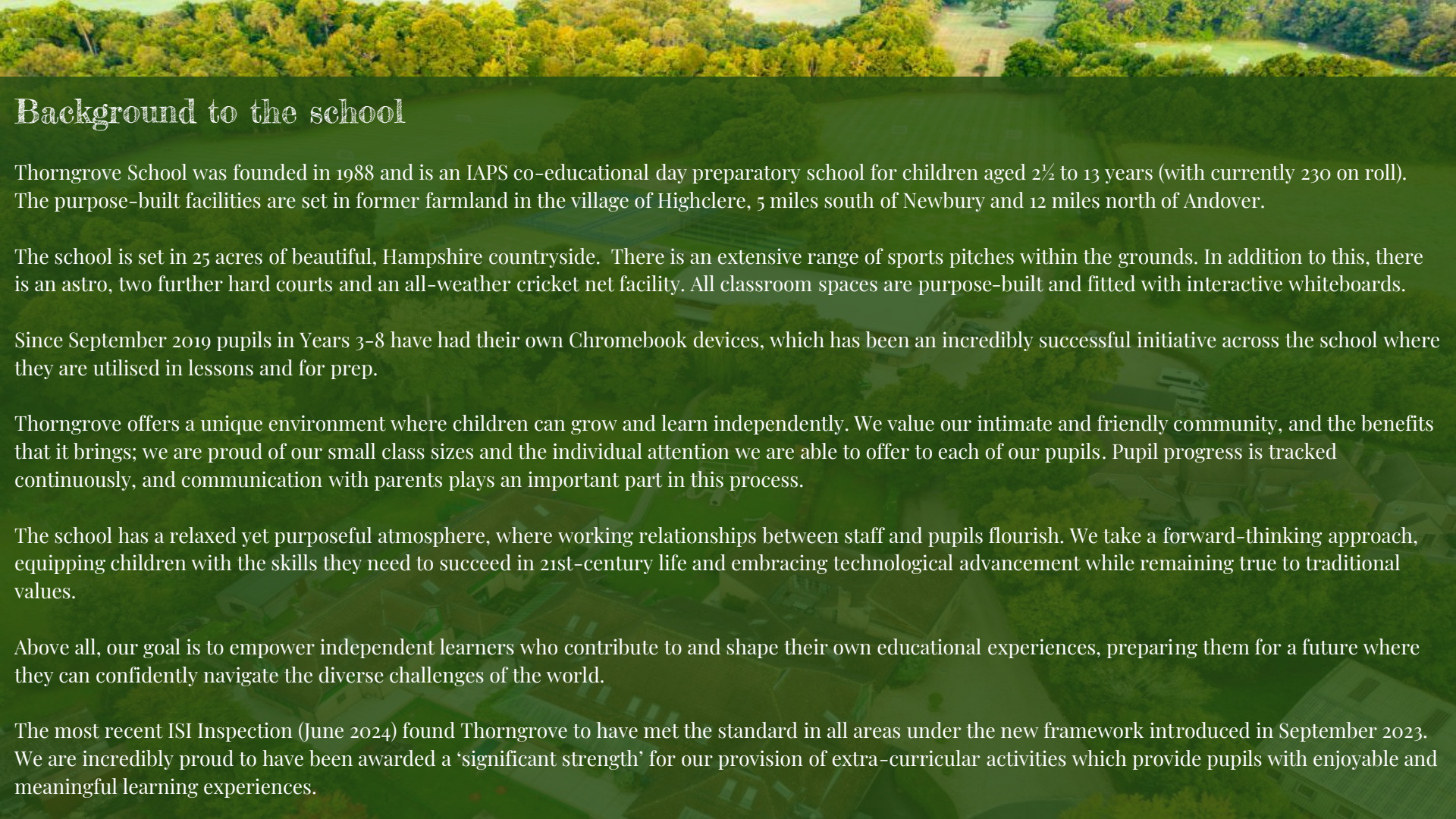




Thorngrove School

Finance Assistant (part-time) - Candidate Information
Start date: asap / TBC (flexible)



Background to the school

Thorngrove School was founded in 1988 and is an IAPS co-educational day preparatory school for children aged 2½ to 13 years (with currently 230 on roll). The purpose-built facilities are set in former farmland in the village of Highclere, 5 miles south of Newbury and 12 miles north of Andover.

The school is set in 25 acres of beautiful, Hampshire countryside. There is an extensive range of sports pitches within the grounds. In addition to this, there is an astro, two further hard courts and an all-weather cricket net facility. All classroom spaces are purpose-built and fitted with interactive whiteboards.

Since September 2019 pupils in Years 3-8 have had their own Chromebook devices, which has been an incredibly successful initiative across the school where they are utilised in lessons and for prep.

Thorngrove offers a unique environment where children can grow and learn independently. We value our intimate and friendly community, and the benefits that it brings; we are proud of our small class sizes and the individual attention we are able to offer to each of our pupils. Pupil progress is tracked continuously, and communication with parents plays an important part in this process.

The school has a relaxed yet purposeful atmosphere, where working relationships between staff and pupils flourish. We take a forward-thinking approach, equipping children with the skills they need to succeed in 21st-century life and embracing technological advancement while remaining true to traditional values.

Above all, our goal is to empower independent learners who contribute to and shape their own educational experiences, preparing them for a future where they can confidently navigate the diverse challenges of the world.

The most recent ISI Inspection (June 2024) found Thorngrove to have met the standard in all areas under the new framework introduced in September 2023. We are incredibly proud to have been awarded a 'significant strength' for our provision of extra-curricular activities which provide pupils with enjoyable and meaningful learning experiences.

The Role

Thorngrove is seeking a detail-oriented and proactive Finance Assistant to support our busy Finance Department. This part-time role is ideal for someone with experience in financial administration who is looking for a flexible position in a friendly and supportive school environment.

This new role will provide essential administrative and financial support to ensure the smooth operation and running of the school's finance function. Responsibilities include assisting with the processing of orders, invoices and payments in line with the school's existing procedures and maintaining accurate financial records, including data entry and reconciliation. We are looking for someone who can establish and maintain positive working relationships with pupils, colleagues, management, parents, suppliers, contractors and other stakeholders.

This is an interesting, varied and rewarding position that would suit someone who takes pride in their work, enjoys working to a high standard, and is eager to contribute to a vibrant school community as part of a friendly and collaborative team.



Key Responsibilities:



- ❖ Payroll Support: Assist with monthly payroll processing, including data entry, timesheet collation, and liaising with payroll providers.
- ❖ Invoice Processing: Manage the processing of purchase invoices, ensuring accuracy and timely entry into the accounts system.
- ❖ Credit Control: Monitor outstanding fees, send reminders, and liaise with parents and suppliers to ensure timely payments.
- ❖ Bank Reconciliation: Perform regular reconciliations of bank statements and other financial records.
- ❖ Accounts System Maintenance: Update and maintain accurate financial records using the school's accounting software
- ❖ VAT: Assist with the recording of input and output VAT and assist with the quarterly VAT returns
- ❖ General Finance Admin: Support the finance team with ad hoc tasks such as filing, reporting, and responding to finance-related queries.

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by the School and which may evolve over time.



Candidate Profile

Person Specification

Essential

- Previous experience in a finance or accounts role
- Strong attention to detail and high level of accuracy
- Proficiency in Microsoft Excel and accounting software (e.g., Sage, Xero, or similar)
- Excellent organisational, communication, numerical and financial skills
- Ability to work independently, show initiative, and to collaborate effectively as part of a team
- Discretion and confidentiality in handling sensitive information

Desirable

- Experience working in an educational setting
- Familiarity with payroll systems and procedures
- Good understanding of accounting principles and VAT





Employment Benefits

- A superb campus and a delightful, caring, school environment in which to work
- Supportive and welcoming team environment
- Dedicated and supportive Directors, staff and wider community
- Possibility of ongoing professional development with career progression opportunities
- A leadership team that will provide you with help, support and assistance
- Opportunity to contribute to a vibrant school community
- Flexible working hours (approx. 15-20 hours per week)
- Free lunch and free onsite parking
- Automatic enrolment in the School's Employee Assistance Programme
- An excellent remuneration package, including a competitive salary (commensurate with the qualifications and experience of the successful applicant), generous fee remission for children (at the discretion of the Directors) and enrolment on Thorngrove School's workplace pension scheme with Standard Life



Application Process

- The closing date for applications is 12 noon on Wednesday 27th August.
- Interviews will take place between Thursday 4th - Monday 8th September.
- Please submit a covering letter, outlining your suitability for the role, together with an application form. Applications will only be accepted from candidates completing an application form in full. CVs will not be accepted in substitution for completed application forms in the absence of a good reason. CVs may be submitted in addition to the application form in order to supply additional background information.

Please email your completed application form to:
recruitment@thorngroveschool.co.uk

All information within your application will be treated confidentially.

References

All successful appointments are subject to receipt of two satisfactory references, including one from your current / last employer.

Thorngrove is committed to safeguarding and promoting the welfare of children. All applicants must share this commitment and be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Thorngrove is an equal opportunities employer.

Personal Data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your cover letter and application documentation.

Following this notice, any inclusion of your Sensitive Personal Data in your documentation will be understood by us as your expressed consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.