



FINANCE ASSISTANT

Department: Finance

Line Manager: Finance Manager

Salary: Dependent on experience

Location: Durham (on-site initially; up to 1 day per week remote working potentially available once established in the role)

Hours: 3 days per week, full year

About Us

Durham Cathedral Schools Foundation is an independent co-educational day and boarding school, committed to delivering high-quality education and strong pastoral care. Effective financial management underpins everything we do. Our Finance team plays a key role in supporting pupils, families and staff by ensuring accurate, timely and well-controlled financial processes.

The Role

We are seeking a numerate, organised and adaptable Finance Assistant to join our Finance team. The role provides a broad range of financial support across cash management, purchase and sales ledger, and school fees administration.

This is a varied and fast-paced role requiring a high level of accuracy, strong organisational skills, and the ability to manage competing priorities. The successful candidate will interact with colleagues and, at times, external stakeholders, requiring a professional and courteous approach.

The exact balance of responsibilities may evolve over time depending on team structure and the strengths of the successful candidate.

We are looking to appoint as soon as possible.

Key Responsibilities

Cash Management

- Banking and cash handling
- Daily reconciliation of bank accounts and Equals cards

Finance

- Processing purchase ledger invoices and supplier statements
- Managing equipment orders
- Supporting the sales ledger, including raising invoices
- Producing budget holder statements
- Assisting with VAT analysis and preparation of returns
- Supporting payroll processes, liaising with the external payroll provider and assisting with internal data preparation and checks
- Monitoring and responding to the Finance email inbox

Fees

- Supporting the production of fee invoices
- Recording and allocating receipts
- Preparing debtor statements and related administration
- Responding to fee-related queries from external stakeholders in a professional and timely manner
- Providing administrative support to fee collection processes, working alongside the Credit Controller

Other

- Working in accordance with the Foundation's financial regulations
- Complying with Foundation policies and procedures
- Undertaking other duties commensurate with the role

Person Specification — Essential

The successful candidate will:

- Be confident using accounting systems, with a logical and systematic approach
- Be able to work effectively in a busy environment with changing priorities
- Be highly organised and methodical, with strong attention to detail
- Communicate clearly and professionally, both verbally and in writing
- Be able to remain calm, courteous and professional when dealing with queries or sensitive situations
- Demonstrate sound judgement, discretion and a high level of confidentiality
- Be proficient in Microsoft Excel, with the ability to quickly learn school-specific systems (e.g. iSams, iFinance)
- Be adaptable and willing to take on a range of finance responsibilities as required

Desirable (but not essential)

- AAT qualification (part-qualified or qualified)
- Previous experience in a similar finance role
- Experience of iSams and/or iFinance

Please submit a completed application form to hr@dcsf.org.uk. The closing date for applications is 15 May; however, applications will be reviewed on receipt, and we reserve the right to interview and appoint prior to the closing date.