



# SHERBORNE SCHOOLS GROUP

In July 2024, the two charitable trusts that own Sherborne Boys, Sherborne Girls, Sherborne Prep and Hanford, formally merged into one charity called the Sherborne Schools Group – a unique and exciting educational opportunity in the UK for girls and boys aged 3-19.

This merged Group includes Sherborne Schools Worldwide, a joint venture set up by Sherborne Boys and Sherborne Girls in 2017 to establish Sherborne-branded schools around the world.

Already enjoying established and wide-ranging links, many families choose Sherborne Prep or Hanford for their children before they progress onto Sherborne Boys or Sherborne Girls. However, both junior schools continue to prepare pupils for entry and scholarship to a wide range of senior schools.

For many years, Sherborne Boys and Sherborne Girls have benefitted from a close relationship, underpinned by shared values, a Christian foundation and a commitment to full boarding. The senior schools' unique collaboration, known as 'Separate Yet Together,' is distinctive and offers pupils all the advantages of a single-sex education alongside the benefits of co-education.

The Finance team work together and are based both at Sherborne Boys and Sherborne Girls.

## JOB DESCRIPTION

### **Sherborne Schools Group Recruitment and Selection Policy Statement**

Sherborne Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

<b>Job Title:</b>	<b>Finance Assistant</b>
<b>Location:</b>	Sherborne Boys. However, you will be required to work at other the Group's sites on occasion.
<b>Reporting to:</b>	Assistant Directors of Finance
<b>Hours of Work:</b>	37.5 hours per week. Hours of work are likely to be 8.30am – 5.00pm Monday to Friday less an hour for lunch (unpaid). There may be a requirement for flexibility in hours on occasion to meet the demands of the post. This is a year-round role.
<b>Salary:</b>	£25,000.00 to £27,000.00 per annum depending on skills and experience. Salary will be paid monthly in arrears direct into your nominated bank account and will usually be reviewed annually in September.

<b>Holidays:</b>	5 weeks holiday per year + Bank Holidays. Attendance will be required on Bank Holidays that fall during term time, for which time off in lieu will be given. Holiday only to be taken following prior authorisation from the Assistant Directors of Finance taking into account busy periods.
<b>Pension:</b>	The postholder will be able to join the Support Staff Pension Scheme. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).
<b>Probationary Period:</b>	In accordance with School policy, all appointments are subject to a six-month probationary period.
<b>Medical Self Declaration:</b>	The offer of appointment at Sherborne Schools Group will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the role.
<b>DBS Disclosure (Police Check)/References:</b>	As Sherborne Schools Group is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.
<b>Postholder's Responsibility:</b>	You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

### Summary of the Role:

The Finance Assistant will be responsible for managing and administering the Sherborne School Group's (SSG) corporate credit cards, supporting the billing/billing ledger function, operating the sales ledger and trips accounts, supporting the Group Transport Team, and providing support to the Assistant Directors of Finance in the smooth and efficient running of the finance department

### Main Duties and Responsibilities:

#### Corporate Credit Cards

- Administration of corporate credit cards – including dealing with lost cards, PIN reminders, amending credit limits, cardholder queries and deleting cardholder accounts;
- Regularly reviewing individual card limits to keep them at minimum operating levels;

- Reviewing monthly cardholder statements and transactions to ensure that cardholders have complied with the Group's financial policies and procedures;
- Communicating with cardholders to ensure that statements and supporting documentation are received on a timely basis and to follow up missing information;
- Advising the Assistant Directors of Finance when cardholders fail to comply with the Group's financial policies and procedures; and
- Posting the monthly credit card transactions to PASS on a timely basis and ensuring that the control account is reconciled each month.

### Billing Ledger

Provide support to Billing Ledger team, especially during termly bill runs.

- Process transactions and adjustments to billing ledger as required and in a timely fashion.
- Answer queries from parents as needed/directed.
- Processing commission payments to overseas agents.

### Sales Ledger

Responsible for management and administration of the sales ledger

- Raising sales invoices and credit notes in a timely manner;
- Posting payments in a timely manner;
- Issuing statements by email/post;
- Following debt collection procedures to chase outstanding balances;
- Communicating with debtors and staff to resolve queries; and
- Reporting to the Assistant Directors of Finance regularly on outstanding accounts.

### Trip Accounts

- Liaising with trip leaders regularly;
- Reviewing/approving trip information in Evolve and allocating trip codes;
- Reviewing timetable for payment requests from parents to ensure sufficient funds held to cover trip payments as they fall due;
- Communicating with trip organisers to obtain invoice approvals, additional information and resolve queries; and
- Ordering foreign currency for trips and trips by other members of staff;
- Organising pre-loaded payment cards, topping up with sterling or currency as needed;
- Advising trip leaders of closing balances on trip accounts, and dealing with refunds to parents as needed, in accordance with Group policies.

### Transport

- Processing inter-departmental transport charges and posting those to PASS on a timely basis;
- Collating information in respect of chargeable pupil journeys to ensure a consistent approach across the Group and advising the Billing Administrators of all transport-related costs to be charged to pupil bills.

### Other

- Providing financial information to the COO's EA, where required.
- To undertake other clerical duties including scanning and filing as required.

- To maintain a filing system for invoices and documents to enable other finance staff and the external auditors to easily locate any document or invoice.
- To work as part of the Finance Team to ensure tasks are carried out to meet deadlines.
- To receive, and respond appropriately to, telephone calls.
- To undertake additional tasks to provide cover for other finance staff when absent through sickness or holiday.

These duties are not intended to be comprehensive and other tasks and projects will be undertaken at the direction of the Assistant Directors of Finance.

Person Specification		
	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Previous experience of working in Finance.</li> <li>• Excellent level of education including GCSE or equivalent in Maths and English.</li> </ul>	<ul style="list-style-type: none"> <li>• An accounts qualification such as AAT would be an advantage, although not essential.</li> <li>• Knowledge of bookkeeping procedures and accounts preparation</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Working knowledge of Microsoft packages, especially Excel, Word and Outlook</li> <li>• Excellent written and verbal communication skills.</li> <li>• Excellent organisational skills.</li> <li>• Analytical skills including problem solving, data analysis and good attention to detail.</li> <li>• The ability to work under pressure and to tight deadlines.</li> </ul>	
Personal Attributes	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and the ability to work as part of a team as well as individually.</li> <li>• Confidentiality and discretion.</li> <li>• Outcome motivated, self-motivated, flexible and enthusiastic.</li> </ul>	

The postholder:

- Must comply with Sherborne Schools Group policies and procedures.
- Have an awareness of and display commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- Will be required to attend training sessions arranged by the Sherborne Schools Group.

Training Requirement for the Finance Assistant – this list is not exhaustive, and the Finance Assistant may be required to undertake other training as required by the Sherborne Schools Group.

Training	To be completed by	Frequency of training
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Awareness	Within the first week of employment	As required
Fire Warden	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required
Emergency First Aid at Work Training	Within the first term of employment	As required

## METHOD OF APPLICATION

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date - *please do not send in a curriculum vitae as we are unable to use them when short listing.*

Alternatively, please download and complete the Sherborne School Group Application Form (Word document) available at <https://www.sherborne.org/about-sherborne/job-vacancies> and return it to [hr@sherborne.org](mailto:hr@sherborne.org) - *please do not send in a curriculum vitae as we are unable to use them when short listing*

In the event of any queries please contact: *Miss Emily Old, Recruitment Manager*  
*Human Resources,*  
*Sherborne School*  
*Tel: 01935 810502*  
*Email: [hr@sherborne.org](mailto:hr@sherborne.org)*

Closing date for applications: 9.30am on Tuesday 7 October 2025

Interviews likely to be held on: Wednesday 15 October 2025

PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW  
DURING THIS TIME

Anticipated start date: ASAP