



Finance Assistant



WELCOME

Thank you for considering this role at North London Collegiate School.

North London Collegiate School was founded in 1850 by Frances Mary Buss, a pioneer in girls' education, and was the first girls' school in the UK to offer its students the same educational opportunities as their male counterparts. We aim to nurture and develop independent minded young women who have the drive to take advantage of any opportunity they encounter and the desire to make a positive difference in the world.

As the *Good Schools Guide 2020* says, "If you're looking for an unashamedly ambitious and academic school, look no further".

We are proud of our reputation as one of the top academic schools in the country, consistently achieving excellent results and with an impressive record of securing places at Oxbridge, Ivy League and other top universities for our students.

This world-class education does not happen without the exceptional subject specialists in our classrooms and a strong body of Support Staff who assist them. We nurture the talents and interests of our staff through our continuing Professional Development courses and other INSET opportunities.

Thank you for your interest in this post. I look forward to meeting you in the future.

Best wishes

H. S. Bagworth-Mann
Hazel Bagworth-Mann , Interim Headmistress

The School

Founded in 1850 and occupying an estate dating back to the 18th century, North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. North London Collegiate is an academically selective school with around 780 students in the Senior School and over 300 pupils in the Junior School. The School aims to provide an ambitious education for all its students through our established values of academic endeavour, excellence, pastoral care and international mindedness.

Examination results are outstanding. In 2022 94% GCSEs Grade 8/9 with an impressive 79% Grade 9. At A level our students achieved 87% A*/A equivalent and an impressive 63% A*. Around one third of students gained three or more A*s, placing NLCS as one of the top performing schools in the country. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and have had an outstanding record of success. Our students gained an average point score of 40.7 in 2022, placing us again among the best IB schools in the world. Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of university destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial. We are extremely proud of our alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as F1 in Schools, chess, Young Enterprise, coding and debating. There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the School.

Following the opening of three partnership schools, NLCS Jeju (South Korea), NLCS Dubai, and NLCS Singapore, staff in the UK have opportunities to be involved in monitoring visits to these overseas schools, and to be involved in the recruitment and training of their staff. Teaching departments in all the schools are linked via Communities of Practice, which provide a forum for collaboration on projects between teachers and students, sharing of good practice and exchange of ideas.





The Role

LINE MANAGER: Management Accountant

CONTRACT: Full time, 40 hours per week, working all year, with 41 days holiday (incl Bank Holidays)

HOURS OF WORK: 8.30am – 5.00pm, 30 minutes lunch break

SALARY: Starting salary £30,451 - £33,612 per annum, depending on qualifications and experience. Training costs will also be paid toward an agreed recognised accounting qualification (e.g. AAT or ACCA).

We are looking for an experienced Finance Assistant to support the Finance department in providing an effective purchasing and procurement function, ensuring ordering, invoicing and payment is in line with the School's policies. You will be supported on a day to day basis by the Management Accountant, who is an experienced Qualified Accountant. There is the opportunity to grow into the role, at the same time as gaining an understanding of all aspects of a busy Finance Department.

Main Responsibilities

Accounts Payable

- Process all supplier invoices upon receipt using Sage 200.
- Ensure invoice coding is correct and appropriate authorisation has been sort prior to invoice payment.
- Prepare the weekly BACS payment run.
- Reconciliation of supplier statements; scan invoices for electronic matching and filing.
- Process all staff expenses.
- Reconciliation and posting of all credit card purchases.
- Entering and allocation of all Direct Debit payments into Sage 200.

Purchasing

- Processing orders on behalf of the academic staff and wider support team and liaising with suppliers to ensure prompt delivery.
- Processing Amazon orders.
- Supporting the roll out of the new purchasing system.
- Supporting new supplier set up.

General

- First point of contact for any purchasing queries.
- Responsible for the accounts payable and orders inbox on a daily basis.
- Prepare and reconcile any cash collected for banking; completion of monthly bank reconciliations.
- Filing of invoices and financial documents.
- Opening and sorting of all Finance post.

Other

- Any ad hoc duties or project work as required by the wider Finance Team or School.
- Providing cover for the other members of the Finance Team.
- Support the annual audit process.



Person Specification

	Essential criteria	Desirable criteria	Measured by
Education & Qualifications	<ul style="list-style-type: none"> Educated – to at least ‘O’ Level standard or equivalent with GCSE/O Level English & Maths grade C or above 		Application
Skills & Abilities	<ul style="list-style-type: none"> Excellent communication skills, both written and verbal The ability to work independently as well as part of a team with a ‘can do’ attitude. Strong IT skills, proficient with MS Office. A capacity for hard work and an ability to work under pressure Excellent analytical skills with attention to detail. Highly numerate 	<ul style="list-style-type: none"> Knowledge of TEAMS 	Application interview
Experience & Knowledge	<ul style="list-style-type: none"> At least 2 years work experience in a finance role A good understanding of accounting principles, e.g. Debits, Credits, Accruals and Prepayments Demonstrate an interest in the education sector An understanding of the independent school sector 	<ul style="list-style-type: none"> Experience of working with SAGE 200 software Working within a school office environment Experience of working with Schoolbase 	Application Interview
Other	<ul style="list-style-type: none"> Positive, resilient and flexible attitude Ability to maintain strict confidentiality Enthusiastic, and self-motivated to get the job done to the highest standards Excellent attention to detail Willingness to take the initiative 	<ul style="list-style-type: none"> A willingness to learn and a personal drive to complete professional development 	Interview

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment. As this post is classed as regulated activity, applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers. We are an Equal Opportunities employer.



Staff Benefits

Location

NLCS is a short walk from Canons Park or Stanmore stations. This makes the commute from central London just under an hour on the Jubilee line. Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service. For further information please visit our Travelling to School page [here](#).

Pension

Staff are eligible to join the Support Staff Scheme.

Meals

A free lunch is available for all staff during term time. Chartwells Independent, our dedicated caterer, accommodates all dietary requirements.

Cycle to Work Scheme

The School is a member of the long established Cycle to Work Scheme, which allows staff to make Tax and National Insurance savings when purchasing a bicycle.

Eye Care Scheme

NLCS contributes towards eye care costs.

Canons Sports Centre

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS. Staff have free access to the Sports Facilities at designated times. This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

Performing Arts Centre

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year. Tickets are available to staff with the majority of performances being free or at a discounted price.

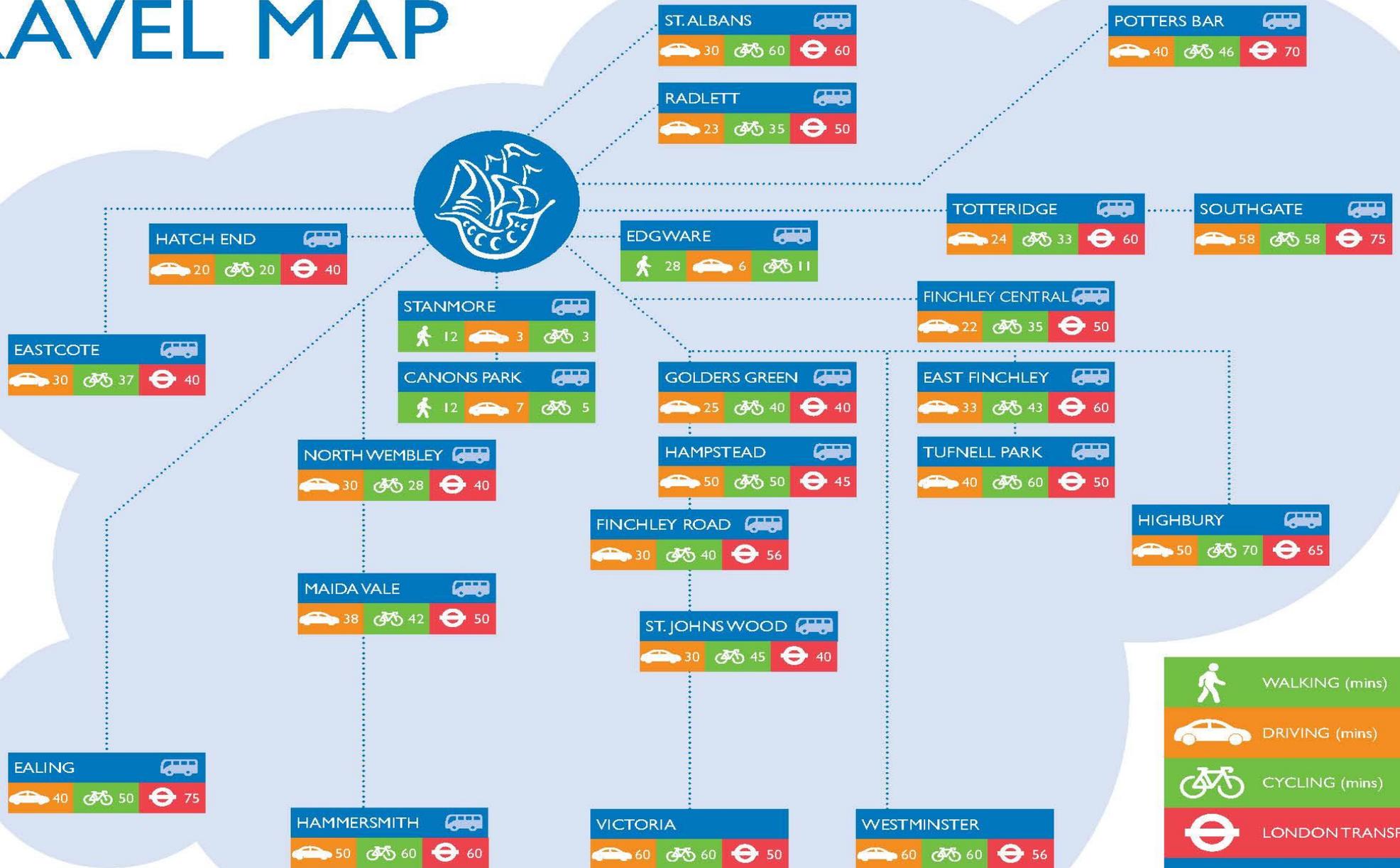
Fee Remission

Staff are eligible for fee remission for up to two daughters that meet the entrance criteria.

Health Care Scheme

Staff are eligible to be part of a discounted health insurance scheme.

TRAVEL MAP





North London
Collegiate School



Founded 1850