



Finance Assistant

Introduction

Sandroyd is an independent, co-educational prep school for day and boarding pupils aged from 2-13 years, with around 130 employees. For over 130 years Sandroyd has represented the very best in prep school education. We aim to develop children through a combination of a caring and supportive environment with the provision of stimulating opportunities in and out of the classroom.

Why Work at Sandroyd?

There are three main values that are ingrained into both our teaching and support staff. Upholding these values is a significant part of our working culture to ensure we operate as an effective team, in an inclusive, fun and enjoyable working environment. The success of Sandroyd is down to the attitudes, skill set and values of the staff. To ensure we are continually providing an outstanding education for all children at Sandroyd the values we work towards are:

Be better than yesterday Our staff are dedicated to going the extra mile to provide an exceptional education for each and every child at Sandroyd. Although often experts in their field, there is always room for improvement in our practice and we look for staff who are dedicated to continually learning themselves. Reflecting on where we can improve as a team, and individually, forms a key part of our practice.

Support the team Sandroyd has an all-embracing staff culture, which sees us support and communicate with one another at all times. For a team to be effective, each member of staff must care greatly about their colleagues. Sandroyd staff understand and appreciate that all members of staff in the school community are equally as important, and valued, in delivering a first class education for the children.

Be Passionate about doing the 'right thing' for the children. When decision making and planning, it is essential that we consistently work towards our mission statement in assessing what is in the best interests of the children. Often this involves us going over and above to ensure an outstanding education for the benefit of the children at Sandroyd.



The staff at Sandroyd are undoubtedly our most important and valued asset, and we work hard to ensure they are rewarded appropriately. We work closely with everyone so that they have the correct training and support to be able to seek internal or external promotion as appropriate to their experience and skill level.

Sandroyd School, Rushmore Park, Tollard Royal, Salisbury, Wiltshire, SP5 5QD
01725 516 264 • www.sandroyd.org • office@sandroyd.com

All employees at Sandroyd are enrolled in our Employee Assistance Programme which helps to provide practical information and counselling on a variety of topics.

The Employee Assistance Programme can provide support on a wide range of work and personal issues from managing stress, managing life changes to support with bereavement or in providing financial or impartial career advice.



Our Mission Statement

- We aim to ensure that each child's experience of Sandroyd is a thoroughly happy, enjoyable and fulfilling one. We aim to provide an environment that empowers children to flourish in their academic, cultural, sporting, and social endeavours. We achieve this by:
- Providing a caring and safe school environment that ensures all members of our diverse community are respected and treated equally.
- Maintaining a harmonious and enjoyable working and learning environment, where rudeness and unreasonable behaviour from staff, pupils and parents are not tolerated.
- The provision of a broad curriculum that, in addition to academic excellence, provides a significant extra-curricular programme that allows for the development of a child's character and confidence.
- Small class sizes and an effective tutor system that ensure each child's skills and talents are nurtured and enhanced.
- Promoting the importance of manners, kindness and respecting others.

Job Description

Job title:	Finance Assistant
Hours:	20 hours per week (<i>with some flexibility</i>)
Salary:	£12,000 per annum (£24,000 FTE); dependent on hours and experience
Contract:	Permanent, all year-round, commencing as soon as possible (<i>with some degree of flexibility</i>)
Holidays:	28 days holiday per annum, plus bank holidays that fall outside term time and the Christmas break
Pension:	Eligibility to join the school's Group Personal Pension Plan. The Employer shall contribute an amount equal to 5% of the fixed salary subject to the employee contributing a minimum of 3%
Responsible to:	Finance Bursar
Main purpose:	The Finance Assistant will manage the Purchase Ledger function, as well as supporting with general Financial Administration

The key terms and specific responsibilities could be amended to suit the right candidate. Please get in touch if you wish to discuss this further.

Sandroyd School, Rushmore Park, Tollard Royal, Salisbury, Wiltshire, SP5 5QD
01725 516 264 • www.sandroyd.org • office@sandroyd.com

The specific areas of responsibility are as follows:

- Matching of orders, delivery notes and invoices.
- Liaising with budget holders and producing budget reports.
- Post invoices onto the Purchase Ledger in the school's accounts system.
- Post staff expenses to the accounts system.
- Processing supplier payments via BACS and record on the school's finance software.
- Gaining authorisation from signatories.
- Sending our remittances advices.
- Reconcile the school credit cards with the statements.
- Regularly review statements from suppliers and check Purchase Ledger balances for any problems. Follow up any credit notes awaited, and post corrections on the system where necessary.
- Liaising with suppliers and other organisations.
- Supporting the school's finance function with general administrative duties.



Personal Attributes and Qualifications

- The ideal candidate will have experience in an accounts environment, with knowledge and understanding of the Purchase Ledge function.
- Experience of working in an educational establishment is desirable, but not essential.
- Good numeracy skills.
- Experience using an electronic Management Information System and accounting software.
- Competence in using typical office environment software, including Excel.
- The successful candidate will be hard working, trustworthy, efficient, organised and reliable.

To Apply

Applications should be made using the School's Job Application form and returned to the Bursar at Sandroyd by email to bursar@sandroyd.com. If you wish to make any further enquiries regarding the role please get in touch.

Closing date for applications is **Friday 19th May 2023**. We reserve the right to close the recruitment process before this date should a suitable candidate be found.

Sandroyd is committed to safeguarding and promoting the welfare of children. This post involves contact with children and is classed as "regulated activity" by the UK government. As such, a number of mandated pre-employment checks (including an enhanced DBS check) will be undertaken to ensure that the successful candidate is suitable for work with children. Additionally, suitability for work with children will be assessed by taking up appropriate references and at interview. Finally, candidates should be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Sandroyd School, Rushmore Park, Tollard Royal, Salisbury, Wiltshire, SP5 5QD
01725 516 264 • www.sandroyd.org • office@sandroyd.com