



Finance Assistant

Job Purpose

To provide support within the School Finance Department

Hours

9:00am to 1:30pm Monday to Friday Term time plus 4 weeks

Report to

Operational: School Accountant

Department

Finance

Key Responsibilities & Accountabilities

Credit Card Administration

- On a timely basis, making purchases where it is not possible to obtain invoices
- Checking budget holder approval
- Referring any new suppliers for credit checking
- Recording and posting transactions to the ledger

Cash Card Administration

- Checking the expenditure and reconciling to receipts
- Posting the transactions to the ledger

Means-tested Bursary Applications

- Administering the review of Means-Tested Bursaries as pupils progress through the School

Purchase Ledger

- Purchase Ledger - posting transactions and obtaining approval (supporting role)

Charity Donations

- Liaising with charity organisers
- Setting up Sumup machines for charity events
- Reconciling charity accounts
- Arranging for donations to be paid over to the relevant charities in a timely manner

Healthcare

- Reconciliation of monthly deductions for voluntary private healthcare

Trips accounting

- Providing support and backup for trip finances

Boarding Agents

- Reconciling agents' commission with contracts and fee receipts

As systems and processes are continuously refined, roles within the Finance Team are subject to regular review and adjustment commensurate with the individual's qualifications and skills

To carry out other duties as may be reasonably required from time to time as directed by the School Accountant or Assistant Accountant

Apply now





Experience

- Working in a Finance department
- AAT at Level 2 or equivalent

Personal Specification

- Proficiency in using Excel is essential
- Precision and confidence in dealing with figures
- The highest standard of integrity, trustworthiness and confidentiality is essential.
- Ability to work in a team within a busy office environment, displaying strong customer care skills when dealing with parents and staff.
- The ability to adapt to differing tasks and prioritise as and when required

Closing Date for Applications: Friday 28th February

Interviews: Week commencing 3rd March

Safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

To find out more about this role please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the School Accountant

Apply now

