



LAMBROOK

FINANCE ASSISTANT

Full Time OR Term Time with
additional 5 weeks during school
holiday period

Required as soon as possible

The closing date for applications is Monday 26th October, 9.00am

Interviews will take place shortly after the closing date



CANDIDATE SEARCH

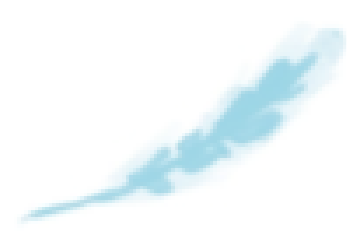
Lambrook is seeing to appoint an enthusiastic, well organised Finance Assistant with experience of working with fees ledger. The successful candidate will be responsible for the accurate preparation and processing of school fees and any associated extras, maintain fee accounts, and ensuring that the school fee payments are received within agreed deadlines.

The role requires excellent attention to detail, strong organisational skills and the confidence to communicate professionally with parents, colleagues and other stakeholders, both verbally and in writing. Experience of credit control would be advantageous.

The successful candidate will have strong Excel skills and a good working knowledge of accounting software. Applications are welcomed from candidates with a range of relevant backgrounds, including those looking to move into the education sector.

MAIN RESPONSIBILITIES

- Processing of the school fee billing cycle, ensuring invoices are accurate and issued to parents on time
- Collate and process charges for school extras
- Maintain accurate fee account records and ensure all payments and adjustments are recorded promptly
- Respond to fee-related queries from parents and other stakeholders, making adjustments where appropriate
- Maintain accurate records and correspondence relating to bursaries and other discretionary awards
- Monitor outstanding balances and ensure fees are paid within agreed deadlines, following appropriate credit control procedures where necessary
- Prepare termly fee reconciliations, including deductions and adjustments
- Produce final fee accounts and supporting documentation
- Liaise with the Admissions team regarding new pupil admissions and associated fee arrangements
- Administration of fee deposits, including processing refunds where applicable
- Ensure fee balances are kept up to date and payments received reflected
- Preparing financial reports and information for relevant meetings and audit requirements
- Provide general administrative support to the Finance department



PERSON SPECIFICATION

The successful candidate will demonstrate the following essential skills, experience and qualities:

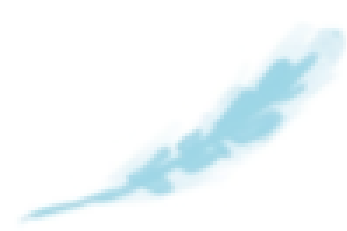
- Previous experience in an accounts, accounts receivable, bookkeeping or finance administrative role, or relevant accounting qualifications
- Experience of accounts processes and/or credit control
- Good numeracy skills and excellent attention to details
- Strong IT skills, including a good working knowledge of Microsoft Excel
- Experience using accounting or finance software packages
- Excellent communication and customer service skills, with the confidence to handle queries and potentially difficult conversations professionally
- The ability to handle sensitive and confidential information with discretion
- A proactive and organised approach, with the ability to work independently
- The ability to manage multiple priorities, plan effectively and meet deadlines
- A professional, approachable and collaborative manner

HOURS AND WORKING PATTERN

This is an office-based position, working Monday to Friday 8.00am to 4.30pm.

The role may be offered either:

- Full-time throughout the year, or
- Term-time plus, an additional five weeks during the annual school holidays.



THE APPLICATION PROCESS

The school has its own generous salary scale and benefits including contributory Pension Scheme, free lunches (term time only), bike to work scheme, life assurance scheme. If the candidate has a child who has been accepted into the school, subject to availability of spaces, a means tested fee remission may be available.

Applications will only be accepted from candidates completing the School's Application Form in full.

To accompany your application form, we asked you to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters and application forms should be sent to the Headmaster via HR@lambrookschool.co.uk.

Any offer to a successful candidate will be conditional upon:

Verification of identity, qualifications and confirmation of right to work in the UK.

A minimum of two references.

A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.

Verification of medical fitness.

Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

Online checks will be carried out.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer 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. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

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

