



KENT COLLEGE
CANTERBURY

Finance Assistant (Maternity Cover)



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KEY APPOINTMENT DETAILS

Job title:	Finance Assistant
Reporting to:	Head of Finance
Employment status:	Full Time / Maternity Cover
Job location:	Kent College Senior School
Closing date:	18 th January 2026
Start date:	March 2026

If a pool of suitable candidates becomes available before the closing date, Kent College reserves the right to interview and appoint without further notice



THE SCHOOL

Situated in Canterbury, just one hour from the centre of London by train, Kent College is a co-educational school with a Methodist foundation. Our Senior School (11 to 18 years) has some 600 pupils, with approximately one-third boarding and two-thirds day. We also have a thriving Junior School (3 to 11 years) with around 200 pupils in total.

Our school enjoys a high reputation for academic standards and across a broad curriculum including Sport, Music, Drama and Art. Academic provision includes A-Level and the IB Diploma for Sixth Form, and GCSE, IGCSE and pre-IB for Key Stage 4. It is ranked among the top 25 schools in the world for the IB and ranks as one of the highest in Kent for adding value to student academic outcomes.

Kent College is a happy and caring community in which the strengths of every individual are recognised and sensitively nurtured; pupils feel supported and encouraged to aim for high standards of achievement and conduct. The school was inspected by the Independent Schools Inspectorate in October 2022 and was found to be Excellent in all aspects. In our most recent ISI inspection (results not yet published) the parent questionnaires reaffirmed the strength of our work with 98% of parents saying their child is happy, and 97% believing their child makes good or excellent progress.

In August 2016, Kent College opened a school in Dubai, and in September 2022, the primary stages of Kent College West Cairo accepted its first students. Summer 2019 brought the opening of a state-of-the-art auditorium, The Great Hall, which seats 600. The Hall is used by the whole school for worship, as a versatile and practical space for our highly regarded Drama and Music departments, and forms the focus for a strong partnership with the Canterbury Festival.



OUR VISION FOR EDUCATION

Kent College is a values-led inclusive community, with a clearly articulated mission statement and a wisely circulated set of aims and values.

Please see these statements as much more than pious platitudes. At Kent College, we genuinely try to live by them.

Education that is focused upon the needs of each individual, developing inquiring and knowledgeable people who understand how to lead happy and fulfilling lives, as compassionate members of a global community, with the skills to play active roles in an inclusive and sustainable future.

OUR SCHOOL VALUES

OPENNESS

embrace equality, diversity and inclusion

KINDNESS

be considerate and compassionate towards others

RESILIENCE

build the courage to take risks and to forgive others

CURIOSITY

inquire actively

RESPECT

value oneself, others, and the world around us

ACTING JUSTLY

work for good through service to others

AMBITION

engage positively with all learning opportunities

HUMILITY

walk humbly



THE ROLE

The Finance Assistant is appointed by the Head of Finance, and is responsible for posting income and expenditure onto the general ledger.

DEPARTMENT

The Finance Team is located within the Bursary, responsible for the School's finances.

The team reports to the Bursar through the Head of Finance, and consists of a Finance Assistant, a Purchase Ledger Assistant and the Student Fees Officer.



JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses

The Finance Assistant will be responsible for:

- Posting income and expenditure onto the general ledger.
- Bank, credit card and petty cash reconciliations.
- Reconciliation of intercompany and other general ledger accounts.
- Preparation of prepayment and accruals journals.
- Reconciliation of internal and external trip accounts.
- Raising bank payments ready for approval.
- Assisting with purchase ledger and other accounting roles within the Finance Team.
- Ensuring that the Policies of the College are observed and that good practice is encouraged, particularly in the areas of Health & Safety, Equal Opportunities and confidentiality.
- Contribute to the overall ethos of the College and uphold the values as set in the mission statement.
- Any other tasks as required.



PERSON SPECIFICATION

Qualifications/ Training	Essential	Desirable
Educated to A Level standard or equivalent	X	
AAT Level 3 or above		X
Experience		
Strong Bookkeeping skills and experience	X	
Experience in having used accounting system	X	
Experience working in a school setting		X
Skills and Knowledge		
Excellent IT skills, including Microsoft Office and Google Suite	X	
Organised with high attention to detail and a high level of accuracy	X	
Good communication skills and professional manner when dealing with staff and parents	X	
Able to work on own initiative, as well as working as a team	X	
Flexible approach	X	
Problem solving skills	X	

SAFEGUARDING DUTIES & RESPONSIBILITIES

The successful candidate will need to satisfy the conditions appertaining to a satisfactory DBS check before taking up their appointment. They will be required to complete a medical questionnaire and produce evidence of all qualifications cited on the application form.

Kent College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this committment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for whom they are responsible and with whom they come into contact. All members of staff are expected to abide by the safeguarding policies in place and undertake relevant training.

This role is a business support role involving limited contact with and responsibility for children.

References will be taken prior to the interview, and one of these referees should usually be the applicants current or most recent employer.

Keeping Children Safe in Education asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Applications must be made via Kent College's online application system. CVs or details sent directly to us cannot be considered.

EQUAL OPPORTUNITIES

Kent College staff and pupils are proud to be part of a welcoming international boarding community. We value diversity and promote equality at all levels, and are passionate about attracting a diverse pool of applications through an inclusive appointment process. Reasonable adjustments will be made at each stage of this process for any candidate with a disability. We warmly welcome applications from professionals of all backgrounds and ethnicities, and particularly encourage applicants who identify as black, asian or minority ethnic groups as these groups are currently underrepresented in our community.



THE PACKAGE

Hours:	40 hours per week, full year
Salary:	Band 12 £13.10
Pension:	Contributory Pension Scheme TPT (DC)*
Annual Leave:	25 days plus public holidays pro rata

Benefits:

We offer a range of great benefits at Kent College, including:

- Workplace Pension Scheme / Contributory Pension Scheme (TPT)
- Generous training and mentoring package
- Private healthcare via Benenden Health
- Free lunches in term-time plus hot drinks and snacks
- Tuition fee remission*
- Employee Assistance Programme
- A variety of discounts and benefit schemes including Cycle to Work, Home & Tech and Octopus Electric Vehicles

**Conditions apply*

