



FINANCE ASSISTANT

Job Role: Finance Assistant (Permanent)

Salary: Salary range £12.18 - £12.59 per hour (includes pending pay award)

Hours: We are keen to attract the very best colleagues, so we are happy to offer a creative approach and would consider any of the following contract options:

- Full time, Term time + 10 days during the holidays including last week of August
- Full time, all year round (Min of 26 days Annual leave, + Bank Holiday + a YOU Day)
- Part time (job share) 15 - 20 hours per week, Term time + 10 days during the holidays including last week of August + a YOU Day
- Part time (job share) 15 - 20 hours per week, all year round (Min of 26 days Annual leave, + Bank Holiday + a YOU Day)

If you have any questions about the salary, please don't hesitate to get in touch.

Please note your contract preference on your application.

Start date: September 2023 (or as soon as possible)

An exciting opportunity has arisen for a self-motivated and enthusiastic Finance Assistant. Reporting to the Finance Manager, you will be responsible for recording and retrieving financial details, including maintaining financial records, sales ledger, and cash handling.

You will have the highest integrity, and the ability to communicate well at all levels. Very good numeracy and literacy skills (A*-C GCSE or equivalent in Maths and English) are essential and experience of working in a finance role. A financial qualification such as AAT or experience in a school finance office is desirable.

So if you are an excellent communicator, a real team player and can bring fun to a team, apply now. In return, we can offer a supportive and rewarding working environment, a real commitment to professional development and personal wellbeing, and a generous pension scheme.

If you would like to arrange a visit or telephone call with Marisa our Finance Manager or H our Business Manager, please contact Laura in our HR Department recruitment@kingsdownschool.co.uk. If you have not heard from us shortly after the closing date please assume you have not been successful on this occasion.

Closing date for completed applications is Monday 11th September at noon, shortlisting date 11th September. Interview date will be Thursday 14th September. Applications will only be accepted on a Kingsdown School application form via My New Term. CVs will not be accepted.

Please read on to find out why Kingsdown School is a great place to work, and read the job description and our important safeguarding information.



wellbeingmatters@kingsdown



Staff and students thrive in a 'healthy work culture' and the wellbeing of staff and student outcomes is inextricably linked. We are committed to provide the best working and learning environment for all. The RLT have a staff charter and strong values, we uphold these values and commitments, and further build on these with our Wellbeing Strategy.

Our goal is simple: **Develop and maintain a healthy workplace where all staff can thrive, feel valued and enjoy a good balance of work, family and health.**

At Kingsdown Wellbeing isn't just a day's event or a bowl of fruit, it is a holistic and live strategy that is real and valued. Outlined here are just a few of the ways we value our most precious resource - **our staff**:

People

- Family friendly policies are in place and are fairly and consistently applied
- Provision of free tea and coffee and the installation of additional water points
- The introduction of YOU Day, an additional authorised day of paid leave for any use
- A values based Appraisal system
- Excellent HR, OH and EAP services available to staff
- A welcoming and calm welfare space: The Retreat, where free refreshments are provided



School life

- Behaviour policies and processes are clear firmly embedded
- Zero tolerance on low level or abusive behaviour
- The school calendar and 1265 budget is consulted on and agreed
- PPA can be taken offsite enabling staff to finish early on a Friday Wk2
- A commitment to no Friday after school meetings
- Access to the best resources affordable, eg, 72" Clevertouch Boards in every classroom and Chromebooks for every student
- Refreshments available where colleagues are expected to attend an evening event

Leading change and communication

- A clear and communicated vision
- Meaningful consultation through Staff voice, Open Forums, Union Reps and an open door policy
- Clear and concise messaging and communication



Workload

- Only 3 data captures per year and no duplication
- Feedback and marking polices reviewed and efficient
- An investment in systems and software that reduces workload
- Centrally planned and resourced curriculum and SoW
- A school wide Email Etiquette



Health

- A fitness suite that all staff can access free of charge
- Introduced a variety of fitness classes for all levels that staff can enjoy free of charge
- Promote and encourage staff to partake in the 5 Ways of Wellbeing

We champion each and every student



KINGSDOWN SCHOOL JOB DESCRIPTION

Job Title: Finance Assistant (2)	Grade G5	Date Prepared: 2 nd February 2010
	Job Family: Finance	Reviewed: February 2017
		Reviewed July 2018
		Reviewed August 2020

Role reports to: Finance Manager

Job Purpose:

To support the Business Manager and Finance Manager in recording and retrieving financial details, including maintaining financial records, purchase ledger and cash handling.

Key Accountabilities:

1. Daily opening of finance post and inbox.
Check Student Safe daily.
 2. In conjunction with Finance Assistant (1) prepare all school monies and cheques received for banking deposits on a weekly basis. Assisting in the banking processes in accordance with the school's security procedures relating to banking of monies
 3. Processing purchase orders from requisitions, with speed and accuracy and in accordance with agreed authorisation and timescales. Agree coding with Business Manager / Finance Manager as necessary.
 4. Printing of purchase orders, checking for accuracy and distributing to suppliers when authorised.
 5. Working in conjunction with Finance Assistant (1). produces paperwork to request ParentPay / cheque refunds as required.
 6. Working in conjunction with Finance Assistant (1), support the administration process for all bookings for staff training following approval by the Senior Leadership Team.
 7. Resolution of finance related queries.
 8. Assist in the preparation of spreadsheets, reports and correspondence as required.
 9. Plan, organise and manage own workload to ensure your contribution to the school's monthly financial reporting process is achieved in a timely and accurate manner
 10. Processing of purchase ledger documents with speed and accuracy, ensuring appropriate authorisation. Investigate and resolve supplier invoices under query.
 11. Matching purchase orders to invoices and invoices to statements; review monthly supplier statements to check all invoices / credit notes have been received and keyed.
 12. Support the Finance Manager with cashbook journals including direct debits, manual cheques etc.
 13. Input of standing information to the finance system in respect of new suppliers
 14. Order and maintain control of administration stationery.
 15. Administer the petty cash system and monthly reconciliation
 16. Administer credit card management and monthly reconciliation
- Any other duties that may be deemed appropriate to this role.

Supplementary Accountabilities:

17. Operate the financial procedures in accordance with statutory guidelines, financial regulations and school Finance Manual.
18. Maintain an efficient filing system for financial documents.
19. Attend appropriate identified training sessions to ensure skills remain current and effective for role.
20. Provide support to team members, including cover for Finance Assistant (1) during holiday / sickness absences.

Knowledge & Experience:		
Attributes	Essential	Desirable
Experience	Minimum of 2 years' experience in a finance department	Experience in a school office, School finance team or educational environment
Education & Training	Attainment of GCSE or equivalent to include Maths & English	Have or working towards NVQ3 / equivalent qualification or AAT
Skills, knowledge & aptitudes	Have very good numeracy and literacy skills. Working knowledge of Excel and Word. Ability to communicate effectively both orally and in writing across a wide range of audiences.	Knowledge of school's accounting system – PS Financial
Any additional factors	<ul style="list-style-type: none"> ● Self-motivated and enthusiastic. ● A commitment to working as part of the team and supporting the aims and visions of the school. ● Professional & friendly approach. ● The ability to work with initiative and to tight deadlines. ● Reliable, trustworthy and confidential. ● Committed to safeguarding and promoting the welfare of children and young people. ● Ability to work in a busy office environment that often demands high levels of concentration. ● Able to respond effectively to changing priorities. 	
Contacts and Relationships: Business Manager Finance Manager, Finance Assistant Central Team Staff, Students Suppliers, Bank		
Emotional Demands: Working with colleagues and to deadlines		
<p>In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the School procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the School's written procedures.</p> <p>The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.</p> <p>This job description is current at the date shown, but, in consultation with the post holder, may be changed to reflect or anticipate changes in the job commensurate with the grade and post title.</p>		
Employee Signature:		
Print Name:		Date

Safeguarding information:

This role includes regulated activity relevant to children.

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

- **OUR VISION** is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.
- **OUR 'WHY?'** is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.
- **OUR 'HOW?'** is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

The River Learning Trust and Kingsdown School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#)

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link [List of offences that are not filtered](#)