



# Finance Assistant

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## THE ROLE

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The Finance Assistant will support the Manager of Finance and Operations with the day to day running of the Bursary. The main responsibilities will include the end to end process for Purchase ledger and Sales ledger and assisting the Manager of Finance and Operations with the preparation of timely and accurate Management Accounts.

## RESPONSIBILITIES

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### **Financial management and accounting**

Take ownership of entering transactions to ensure that the school maintains complete and accurate financial records. Specific areas of activity are:

- Fees/Billing – issue invoices in accordance with school contacts and policies including fees, charges and remissions; monitor and record collections; and support the school in maintaining strong credit control.
- In conjunction with the Lower School compile and prepare the EYFS grant for submission to Hampshire County Council.
- Purchase Ledger – ensure all school expenditure and commitments are recorded, and manage payments to suppliers and contractors in accordance with internal policies and controls.
- Bank and cash management – manage bank accounts including regular reconciliations of accounting records to bank statements.
- Petty cash and expenses – manage expense claims and petty cash, and pupil pocket monies.
- VAT and HMRC – manage VAT and other HMRC recording, returns and payments.
- Maintain financial records and control accounts for school trips.

## **Financial Control**

Working closely with the Manager of Finance and Operations ensure that the agreed financial controls are implemented at all times. Specific areas of activity are:

- Ensure that expenditure is signed off by budget holders in line with school authority document
- Ensure timely monthly accounting routines and reconciliations are completed, including reconciliation of key balance sheet accounts of debtors, creditors, cash and loan accounts; review of income and expense accounts for completeness and accuracy;
- Ensure information for billing is collected monthly where appropriate
- Maintain adequate records of fixed assets and calculate depreciation as required.

## **Management Reporting**

Assist the Manager of Finance and Operations with preparing draft financial management information.

- Monthly financial management reports to include summary level Income & Expenditure, Balance Sheet and cash reporting and departmental Income & Expenditure budget reporting for internal purpose.

## **Other**

FSM is staffed by a small team, it is therefore expected that the post holder would need to provide general office support during the school holiday periods when needed. This would be discussed and agreed with the Manager of Finance and Operations in advance.

## **Hours**

Monday to Friday 8.30am until 5pm with a 60 minute unpaid lunch break.

Salary is £21k - £23k dependant on experience.

Free onsite parking.



# PERSONAL ATTRIBUTES

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- Professional, diligent and trustworthy with a calm and approachable manner. Ability to maintain confidentiality.
- Good interpersonal skills, articulate in written and verbal communication, able to work in a small organization and team.
- Hard working with a hands-on approach.
- Organized and reliable, able to be flexible as priorities change
- A keen eye for detail, setting and maintaining high standards of work output quality
- A strong commitment to maintaining the values of the school, and to safeguarding pupils, staff and visitors at all times.

## **Essential:**

- Working towards a relevant qualification in accounts or qualified by experience
- Experience of working within a Finance Function and an understanding of Purchase and Sales ledgers
- Experience of working with financial accounting packages; proficient in use of Excel spreadsheets; and aptitude to adopt new technology to improve efficiency of finance processes.
- Proficiency with other MS-Office applications (Ppt, Word) and business software.

## **Desirable:**

- Ability to multitask, and do so with a smile.
- Direct experience, or a good understanding, of what it is like to work in a school.

# APPLICATION PROCESS

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An application form may be obtained by visiting the school website [www.fsmschool.com/vacancies](http://www.fsmschool.com/vacancies)

**The closing date for applications is 9:00am on Monday 12th July 2021**

Please submit your application form, with a covering letter to Mrs Fiona Willcox, Manager of Finance and Operations.

Applications should be sent by email to [office@fsmschool.com](mailto:office@fsmschool.com)

