



School Finance Assistant

Salary – C Grade – Full Time Equivalent £16,209
(Actual salary £13,864.92 for 37 hours per week)
Up to 37 hours per week, 39 weeks per year (Term Time Only)
Fixed Term in the first instance – to April 2019

Benefits include: Membership of contributory Local Government Pension Scheme;
Staff Wellbeing Scheme including some healthcare benefits.

We offer a fantastic working environment, a range of employee benefits and the opportunity to make a difference in a fast-paced and ambitious school.

We are recruiting a Finance Assistant to join our team of finance colleagues working within the admin office of the school. Reporting to the Bursar, this varied role covers all aspects of the school's day to day accounting operations as well as exposure to both Company and Charity financial reporting.

AAT qualified, or working towards AAT qualification, you will ideally have experience of SageONE or SAP, and of working in a busy finance office undertaking a wide variety of tasks under minimal supervision. You will be able to work efficiently and accurately, and be able to talk to a range of people with ease and confidence.

Key Responsibilities

- Processing of both supplier and sales invoices, ensuring focus on accuracy and attention to detail
- Handling and banking of money and petty cash
- Credit control including liaising with external customers and suppliers
- Month end reporting, assistance with preparation of company accounts, VAT returns and processing of journals
- Maintaining spreadsheets/data collection for reporting to SLT as required
- Other ad hoc duties as required by Finance Manager or Bursar.
- Monitoring of budgets and liaising with budget holders to ensure spend in line with expectations.

To apply for this position, please download an application form from www.pcs.hants.sch.uk or e-mail recruitment@pcs.hants.sch.uk to request an application form. We look forward to hearing from you.

Closing date: Thursday 7th December 2017
Interviews: Wednesday 20th December 2017

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks. In promoting equal opportunities, the school welcomes applications from all sections of the community.

Finance Assistant Park Community School

Overview

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AAT qualified, or working towards AAT qualification, you will ideally have experience of SageONE or SAP, and of working in a busy finance office undertaking a wide variety of tasks under minimal supervision. You will be able to work efficiently and accurately, and be able to talk to a range of people with ease and confidence.

The Role

Finance Assistant, based at Park Community School, Havant

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- Other ad hoc duties as required by Finance Manager or Bursar.
- Monitoring of budgets and liaising with budget holders to ensure spend in line with expectations.

Post Title: Finance Assistant

Line Manager: Bursar

Salary: £13,864.92 for 37 hours per week.

Start date: January 2018



Hours: 37 hour week, 39 weeks per year (term time only). Flexible working pattern considered – please specify on application form.

Key Responsibilities

The main responsibility of the role is to ensure that data is input to the accounting system in a timely and accurate manner. Additionally, there will be a need to liaise with staff from other departments and external customers and suppliers. Key responsibilities will include the following:

- Processing supplier invoices, ensuring correct coding and authorisation
- Processing of sales invoices, ensuring correct coding
- Handling and banking of money and petty cash
- Credit control including liaising with external customers and suppliers
- Month end reporting, assistance with preparation of company accounts and processing of Journals
- Preparation of VAT returns
- Maintaining spreadsheets/data collection for reporting to SLT as required
- Other ad hoc duties as required by Finance Manager or Bursar

Special Circumstances

There may be occasional work during the school holidays which will be compensated by time off in lieu or overtime payment. Additional overtime would be arranged only with agreement of both parties.

Person Specification

- AAT Qualified or working towards AAT qualification
- Experience of SageONE or SAP (Hampshire County Council Accounting System) desirable but not essential
- Preparation of management information within a small to medium sized organisation
- Use of Microsoft Office, most importantly Excel and Word
- Have attention to detail and able to work independently and as part of a team
- Ability to work quickly efficiently and accurately
- Ability to meet and talk face-to-face with a range of people with ease and confidence, including other colleagues, parents and external customers and suppliers
- Demonstrable track record of having excellent organisational skills to manage competing priorities/deadlines and own workload
- Excellent time management

- Self-motivated with a can do, team orientated attitude.

In addition, applicants will have:

- A clean record on the Disclosure and Barring Service

Standard local duties applicable to all support roles at PCS:

- Acting as reader, scribe and/or invigilator for internal or external examinations
- Administrative tasks associated with parental reports and other mail shots home
- Miscellaneous administrative tasks reasonably required by the school such as handling mail
- Completion of duties on a rota basis as required by the school.