

## CANDIDATE INFORMATION

**Job title:** Finance & Administration Assistant (part-time)

**Reporting to:** School Business Manager

**Salary:** £12,285 - £14,335 per year (depending on experience) + generous Local Government pension package

**Hours of work:** 9.00am-4.00pm, 3 days per work, term time only

**Terms:** Fixed term part-time position for 6 months with the possibility of becoming permanent

**Starting:** 8 January 2024

## OVERVIEW OF THE SCHOOL

Marylebone Boys' School is a free school academy which opened in September 2014. We have approximately 600 boys in Years 7-11 and 150 male and female students in Sixth Form.

We are an inner-city boys' school with a cohort of 45% Pupil Premium students. We are an academically rigorous school with an emphasis on good behaviour, commitment to learning and outstanding teaching, where knowledge is valued and available to all who are prepared to work for it. Expectations are high for all pupils. Those who need extra time and support will be helped and expected to achieve their full potential. Our motto is "studio et industria", which can be translated as "through application and hard work".

We are in two brand new buildings in the heart of the prestigious Paddington Basin area, one for the exclusive use of sixth form students.

### Main Purpose of Job

To assist in the preparation of the monthly management accounts and other financial reports, and ensure financial systems and processes comply with school regulations and achieve value for money.

To assist in the smooth running of the admin faculty including the main office and reception.

### Main responsibilities and tasks

- To provide efficient and effective support to the Business Manager and Finance Officer in the preparation of the school's monthly management accounts and other financial information
- To help ensure that financial procedures are followed by all staff
- To help maintain the accuracy and validity of the accounting system
- To help maintain the confidentiality associated with financial support services

## Key Duties

- To assist with purchasing goods and services.
- To assist with processing of all purchase orders and purchase invoices.
- To assist the Business Manager and Finance Officer with any other finance and administration tasks as required.

## PERSON SPECIFICATION

We are looking for someone who has experience in bookkeeping and financial processing and who is keen to learn and shape this role.

- At least GCSE grade C in maths and English (or comparable qualifications)
- Experience in finance processing and bookkeeping
- Excellent Office365 skills, specifically Excel, Word and TEAMS
- Accuracy and attention to detail
- Problem-solving
- Interpersonal skills.
- Communication, both in writing and orally
- Recording, interpreting and presenting numerical data

Willingness to become first aid trained would be an advantage.

## APPLICATION PROCESS

- The deadline to apply for this post is 8.00am on Friday 24 November 2023.
- Please complete the required application form as well as a supporting statement (no more than two sides of A4).
- Contact us if you would like more information about the school or the position on [jobs@maryleboneschool.org](mailto:jobs@maryleboneschool.org).

## INTERVIEW PROCESS

- We will only interview candidates who provide two satisfactory references in advance, of whom one must be your current Headteacher if you are currently working in a school.
- The interview process will include an interview and a series of tasks to complete.
- We will inform all invited candidates of the outcome of their interview and offer feedback to those who are unsuccessful.