



Finance Assistant

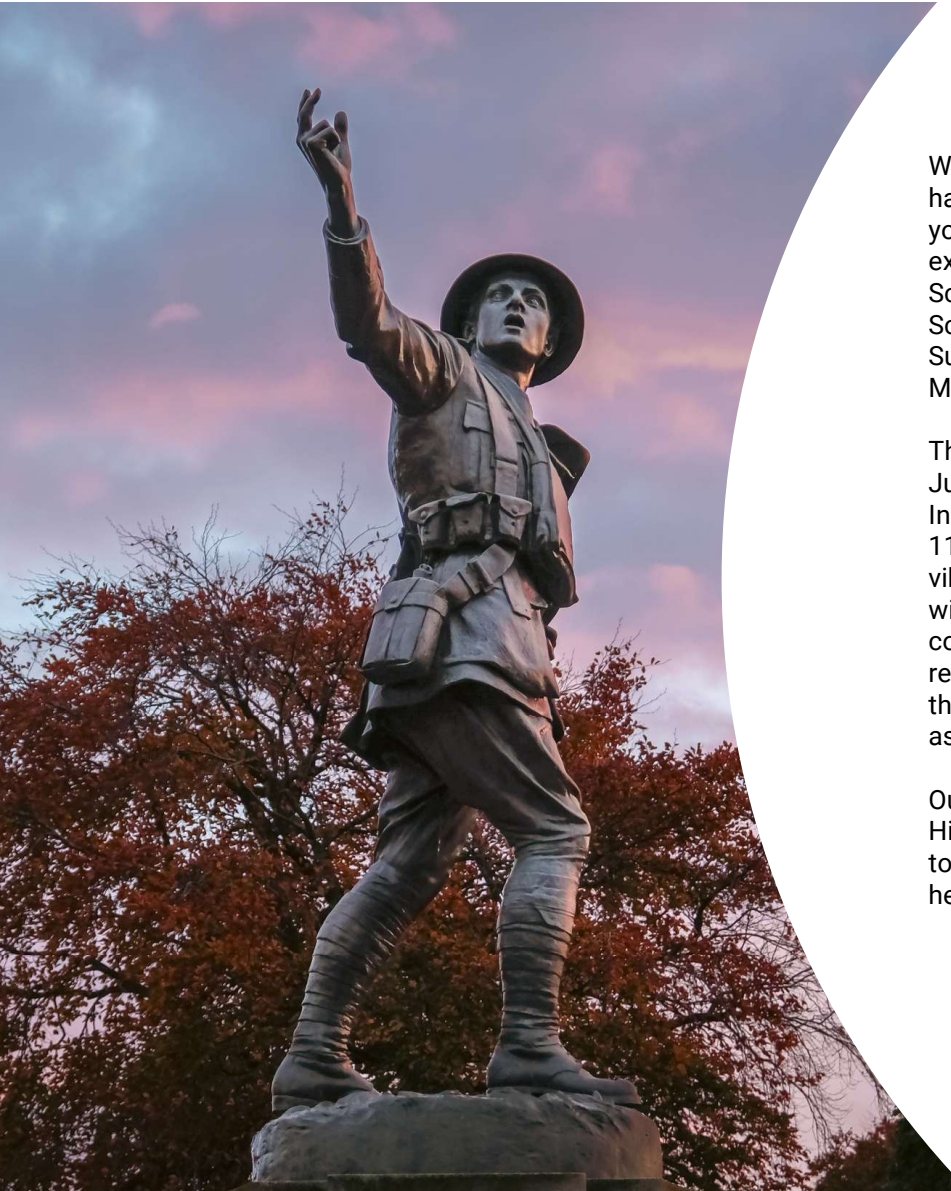
Accounts Receivable



NOTTINGHAM
HIGH SCHOOL

To start as soon as possible

Closing date: 21st March 2025



We are a School with a rich history dating back to 1513, we pride ourselves on developing happy, confident and driven students with a love of learning. Nottingham High School is not your average School, we have a very strong academic reputation and achieved the best examination results in the region last summer. We won the Co-Educational Independent School of the Year award in 2022, were named the East Midlands Independent Secondary School of the year 2023, East Midlands Independent Secondary School of the Decade by The Sunday Times Good Schools Guide 2021 and ranked first for academic results in the East Midlands by The Sunday Times Independent Schools Guide 2022.

The High School is an independent day school (HMC) for boys and girls aged 4 to 18. Our Junior School, Senior School and Sixth Form are based on-site at Waverley Mount and our Infant School is based across the road at Lovell House. The Infant and Junior School (ages 4-11) has over 330 students. There are approximately 820 students in the Senior School, with a vibrant Sixth Form of over 240. The School's move to co-education has been a great success with 375 girls in School, with further significant growth planned in future years. Students come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds. Together, these mean that about a tenth of Senior School students receive some form of financial assistance. Entry is by competitive assessment in the Spring Term.

Our support staff are a vital part of the School's success, we work hard to make Nottingham High School a place where people love to work. Our teachers and support staff work closely to achieve the aims and objectives of the School. The Nottingham High community is at the heart of our culture.



Come and join us

We are looking for an enthusiastic Finance Assistant to join our high-achieving Finance team. This role will see the successful candidate administering various financial and operational related tasks and being a key support for our Management Accountant and Financial Controller.

The hours of work will be full time; 37.5 hours per week 8am – 4:30pm Monday-Friday, onsite. This role is all-year round inclusive of school holidays.

Annual leave entitlement for the role is 25 days annual leave in addition to bank holidays plus a discretionary 5 days additional annual leave over the Christmas period.

The School offers free parking and has its own dedicated tram stop. An excellent free lunch is available to all staff during term time along with access to our gym and swimming pool as well as Vitality private medical healthcare, Smarthealth GP access and competitive pension contributions.

A competitive salary is offered up to £27,500 per annum.



The Role

To undertake a range of finance and operational tasks, supporting the wider Finance Team, the Management Accountant and the Financial Controller.

Job Description

This position is responsible to the Head of Finance.

Principal Objectives

- To chase parents for fees due and keep tight control on outstanding balances
- To manage and maintain aged debt balances
- To organise and control regular streams of cash, cheque and card income for iFinance posting and for banking
- To assist in the administration of music income and refunds, working closely with the Music Administrator
- To assist with all aspects of the sales ledger requirements across the infant and junior school, and the senior school which includes raising invoices, posting invoices and allocation of receipts and maintenance of credit control
- To assist with the control of petty cash income and expenses
- To assist with the application of discounts to invoices i.e Scholarships, Bursaries and staff discounts
- To assist with the ordering of goods, services and supplies
- To assist with the management and support for Wisepay income
- Preparation of monthly aged debt reporting and close management of potential bad debt
- Communication with leadership regarding the escalation of bad debt and with external debt collection agencies
- To undertake various other finance tasks found in a small finance office including staff cover for other areas in the team
- To undertake other tasks reasonably requested by management including, if necessary, outside the finance and operations department

The Person

Qualifications

- AAT or equivalent

Experience

- Use of accounting software including iFinance, Wisepay and Worldpay
- Microsoft Office, especially Excel

Competencies and Personal Attributes

- Excellent organisational skills and the ability to manage various tasks and projects simultaneously
- Self-motivated
- Good customer service and communication skills, with the ability to work with key stakeholders
- Excellent written and verbal communication
- Strong attention to detail and able to interpret a variety of documents, guidance and legislation
- Calm under pressure
- Discretion and confidentiality
- Able to prioritise own work to meet the team's requirements
- Personable and able to communicate with junior staff and senior management alike
- Highly analytical
- Willing to learn and undertake training in order to develop the role
- A positive, flexible approach to work and duties, and a willingness to undertake occasional work outside of normal working hours

Safeguarding

Nottingham High School is committed to doing all it can to ensure the safety and wellbeing of its students. All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Senior Lead. Mandatory training in safeguarding children is given to new members of staff. All posts in School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. As a part of our pre-employment checks, your past and current employers will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.





Benefits of Service

- **Professional Development** - The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate in it throughout their careers.
- **Working Environment** - This is an enjoyable and stimulating place to work. We offer a wide and varied range of staff benefits including free refreshments and school lunch during term time. Staff organise a series of social events during the year. Many of the facilities of the School are open to staff and their families, including the gym and swimming pool.
- **Living in Nottingham** - Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city as well as good quality housing in the city. In the centre there has been considerable development of high-quality apartments. The School is well served by public transport and is on the tram network. In addition, there is car parking available on site.



How to apply

The Application

Candidates should complete the School's application form. This application form should be submitted via email to jobs@nottinghamhigh.co.uk. Applications will only be considered from candidates completing the form in full.

Before interview, we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Applications are due by 9am on 21st March. As we are committed to securing the right person, early applications may result in early interviews and the early closing of the vacancy.

Equal Opportunities

Nottingham High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community. The High School recognises its responsibility to treat equally each person who comes into contact with the School. All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society. The School is committed to Diversity and Inclusion and our statement on this can be found on our website.



Invitations to Interview

The Interview

It is intended that interviews will be held as soon as possible after the closing date.

At interview, candidates must bring with them or be able to show certificates confirming any education or professional qualifications that are necessary and relevant to the post. Where originals or certified copies are not available, candidates must provide written confirmation from the relevant awarding body. In addition all candidates need to show their birth certificate & valid passport to confirm their identity. Originals of these documents are required, we cannot accept photocopies.

Background Checks

The School reserves the right to obtain formal or informal background information about an applicant to determine whether they are suitable to work at the School. This will include online searches on shortlisted candidates. The online searches the School carries out may include searches of internet search engines and websites using three means of identification related to the individual. Online searches will only be carried out at the shortlisting stage. The School will not carry out online searches as part of its initial sift of applications. All applicants for a role at the

School will be treated consistently with regard to online searches.

Online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment decision. In carrying out online searches the School is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied;
- may be relevant to their suitability to work at the School or in an education setting;
- is of a safeguarding nature; and/or may have an impact on the School's reputation (whether positive or negative).

Pre – employment Checks

Any offer of employment will be condition upon:

- receipt of satisfactory references
- verification of identity and qualifications
- evidence of the right to work in the UK
- a Barred List check
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to HR) and a Staff Suitability Self-declaration
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period





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