



Thomas's

Finance Assistant

To submit an application please send the completed application form, a copy of your CV and a covering letter to HR

HR@Thomas-s.co.uk

thomas-s.co.uk



Application Details

Applications invited from experienced, dynamic and enthusiastic Finance Assistants. This is an exciting opportunity to work in a flourishing, innovative environment.

For further details go to the Thomas's London Day Schools website:

www.thomas-s.co.uk/join-our-team

or email:

HR@Thomas-s.co.uk

To apply for this post please complete the school's application form [Click Here](#) and forward it together with your CV to HR@Thomas-s.co.uk

We reserve the right to interview and close the vacancy prior to this date, therefore early applications are encouraged.

Please note that referees will be contacted prior to the interview.

Full Time: **Circa £29,000**

Please send your completed application form and covering letter to: HR@Thomas-s.co.uk by noon on Wednesday 17th July 2024 (interviews will take place w/c 22nd July 2024).

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here www.thomas-s.co.uk/policies/ under the 'Thomas's Policy' tab

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.

Welcome to Thomas's London Day Schools

Thomas's London Day Schools (TLDS) is a group of independent schools in South West London comprising of one kindergarten and five schools. Thomas's London Day Schools was established more than fifty years ago and now educate more than 2,000 boys and girls aged 2 to 13. The founding vision of the schools embraced a broad curriculum and a strong set of values, with kindness at the core.

We have embarked on an exciting period of expansion following the acquisition of an exceptional site in Richmond to provide outstanding new premises for our co-educational secondary school. The new school, Thomas's College, will open in September 2025 and will offer a world-class secondary education on a day and weekly boarding basis to students aged 11-18.

TLDS employs over 700 staff who work in the individual schools and in offices in London and Ringwood. We are now seeking a highly organised Finance Assistant to provide high quality support to the finance team from our office in Ringwood.



This role involves regular contact with children and falls within the category of regulated activity; therefore, the school will conduct safeguarding checks, including an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and will be required to adhere to the school's policies at all times. If in the course of carrying out the duties of the post, 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 (DSL) or Deputy Designated Safeguarding Lead (DDSL) immediately.

Job Description for Finance Assistant

Responsible to:

Senior Management Accountants

Department:

Thomas's Finance, Ringwood

Salary circa:

£29,000 depending on qualifications and experience.

Skills, experience and qualifications:

Essential:

- AAT qualified or studying towards a professional qualification (CIMA, ACCA etc.)
- Advanced Excel
- Experience of working in a busy Finance Office

Desirable:

- Experience of Power BI

Hours of work:

8.30am - 5.00pm Monday to Thursday

8.30am - 4.30 Friday

Holiday:

30 days annual leave per year plus bank holidays.

Particular Responsibilities:

- Bank Reconciliations and cash received
- Processing of Purchase Orders
- Monitoring and control of property & capital costs, copier costs and preparing for month end
- Checking of account codes for Monthly and Termly Accounts
- Preparation of Transport Ltd monthly and year end accounts
- Preparation of Thomas's Academy monthly and year end accounts
- Preparation of Transport Ltd, TLDS and Academy VAT return
- Preparation and reporting of clubs sheets and peri billing sheets
- Maintain Leasing records as per requirement for audit
- Reconciliation of residential and termly trips
- Administration of Insurance cover and claims
- Analysis of rechargeable income
- Assist with the billing process termly and queries
- Cover for purchase ledger
- Invoicing for Thomas's Academy and 30 hour code validations
- Finance modelling and reporting using power BI
- Undertaking any other duties and responsibilities commensurate with the level of the post as required.

The Finance Assistant will work as part of the Finance/Administration Office Team to ensure that everything incidental and conducive to the efficient running of the Ringwood office and the schools in London is carried out. They will liaise with the schools, parents and suppliers to ensure that queries and documentation are dealt with efficiently and that Thomas's London Day Schools meets its obligations efficiently and in line with good practice.



**Be Kind
Be Thomas's**
