



JOB DESCRIPTION

FINANCE ASSISTANT

FINANCE DEPARTMENT

MAIN PURPOSE OF JOB:

To maintain the School, BSSL and Nursery Purchase Ledgers and other expenditure. Responsible for billing and credit control for Kidzone and pupil coach travel. Assisting with the billing of school fees and miscellaneous items.

MAIN DUTIES:

- School, BSSL and Nursery Purchase Ledger
 - Prepare and check invoices for arithmetical accuracy, correct authorisation and financial coding prior to processing
 - Obtain relevant authorisation of invoices by the budget holder
 - Process weekly/monthly BACS payment runs
 - Filing invoices/payments
 - Reconciliation of Supplier statements
- Billing
 - To be responsible for the billing and relevant credit control for Kidzone (Bolton School's out of School care provider, offering wrap-around and holiday care).
 - To be responsible for the billing and relevant credit control for coach travel for pupils travelling to school. This will involve liaising with the Logistics Coordinator in Operational Services.
 - To assist in the billing process for School fees.
 - To assist in the billing process for any ad-hoc miscellaneous items.
- Update purchase order spreadsheet and file purchase orders
- Petty Cash
- Staff expenses and analysis
- Credit Cards processing
- Issue budget holders reports and answer any queries

General

- Assist other members of the Finance department as and when needed.
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.
- This job description may be reviewed and updated from time to time to reflect departmental changes and organisational developments.



PERSON SPECIFICATION

FINANCE ASSISTANT

FINANCE DEPARTMENT

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Educated to A Level standard or equivalent	Desirable	Application Form
ECDL	Desirable	Application & Interview
KNOWLEDGE/EXPERIENCE/SKILLS	ESSENTIAL/ DESIRABLE	EVIDENCE
Proven relevant experience working in a Finance Department	Essential	Application & Interview
Experience of recording, managing and reporting financial information	Essential	Application & Interview
Competence in billing and credit control processes	Essential	Application & Interview & Reference
IT literate, and proficient in the use of Microsoft packages, especially Excel, Word and email	Essential	Application & Interview
PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS	ESSENTIAL/ DESIRABLE	EVIDENCE
Excellent numerical and analytical skills	Essential	Application & Interview
Ability to work on own initiative, plan organise and determine own workload/priorities to meet tight deadlines	Essential	Application & Interview
Excellent oral and written communication skills particularly with external clients	Essential	Application & Interview

Able to communicate professionally and diplomatically with parents, maintaining positive relationships while effectively managing sensitive credit control matters	Essential	Application & Interview
Ability to demonstrate excellent customer service skills	Essential	Application & Interview
Must show a willingness to be flexible and work as part of a small team	Essential	Application & Interview
Must demonstrate an understanding of confidentiality and trustworthiness	Essential	Application & Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential	Interview & Reference



TERMS AND CONDITIONS

FINANCE ASSISTANT

FINANCE DEPARTMENT

SALARY
The salary will be between point 10 and point 14 (£26,591 and £28,504 per annum, from September 2025), on the Bolton School Support Staff Salary Scale, dependent on skills and experience.
HOURS OF WORK
35 hours per week, between Monday and Friday, annually. The normal hours of work will be 8.30am until 4.30pm with 1 hour unpaid lunch break per day.
HOLIDAY
20 days annual holiday, additional days holiday between Christmas and New Year plus eight public holidays.
LINE MANAGEMENT
Finance Manager
PENSION
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of “qualifying earnings” and the School will contribute 5%. Further details are available upon appointment.</p>
OTHER BENEFITS
<ul style="list-style-type: none">• Lunches will be provided free of charge on campus.• Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).• Life Assurance cover up until the age of 65.• Access to a free Employee Assistance Programme for all employees and their family members. As well as access to a 24-hour confidential helpline with counselling services, this benefit includes access to the Health Assured website and App, both of which have a wealth of wellbeing advice and guidance available.• Training and development opportunities will be offered.• Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.• In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.• Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.

- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.