

ROYAL
ALEXANDRA
& ALBERT
SCHOOL



Finance Assistant

JOIN OUR TEAM



ABOUT OUR SCHOOL



The Royal Alexandra and Albert School has a long history. Originally the School was two orphanages: the Royal Alexandra School, founded in 1758, and the Royal Albert School, founded in 1864 as a national memorial to Prince Albert. An Act of Parliament amalgamated both institutions in 1949 to create the current School. For much of their history both orphanages enjoyed Royal Patronage which has continued to this day; the School's President is Her Royal Highness the Duchess of Gloucester.

The School is located in 260 acres of beautiful parkland in Gatton Park near Reigate, Surrey, within short distance of Gatwick and Heathrow airports, as well as London. It is in an ideal location for students and staff to live. Our large site allows us to have extensive sporting facilities, including floodlit all-weather sports pitches, fitness centre, indoor swimming pool and equestrian centre.



The Royal Alexandra and Albert School is a co-educational, non-selective state boarding school, for boys and girls aged 7 - 18, with compulsory Saturday morning enrichment lessons and longer holidays.

This is a boarding school with Flexi Boarding students attending from the local area and a lively community of around 400 Full Boarders, heavily involved in a wide range of after-school and weekend activities and trips. With around 1,050 pupils, the School has grown gradually, maintaining its focus on strong academic results and quality pastoral care.

Our Ofsted inspection of March 2024 states "pupils are happy and well cared for at Royal Alexandra and Albert School. They benefit from positive relationships with staff across the school. Pupils feel safe, confident that if they report any concerns or worries they will be dealt with".

The Royal Alexandra and Albert School continues its long history of providing pupils with rich and valuable life experiences and opportunities, in and out of the classroom, with remarkable wrap around care in a close-knit community.



"Pupils benefit from an exceptionally wide variety of opportunities to develop their skills and interests outside of their taught lessons"

Ofsted 2024



A STATE BOARDING SCHOOL?

What is a state boarding school?

In a state boarding school, the education provided between 8.30 am and 3.35 pm is financed by government through the Local Authority - in our case Surrey County Council. Everything else: the boarding provision, meals and the activities that we run, is financed by the charges paid by parents.

We have two categories of students:

Full Boarders - whose parents currently pay under £19,000 per year (compared to around £38,000 for a major independent boarding school). There is no reduction in charges for weekly boarders. Around 200 boarders remain at School on Saturday nights.

Flexi Boarders - who are attached to boarding houses, are entitled to all meals, take part in all activities and sleep between 7 and 10 nights per year in School. Flexi Boarders can stay at the School from before breakfast until the bedtime of their year group. The yearly charge for Flexi Boarders is less than £7,500.

We have Saturday morning enrichment lessons, compulsory for all students up to Year 11. There are no compulsory exeat weekends.

Places for local Flexi Boarder students are very heavily oversubscribed.





A MESSAGE FROM OUR HEADTEACHER

At The Royal Alexandra and Albert School, we pride ourselves on our commitment to providing a nurturing environment where every individual is valued, supported and encouraged to reach their full potential.

Our recent Ofsted report highlights the significant strides we've made in addressing areas for improvement, including reading, curriculum progression and personal development. Through the dedication and industriousness of our colleagues, we've seen marked improvement in our school's performance, a testament to our shared vision of enhancing the life chances of our young people.

A key strength of our school is the positive relationships between staff and students, fostering a culture where pupils feel safe, cared for and confident in reporting any concerns. We believe in not only academic achievement but also holistic development, as evidenced by our 'Outstanding' grading for personal development. From our diverse co-curricular offerings to our commitment to adaptive teaching and consistent behaviour policies, we are continuously striving to provide the best possible learning environment for all.

As we celebrate our achievements, we also recognise that there is still work to be done. Moving from 'Good' to 'Outstanding' is our next goal, and we are committed to the ongoing journey of improvement.

I invite you to join us on this journey of excellence, where together, we can empower the next generation to thrive and succeed. Thank you for considering The Royal Alexandra and Albert School as a place to inspire and be inspired. We look forward to welcoming you to our vibrant community.

M.P. Thomas BSc(Hons), PGCE (Cantab)
Headteacher

WHAT WE STRIVE FOR



PURPOSE

We exist to give our children a distinctly different start in life, preparing them for the world with hope, optimism, compassion and empathy.

VISION

Our community enhances lives, ignites curiosity and inspires compassionate leaders.

OBJECTIVES

- An ambitious and effective curriculum
- Exceptional behaviour and attitudes
- Exemplary personal development
- Inspirational and transformative leadership
- Excellent boarding and co-curricular provision
- Life enhancing opportunities through our charitable aims

GOALS

- Outstanding Section 5 inspection
- Outstanding Boarding and Social Care inspection
- Effective and sustainable use of resources



VALUES



Ambition



Courage



Integrity



Respect





"pupils are happy and well cared for at Royal Alexandra and Albert School. They benefit from positive relationships with staff across the school. Pupils feel safe, confident that if they report any concerns or worries they will be dealt with"

Ofsted Report 2024

MEET OUR STUDENTS

We are incredibly proud of our students. The School's renewed behaviour policy is effective in supporting good behaviour, as was stated in our recent Ofsted report.

You will be teaching and supporting children who know the value of their education and have a strong willingness to learn.

Happy children are the easiest to teach which is why pastoral care at our school is one of our highest priorities.

The School has a large number of informed and engaged parents who actively support the work you will be doing with their child. We communicate with parents in a variety of ways, including weekly newsletters, one-to-one meetings, parental consultation evenings, social media and emails.

Our School Foundation supports around 10% of our total students with life-changing bursaries. The core purpose of the Foundation is to accommodate and educate 'Foundationers'. These are students who would benefit from a boarding education and whose parents or guardians are unable to afford such boarding charges.



OUR COLLEAGUES

We believe we have excellent teaching and support teams. There is a high level of professionalism and mutual respect across all our staff. The school leadership will always be ready to support you wherever necessary. As a member of staff at The Royal Alexandra and Albert School you will be part of a strong community that includes over 100 members of staff who live on site, some with their families and pets. There is also a collective sense of pride in the School and the children.

You will work within a departmental structure ensuring that you have key colleagues to liaise with and who offer ongoing support and guidance. Departments meet regularly and there are many informal opportunities to meet and discuss issues. Performance management is run via departmental line management.

As a School we have a large number of support staff, including Learning Coaches. Team work and continuous dialogue ensure that we can provide the best teaching and learning experience for students.

A large number of teaching and non-teaching staff also work within one of our eight boarding houses. This provides extensive opportunities to get to know students, both Boarders and Flexi Boarders, outside of the classroom. Teachers and support staff are able to provide ongoing academic support as well as ensuring that all children feel safe, secure and happy in their boarding house.



JOB DESCRIPTION

Post Title: Finance Assistant
Reporting to: Head of School Finance
Salary: £25,388-£28,779 Actual (FTE £30,000-£34,000)
Contract type: Permanent, 37.5 hours per week, 41 weeks per year

The Role

The Finance Assistant is a key member of the Finance Team, providing comprehensive financial and administrative support across the State Boarding School. The role supports the Head of School Finance and Senior Credit Controller in the effective management of school finances through income administration, banking, budget monitoring, credit control, trip accounting and financial reporting.

The postholder will be responsible for the accurate allocation and reconciliation of income, administration of Direct Debit mandates, production of ad-hoc sales invoices, maintenance of trip budget records and provision of financial administration, income processing and reconciliation support to debtor management processes. The role will contribute significantly to ensuring robust financial controls, accurate financial records and excellent customer service to both internal and external stakeholders.

Key Responsibilities:

Cash Management and Banking

- Process and allocate all daily cash receipts, bank transfers, card payments and online payment income to the appropriate pupil, boarding, trip, co-curricular and nominal ledger accounts.
- Investigate and resolve unidentified receipts, payment discrepancies and allocation queries.
- Reconcile income received through bank accounts, Wisepay and other payment platforms to financial records.
- Complete monthly bank reconciliations for the Boarding and Co-Curricular bank account.
- Ensure all banking transactions, receipts and payments are accurately posted, allocated and reconciled within Sage 200 and other financial systems.
- Monitor outstanding unidentified receipts and ensure timely resolution.
- Prepare daily income allocation reports and supporting schedules for review where required
- Support month-end and year-end financial procedures.

Income Management and Systems Administration

- Process and reconcile the transfer of fee and income data from SIMS into Sage 200.



- Maintain accurate records of pupil, boarding, trip and co-curricular financial transactions.
- Assist with system reconciliations and data validation exercises.
- Support the maintenance and continuous improvement of finance system processes.

Direct Debit Administration & Processing

- Manage the set-up, amendment, suspension and cancellation of Direct Debit mandates.
- Maintain accurate records relating to Direct Debit instructions.
- Prepare Direct Debit collection schedules for processing.
- Process Direct Debit collections in accordance with agreed procedures.
- Investigate failed collections and prepare information for review by the Senior Credit Controller.
- Reconcile Direct Debit receipts within Sage 200 and associated banking records.

Budget Monitoring and Financial Reporting

- Monitor monthly expenditure against approved budgets across School Faculties and Departments.
- Produce monthly budget monitoring reports for Directors of Faculty and budget holders.
- Highlight any significant budget concerns to the Head of School Finance.
- Assist with budget forecasting and annual budget preparation.

Boarding, Educational and Co-Curricular Trips

- Maintain accurate budgetary records for the Boarding Trip Programme.
- Maintain accurate budgetary records for Co-Curricular Trips.
- Assist with the maintenance of Education Trip budget records when required.
- Reconcile trip income and expenditure.
- Support trip leaders and budget holders with financial information and budget queries.

Sales Ledger Administration

- Prepare and raise ad-hoc invoices for activities and charges falling outside the standard fee billing cycle as authorised by the Senior Credit Controller or Head of School Finance.
- Ensure invoices are accurately coded and processed in a timely manner.
- Provide administrative support to the Senior Credit Controller in maintaining accurate income records.
- Assist with reconciling ad-hoc income transactions and supporting documentation.

Credit Control Support

- Provide administrative support to the Senior Credit Controller in relation to debtor management activities.
- Assist in preparing statements, reports and supporting documentation for collection activities.
- Reconcile Childcare Voucher and other third-party payment schemes to bank statements and pupil accounts.



- Refer overdue debt matters and account disputes to the Senior Credit Controller for resolution.

Credit Card Administration

- Complete monthly reconciliations for approximately ten corporate credit card accounts.
- Review supporting documentation and receipts to ensure compliance with financial procedures.
- Follow up outstanding receipts and supporting information with cardholders.
- Ensure expenditure is accurately coded and recorded within the financial system.

Financial Administration and Compliance

- Process financial transactions accurately and promptly using Sage 200.
- Support administration of financial information held within SIMS and WisePAY.
- Maintain accurate electronic and manual financial records.
- Assist with internal and external audit requirements.
- Ensure compliance with school financial regulations, policies and internal controls.
- Support continuous improvement initiatives within the Finance Team.
- Undertake any other duties reasonably required by the Head of School Finance

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

The school reserves the right to appoint prior to the closing date.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications and Experience	- GCSE English and Mathematics (Grade 4/C or above) or equivalent. - Minimum 3 years' experience working in a finance, accounts or bookkeeping environment. - Experience of bank reconciliations and income allocation. - Experience of sales ledger administration and invoicing. - Experience using computerised accounting systems. - Excellent attention to detail and accuracy. - Strong Microsoft Excel and Microsoft Office skills. - Excellent organisational and time management skills. - Strong communication and customer service skills. - Ability to manage multiple priorities and meet deadlines. - Ability to work independently and as part of a team. - Commitment to maintaining confidentiality and professionalism.	- AAT qualification or currently studying towards AAT or similar - Experience working within an educational environment. - Experience using Sage 200. - Experience using SIMS. - Experience using Wisepay. - Experience using FMS - Experience administering Direct Debit collections. - Experience of income processing, cash allocation or sales ledger administration - Understanding of school fee administration and pupil billing processes. - Experience monitoring departmental budgets. - Understanding of boarding and co-curricular financial administration.
Personal Attributes	- Excellent attention to detail and accuracy. - A proactive and solution-focused approach. - Strong organisational and prioritisation skills. - Professionalism, integrity and discretion. - A positive and collaborative approach to teamwork. - Excellent customer service skills. - The ability to build effective working relationships with colleagues, parents and external stakeholders. - Flexibility and adaptability to changing priorities.	

EXTRA BENEFITS

As a member of staff at the Royal Alexandra and Albert School, you will be part of a dedicated, diverse and vibrant community. We value our teachers and support staff, and aim to make the School an environment that is supportive and welcoming.

Benefits include:

WELLBEING:

- All staff are entitled to free lunch in the School's Dining Room when on duty. There is a varied menu, including vegan and vegetarian meals, which is constantly changing to meet the wants and needs of students and staff.
- The School's 25-metre indoor swimming pool and fitness centre are open to members of staff free of cost. For both facilities, time slots are scheduled for the use of members of staff only.
- Access to an Employee Assistance Programme to support physical and mental health and wellbeing.
- Consideration for flexible working.
- Free eye tests.
- There are a number of social events for staff which take place throughout the year, including theatre trips, book clubs, quizzes and staff sports such as yoga, football and rugby. Reduced price theatre tickets are also available as part of the staff extra-curricular activities programme.

ADMISSIONS:

- The School's Admissions Policy gives a higher priority to the children of members of staff.
- All full time staff, teaching and non-teaching, are entitled to a discount on remission of charges (pro rata for part-time staff).

PENSION SCHEME: The School offers membership to appropriate pension schemes for non-teaching staff members and membership to the teachers' pension scheme.

PROFESSIONAL DEVELOPMENT:

- The school supports continuous professional development.
- Supportive appraisal policy.

EVENTS:

- Possibility to be involved with school excursions, including trips abroad.
- Members of staff and their families are entitled to free entry to some Gatton Park events.

OTHER:

- Depending upon availability and the role, there may be the opportunity to live onsite.
- Free car parking onsite.
- Beautiful estate set in 260 acres of parkland.

ROYAL
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& ALBERT
SCHOOL



Royal Alexandra & Albert School
Gatton Park
Reigate
Surrey, RH2 0TD
01737 649000
hr@gatton-park.org.uk
www.raa-school.co.uk

Patron: Her Royal Highness The Duchess of Gloucester
Founded: 1758
Registered charity No. 311945