



Bournemouth School

Dear applicant,

Bournemouth School is a single academy trust with approximately 1260 pupil providing an excellent education, enabling all students to choose a career path that is fulfilling, exciting and challenging (2024 Ofsted Outstanding).

We are looking for an organised, efficient and proactive Lead Finance Assistant to work with the Chief Financial Officer to support the outstanding achievements of the school and to provide an effective and efficient finance function. The post is an exciting and varied position. You will be responsible for the organisation and completion of required tasks by the finance team including the supervision of the part-time finance assistant. You will also interact with a wide range of school staff and students supporting the administration of the finance department. Experience in a previous financial role is essential.

The closing date for applications is 9am on Monday 23rd September 2024.

This should include:

- a completed application form (CV's are not accepted), available on the Bournemouth School website.

We hope to hold interviews within a week of the closing date.

Informal visits are welcomed. If you would like to discuss the post informally please contact Mrs Karen Newton (knewton@bournemouth-school.org).

Tel: 01202 512609

www.bournemouth-school.org

Yours sincerely

Karen Newton
Chief Financial Officer

Job Description

Post Title: Lead Finance Assistant
Responsible to: Chief Financial Officer
Responsible for: Main finance office functions

Core Purpose of the Role

To assist the Chief Financial Officer to provide an effective and efficient finance function to the school and to lead the daily work of the Finance Office ensuring good financial governance and operating within the terms of the school's Financial Handbook and finance requirements of the ESFA.

Main responsibilities and duties

You will be based in the finance office within the school and will be responsible for the organisation and completion of required tasks in the finance team, with the help of the finance assistant, to include:

- providing and organising an efficient, professional and confidential financial and administrative service to the school.
- being responsible for the organisation and completion of required tasks in the finance team including supervision of the part-time finance assistant.
- processing orders, payments and invoices on the appropriate system; ensure that the correct expenditure codes are used and VAT is recorded correctly; to resolve queries and ensure correct authorisation is obtained before posting onto the finance system.
- maintaining the school's equipment register.
- raising sales invoices and follow up non-payments appropriately.
- processing petty cash claims and reconcile the school's petty cash accounts.
- collecting and reconcile monies received when necessary.
- banking money/cash collection to/from the bank when necessary.
- reconciling supplier statements to the finance system.
receiving deliveries, check goods and return unwanted items.
- processing all appropriate claims and finance related documents effectively.
- recording donations made into the school appropriately and reclaim Gift Aid where applicable.
- being responsible for the accounting of the school's small charities, Bournemouth School Fund and Roberts Thomson and Others Scholarships Foundation.
- assisting in the timely and accurate provision of budget monitoring and other information to managers and departments.
- providing advice and assistance to school staff, students and external parties on general financial matters.
- maintaining an accurate filing system suitable for audit purposes.
- administering the school's on-line payment processing systems and cashless catering system, manage associated communications with parents and resolve parent queries effectively and efficiently.
- assisting in the timely collection of monies due and chase late payments.
- assisting in the organisation of school trips, lettings and other activities.
- managing day to day stock levels for items sold.

- being able to process the monthly payroll if the Chief Financial Officer were unavailable.
- carrying out the necessary arrangements with regard to any school lettings regarding invoicing and collection of payments.
- being fully aware of all procedures within the finance office to assist colleagues and enable cover of any staff absence.
- any other tasks required for the smooth and efficient running of the finance office.

About you

The successful candidate **must** possess the following attributes:

- have experience of working in a finance setting and using finance software.
- have an understanding of general accounting including double entry bookkeeping.
- be driven and motivated with an interest in finance.
- be highly organised and process driven with the ability to deal with changing and conflicting deadlines and frequent interruptions to work.
- be numerate.
- be computer literate with Excel spreadsheet experience.
- possess a general level of education.
- have the ability to solve problems, using own initiative, prioritise and meet deadlines.
- have the ability to communicate effectively, both verbally and in writing, with a wide variety of audiences.
- possess a high level of accuracy and attention to detail.
- be willing to work flexibly, particularly at peak times to meet the needs of the job and the school.
- be a team player with a healthy sense of humour and perspective.
- be able to work without direct supervision.
- be able to follow organisational procedures and processes to meet the required standards for the role.
- to respect confidentiality at all times.

Other desirable attributes for the post are:

- have experience of using Access Finance.
- have experience in using other Microsoft office applications.
- have experience of working in a finance environment within a school.
- have a finance qualification.

Salary

The post is for 37 hours per week and can either be full time or 41 worked weeks per year.

Full Time £24,702 - £27,334

or

41 worked weeks per annum (term time + INSET + 10 days during/across the school holidays) £22,143 - £24,503 (actual salary). The pro rata salary shown is based on the number of hours and weeks worked and paid annual leave entitlement for an employee under 3 years' service.

An increase in salary is expected once a national pay award is agreed.

Other

It is expected that any member of staff will play a full part in the life of the school community and support the school's priorities and ethos.

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

Bournemouth School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

The salary quoted is the annual salary for the position at the time of advert and this will be paid in 12 equal monthly instalments. An adjustment may be made at the point your employment ends to reflect your holiday entitlement and to ensure that you are paid accurately for the number of days worked in any academic year.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The postholder, irrespective of his/her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

This job description is neither exclusive nor exhaustive, it is a working reference document, to be reviewed as part of the post holder's annual appraisal review and revised as applicable whenever there is a significant change to the job purpose, objectives and/or key responsibilities of the role, in consultation with the post holder.