 

**Finance Assistant**

Exciting opportunity for an outstanding Finance Assistant to play a pivotal role in the financial and operational development of one of the leading schools in the UK.

Heathside School has the highest ambitions for our pupils’ intellectual and academic experience at all age levels Our aspirations mean that we are not just looking for an outstanding Finance Assistant – capable of supporting the Bursar’s team – but someone who has the energy and qualities to help the School in achieving its vision.

The Finance Assistant would support the Bursary and Admin teams to continuously improve effectiveness and performance. If you will not settle for less than excellence, we would be delighted to hear from you.

For further details and to apply please download the Application Pack below.

**Closing date: 6th December 2019**

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| Job Description |
| 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. |
| Summary of the role | **Job Title:**  Finance Assistant**Location:** Heathside Preparatory, Boarding and High  School, Hampstead**Location:** Heathside Preparatory, Boarding and High  School, Hampstead**Reporting Line:** Bursar **Hours:**  Full Time **Salary:** School’s own salary scale**Role Summary:** The Finance Assistant will be responsible  for supporting the Bursar and Admin teams and  providing book-keeping services to the Bursar |
| Main duties and responsibilities | **Specific Duties and Responsibilities*** Process and manage all purchase ledger transactions, maintain supplier account details and reconcile supplier statements to the supplier accounts
* Prepare weekly supplier payments and upload BACS file when approved
* Process sales invoices and any other fee charges, manage sales ledger transactions, maintain debtor account details and send out statements and reconciliations when required
* Process and manage all purchase orders for three school sites in conjunction with the budget and authorisation matrix
* Maintain professional relationships with school suppliers
* Keep staff updated on purchase order requests, check delivery status and liaise with all schools to ensure delivery notes received and filed
* Credit control of overdue debtor accounts, liaison with debtors and get payment plans agreed with Bursar when required
* Process petty cash, credit card transactions and staff reimbursements
* Process payroll, fixed assets, prepayments and accrual journals
* Process all bank transactions; receipts and payments and reconcile bank daily and monthly
* Basic technical accounting knowledge ie. debits and credits
* Provide balance sheet reconciliations monthly along with any other reconciliations requested
* Ensure all paperwork is filed appropriately
* Updates on school database system
* Monitor various mail boxes
* Support on ad-hoc tasks and projects for the Bursar and Admin Teams as and when required

**Pastoral Care*** Be fully conversant with, and apply, the School’s child protection policy and all related issues
* Promote good attendance and monitor it in accordance with School policy
* Promote the general progress and well-being of pupils

**Professional Standards*** Support the aims and ethos of the School
* Treat all members of the School community with respect and consideration
* Treat all pupils fairly, consistently and without prejudice
* Set a good example to pupils in terms of appropriate dress, punctuality and attendance
* Participate in the School’s extracurricular programme
* Take responsibility for personal professional development within the School’s CPD programme
* Undertake duties that may be reasonably assigned by the Bursar either directly or indirectly

**You are expected to act in accordance with the aims, policies and administrative procedures of the School. Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, along with being reviewed through the appraisal process.** |

You may also be required to undertake such other comparable duties as the School requires from time to time.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**