



Finance Assistant (Part Time)

Job Description

The Finance Assistant is line managed by the Finance Director, who has overall responsibility for the School's accounting function under the oversight of the Bursar.

The role will also work closely with the HR Officer in relation to such areas as payroll, pensions and benefits.

Finance Department Responsibilities and Duties

The Accounting Department's primary function is to ensure that the School's legal and financial obligations are met at all times and that the School's financial position is clearly ascertainable on a timely basis and that an adequate and transparent audit trail exists. The department achieves this through the maintenance of and postings to:

- Nominal Ledger
- Payroll
- Billing Ledger
- Purchase Ledger

Responsibilities and Duties

Deals primarily with purchase ledger and expenses payments, but will also be involved in many other areas; it is therefore expected that applicants would wish to be as fully involved as possible. Specific duties include, but are not limited to:

- Processing purchase invoices and maintaining the purchase ledger system.
- Banking and bank reconciliation for the School's main bank account.
- Maintaining the petty cash.
- Carrying out suspense account reconciliations.
- Carrying out basic payroll entry.
- Running the School's Direct Debit system.
- Taking fee payments via the School's credit card facility.
- Assisting with billing as directed including raising manual invoices.
- Archiving finance data in accordance with data retention guidelines.
- Other ad-hoc projects as directed by the Finance Director or Bursar.

Other Bursary and HR Department Responsibilities and Duties

- Assisting with the lettings process including raising the letting invoices.
- Booking staff training courses as required and managing the evaluation process.
- Processing staff expenses.
- Administering employee benefits schemes, such as Childcare Vouchers, Cycle to Work, BUPA etc.
- Administering the School trips management system in conjunction with trip leaders.
- Collate, prepare and submit accurate and timely monthly payroll, and pension data

- Provide administration support for recruitment when needed.
- Provide support to HR Officer and Finance Director as needed during busy time with Joiners, Movers, Leaver's process.

The above duties are not exhaustive, the post holder may be required to undertake any other reasonable tasks, roles, and responsibilities assigned to them by the Bursar. The Bursary Department must be prepared to resolve problems of all kinds that may be directly related to the department that may not be listed within anyone within the team's Job description.

Person Specification

Overall, the successful applicant will wish to play a full part in the life of a highly energetic, caring and successful school and is likely to possess some or all of the following characteristics and experience:

- Previous experience in a busy Finance Department (in an education setting would be ideal but not essential).
- Excellent literacy and numeracy skills.
- Substantial proficiency in the use of IT applications, in particular accounting systems and MS Excel.
- High levels of accuracy, attention to detail and a commitment to delivering high quality results.
- A logical and pro-active approach.
- The ability to prioritise for self and others, and be able to work on own initiative as well as in a team.
- Excellent communication, interpersonal and presentation skills, able to relate well to all staff, both teaching and support.
- An understanding of the responsibilities involved in handling sensitive and/or confidential information.
- Knowledge of HR and Payroll processes an advantage but not essential.
- A desire to learn new skills.
- A commitment to Safeguarding within an education setting.
- A respect for colleagues and an understanding both of education in general and of the School's specific ethos and aims.

Hours

You will work for 34 weeks per year (term time), plus an additional 6 weeks outside of term time, according to the needs of the School and as directed.

Weekly working hours are 27.5 per week, plus a 30-minute unpaid lunch break. Exact daily working times to be agreed with candidate. Ideally the working hours will be spread across 5 days (Monday to Friday), but some flexibility is available to suit both the candidate and the School's needs.

There are occasionally times when you may be asked to work outside the above stated hours, e.g. being available for staff meetings or training after School or for the (very) occasional Saturday morning or weekday evenings for extra-curricular events.

Salary

The salary for the role will be in the range £ 17,500 per annum, dependent on skills and experience. This is based on 27.5 hours worked per week for 40 weeks per year (34 weeks term-time work, 6 weeks non-term-time work).

Salaries will be divided into 12 equal instalments and will be paid monthly by direct credit to a nominated bank account and will be paid on the 28th day of each month (or the nearest prior working day), with the exception of December, when payment is made on 20th December (or the nearest prior working day).

Salaries are reviewed annually and adjusted in September of each year. The next review point is September 2025.

Holidays

Payment for your annual leave is included in your monthly salary. Holidays will be allocated as agreed by the Finance Director. The annual holiday year runs from 1 September to 31 August.

Your holiday entitlement includes your statutory basic and additional annual leave entitlement under the Working Time Regulations 1998. You will be deemed to take your statutory basic annual leave entitlement first, then your statutory additional annual leave entitlement, and finally any additional contractual annual leave entitlement.

Any day or week on which you are not required to work (because of the School holidays) but for which you are not entitled to be paid (because you have taken all of your paid holiday entitlement) will be treated as unpaid leave. As stated above, payment for annual leave entitlement is included in the stated salary.

St John's College School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All appointments are subject to a criminal background check and proof of qualifications in accordance with the requirements of the Children Act.