



Job Description

Finance Assistant/PA to Bursar

GENERAL INFORMATION

Dolphin School is a co-educational, independent, preparatory day school and nursery for children between the ages of 3 and 13.

We offer children the freedom to learn through the guiding principles of discovery, challenge and ambition. This hands-on approach to education, together with our unique day and residential trip programme in the UK and abroad, bring classroom studies to life and encourage academic excellence and self-confidence.

Dolphin School is situated in the rural Berkshire village of Hurst, just off the A4 between Reading and Maidenhead.

www.dolphinschool.com

Job Purpose

Reporting to the Bursar your core duties will be:

- Billing Ledger - School Fees and Extras – The preparation, maintenance, reconciliation and monitoring of all core school parent/pupil fee records, including fee charges, 'extras' charges, collecting of fee income (including our termly direct debit scheme) and banking.
- Nominal Ledger – Data entry and reconciliation of income and expense accounts
- Purchase Ledger – Processing supplier invoices and arranging payments to suppliers
- Payroll – Processing payroll monthly
- Petty cash – Maintaining the petty cash float of the school

Other duties include:

- Assisting with the preparation of annual accounts and annual audit
- Free Entitlement – Completing the paperwork involved in claiming Free Entitlement Funding for 3-5 years old children. Upload the data onto WBC hub.
- Providing assistance to the Bursar in a variety of undertakings

The ideal candidate will hold or currently be working towards an accounts qualification, able to prioritise workloads, demonstrate attention to detail, flexibility, and a proactive approach to your work. You will be required to be flexible and approachable, as well as having the ability to liaise professionally with teachers, pupils and parents via telephone and in person. This role is within a small, busy team working where demands vary from day to day so flexibility of working practices and the ability to react to a variety of ad-hoc situations, either as part of a team or under your own initiative are essential. You must have sound working knowledge of Word and Excel ability.

TRAINING

Training will be provided for using PASS (Billing, Purchase and Nominal Ledgers) and IRIS Business payroll software.

OUTLINE TERMS AND CONDITIONS

This is a full-time position, working 40 hours per week, with exact hours to be determined by negotiation. Paid holiday entitlement is 5 weeks per year, excluding Bank Holidays.

The School operates a pension scheme which all non-teaching members of staff are eligible to join once they have completed 3 months' service and to which the School and the member of staff both contribute.

Remuneration

Salary is in the region of £32,000 depending on skills and experience.

APPLICATION PROCESS

Safer Recruitment

Dolphin is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers, a Disclosure and Barring Service check at the enhanced level and compliance with Sections 15-25 of the Immigration, Asylum and Nationality Act 2006 (eligibility to work in the UK).

How to Apply

Completed Application Forms together with a covering letter detailing your suitability for the post should be sent to:

The Bursar
Dolphin School
Waltham Road
Hurst
Berkshire
RG10 0FR

Deadline for Applications: Tuesday, 15 October 2019. Applications will be reviewed on receipt and interviews may be offered to suitable applicants before deadline expires.

Start date: Mid-November 2019.

