



FINANCE ASSISTANT

We are looking for a flexible and professional individual to cover the maternity leave of our current Finance Assistant

The successful candidate will be looking for a busy and varied role and should feel confident to prioritise work, exercise initiative and use their strong interpersonal, communication and organisational skills.

Hours are an average of 40 per week all year round.

For further details and an application pack please visit our website: <https://www.saintronans.co.uk/informations/job-vacancies/>

Completed applications should be emailed to: johnb@saintronans.co.uk or posted to The Bursar, Saint Ronan's School, Water Lane, Hawkhurst, Kent. TN18 5DJ

Closing date:	Midday Thursday 21 st March 2019
Interview date:	Week commencing 25 th March 2019

Saint Ronan's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check, references and other checks.

JOB DESCRIPTION

Saint Ronan's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role	<p>Job Title: Bursary Assistant</p> <p>Department: Bursary</p> <p>Job Purpose: To be responsible for the administration of the Purchase Ledger, assist with the upkeep of the Nominal and Billings ledgers and to support the Bursar and Finance manager as required</p> <p>Reporting Line: Bursar through Finance Manager</p> <p>Hours: An average of 40 hours per week all year round: but the post holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998)</p>
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<p>Main duties and responsibilities</p>	<p>This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment. The main duties and responsibilities of the Finance Assistant are as follows (this list is not exhaustive):</p> <p>Purchase Ledger</p> <ul style="list-style-type: none"> • Process orders (within allocated budget) via purchase orders or credit card • Match delivery notes to invoices • Analyse and process invoices on to accounts software (AIQ) • Prepare payment runs • File away invoices <p>Nominal Ledger</p> <ul style="list-style-type: none"> • Prepare paying in slips for posting to the bank and post receipts to accounts software • Raise cheques/payments and obtain required signatures • Maintain Petty Cash- recording receipts and payments, counting and reconciling to the control account • Credit card reconciliations • Bank Account Reconciliations • Appeal Reconciliation- ensure that we are receiving standing orders as per pledge • Gift Aid submission- quarterly <p>Billings Ledger</p> <ul style="list-style-type: none"> • Assisting with the preparation of school fee invoices on a termly basis- Processing extras, school trips, recharges and holiday camps • Help with queries that come back from the bills sent to parents • Posting school fee receipts • Post registration fees and refundable deposits (File away Registration Forms and Acceptance Forms) • Submit Insurance declarations on a termly basis <p>Other</p> <ul style="list-style-type: none"> • Maintaining school minibus routes on a daily basis- morning and evening • Sending and distributing post • Liaising with Maintenance Manager re distribution of goods in • Assist Finance Manager and Bursar as and when needed • Any other comparable duties that the School might require from time to time.

You may also be required to undertake such other comparable duties as the School requires from time to time.

PERSON SPECIFICATION – BURSARY ASSISTANT

Saint Ronan's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Recognised Accounts Technician Qualification or Part Qualified Accountant		<i>Certificates</i>
Experience	Administration experience in an office environment Financial Experience in a similar role	Experience within a School Environment	<i>Application form and references</i>
Skills and Knowledge	Proficient user of financial software, Microsoft Excel, Word, and Outlook Excellent written and spoken English and the ability to communicate in a professional manner A willingness to extend skills through appropriate training	Knowledge of educational databases eg iSAMS	<i>Application form, references and interview</i>

Personal competencies and qualities	<p>Excellent organisational and administrative skills with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.</p> <p>Able to work independently and as part of a team.</p> <p>Ability to establish good working relations at all levels of the Institution – with students, teachers, senior management, Board of Trustees</p> <p>Self-motivated, with the ability to use initiative and manage own time and resources effectively</p> <p>Demonstrates a positive and helpful approach</p> <p>Able to deal with confidential information with sensitivity and discretion</p> <p>Ability to be flexible to meet the needs of the School</p>		<i>Interview and references</i>
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Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the performance management process.

You may also be required to undertake such other comparable duties as the School requires from time to time.