that they will enjoy their education and achieve the best possible results.

We have a day nursery (The Lodge Day Nursery), Prep School and Senior School, located near Christchurch Park, with sports facilities located in Rushmere and at Notcutts, off Henley Road. This post is based in the Bursary, which is located in the Senior School on Henley Road.

Find out more about us by visiting our websites: www.ipswich.school, www.ipswichschoolenterprises.co.uk, www.ipswichschoolsportscentre.co.uk and www.lodgedaynursery.co.uk.

THE BURSARY

The Bursary is a very busy department in the School and we operate throughout the year. The Schools income is currently just in excess of £25 million per annum. The Director of Finance and Operations and her team are responsible for the non-academic operation of the School, which is wide ranging, and includes:

- financial and budget management and strategy, including the production of statutory accounts
- the appointment, management and development of staff
- HR policies, procedures, contracts and conditions of employment
- payroll and pensions
- buildings and estates maintenance including cleaning, caretaking, and the refurbishment and acquisition of properties
- legal compliance and purchasing
- the collection of school fees, including the administration of bursaries and scholarships and the oversight of debtors
- the provision of services such as insurance, catering and transport
- acting as Clerk to the Governing Body and providing support to Governors.

You will join a team of eight staff providing financial, administrative and HR support to the Director of Finance and Operations and the School's Senior Management teams.

JOB PURPOSE

To provide comprehensive financial administrative support, ensuring the accurate and timely processing of financial transactions and maintenance of financial records.

KEY RESPONSIBILITIES

- **Financial Record Keeping and Reconciliation:**
 - Reconcile financial accounts, including credit cards, bank accounts and specific departmental accounts, ensuring all supporting documentation (e.g., VAT receipts) is accurately recorded and reconciled.
 - Perform daily financial checks
 - Perform month end processes (accruals, prepayments, fixed assets etc)
 - Enter all bank payments and receipts
 - Process and reconcile various income and expenditure streams.
 - Raise and input journals.
 - Process invoices and maintain associated spreadsheets.
- **Payment Processing and Cash Management:**
 - Process and send various types of payments, including international and faster payments, through banking systems.
 - Manage cash, including counting and bank deposits.
 - Collate, send, and reconcile collected funds.
- **Administrative and Support Duties:**
 - Manage and track licences, subscriptions, and prepayments, ensuring correct accounting period allocation.
 - Liaise with external parties and internal departments regarding financial matters, such as property tenants and rent payments.
 - Provide support for document archiving and maintenance of financial records.
 - Manage shared inboxes and provide cover for colleagues during absences, including answering queries.
 - Assist with data collection for statutory returns such as national surveys and PSA
 - Provide lunch cover of the Schools' main reception as part of a wider rota of support staff

This list is not exhaustive and you may be asked to carry out other tasks commensurate with your role and responsibilities

KEY STAKEHOLDERS AND RELATIONSHIPS

- Finance Controller and Bursary Team
- Director of Finance and Operations
- Internal Support Teams and Teaching Staff
- Local authorities and utility companies

PERSON SPECIFICATION

This section outlines the essential and desirable qualifications, experience, skills, and personal attributes required for the successful candidate.

1. Qualifications & Training

- **Essential:**
 - Good standard of education, including GCSEs (or equivalent) in English and Mathematics at Grade C/4 or above.
- **Desirable:**
 - AAT Foundation Certificate in Accounting (Level 2) or equivalent relevant financial qualification, or working towards one.
 - Proficiency in relevant accounting software (e.g., IFinance, Sage, QuickBooks).

2. Experience

- **Essential:**

- Proven experience in a financial administrative or assistant role, preferably within an office environment.
- Experience with data entry, reconciliation, and maintaining accurate financial records.
- Demonstrable experience handling confidential information with discretion.
- **Desirable:**
 - Experience working within an independent school or similar educational setting.
 - Experience with bank reconciliations and processing various payment types (e.g., foreign payments).

3. Skills & Knowledge

- **Essential:**
 - Strong numerical aptitude and excellent attention to detail and accuracy.
 - Proficient in using Microsoft Office Suite, particularly Excel, for data management and analysis.
 - Ability to learn and adapt to new financial software systems quickly.
 - Excellent organisational and time management skills, with the ability to prioritise tasks and meet deadlines.
 - Strong written and verbal communication skills, with the ability to interact professionally with colleagues and external stakeholders.
 - Ability to work independently with minimal supervision and as part of a team.
 - Understanding of basic accounting principles.
- **Desirable:**
 - Knowledge of VAT regulations.
 - Familiarity with financial reporting processes.

4. Personal Attributes

- **Essential:**
 - Highly organised and methodical in approach to work.
 - Conscientious and reliable, with a strong work ethic.
 - Proactive and willing to take initiative.
 - A calm and professional demeanour, even under pressure.
 - Committed to continuous professional development.
 - Ability to maintain confidentiality and exercise discretion at all times.
 - Flexible and adaptable to changing priorities and workloads.
 - A positive and collaborative team player.

WORKING HOURS, SALARY AND HOLIDAY ENTITLEMENT

- This is a part-time, permanent post, subject to a 6-month probationary period. You will work for 30 hours per week ideally over five days (to be agreed with the successful candidate) throughout the year with a 30 minute unpaid break for lunch each day.
- The salary (for 30 hours per week as detailed above) will be £19,500 per annum.
- Salaries are paid monthly in arrears by BACS on the last working day of each month and they are reviewed annually.
- You will be entitled to 25 days' paid holiday per year plus public holidays (pro rata), increasing to 30 days per year plus public holidays (pro rata) after completion of 5 years' service. Holidays are to be taken at times to be agreed with the Finance Controller
- Free lunch is provided in the School Dining Hall during term time when the kitchen is in operation.
- Staff are able to use the School's swimming pool and fitness gym free of charge (in compliance with appropriate rules and regulations).
- After 3 months' service and/or in line with workplace pension legislation, the post holder will be entitled to join a defined contribution pension scheme with 10% employer contributions
- The School offers a Cycle to Work Scheme, Employee Assistance Programme (with access to a 24/7 GP service and mental health support), and regular opportunities to socialise with other staff members at our Christmas and Summer Parties and other events.

- Generous fee remission is offered after 3 years of service to the postholder's child(ren) attending the School.
- The School runs an appraisal scheme for its support staff, to assist in the review and development of their role, and you will participate in this scheme.

CLOSING DATE AND INTERVIEW ARRANGEMENTS

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Completed application forms should be returned **by 5pm on Wednesday 6th August 2025** to: The Director of HR, via email HR@ipswich.School or by post Ipswich School, 25 Henley Road, Ipswich, IPI 3SG. Please mark the envelope Private and Confidential.

Candidates shortlisted for interview will be advised as soon as possible after the closing date and **interviews are likely to be held on 13th August 2025.**

PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School policy on the recruitment of ex offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Child Protection and Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's Designated Safeguarding Lead.
- Ipswich School's employees are expected to attend training in safeguarding children as directed.
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a No Smoking Policy and employees are expected to comply with the statutory restriction on smoking in public places.

July 2025