



Bournemouth School

Information for Applicants

Lead Finance Assistant

Bournemouth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS disclosure.



May 2024

Dear Applicant

Lead Finance Assistant

Thank you for expressing interest in the post of Lead Finance Assistant. The on-line application form can be found on our website under Vacancies. Please find enclosed additional material:

- Job Description
- Map of Area

I hope that you will find these helpful in deciding whether this is the job for you and for preparing your application. We also invite you to look at our school web site (www.bournemouth-school.org) for our prospectus, recent examination results and further details of our provision.

I hope that you will find the enclosed materials interesting, and are encouraged to apply for the position advertised. The closing date for applications is **9am on Monday 20th May 2024**. If you require any further information regarding the application process or the school, or if you would like to arrange to visit the school before making your application, please contact Mrs Karen Newton on 01202 512609 or e-mail knewton@bournemouth-school.org.

I look forward to receiving your application.

Yours sincerely

Dr Dorian P Lewis
Headmaster





Job Description			
Job Title:	Lead Finance Assistant	Hours:	37 hours per week
		Job Title:	Usual working hours: 0800-1630 Monday-Thursday 0800-1600 Friday Flexibility in working hours for the right applicant.
Employer:	Bournemouth School (Academy)	Worked Weeks:	All year round contract or 41 weeks Term time plus 1 week INSET + 10 days during/across the school holidays (to be agreed with the Chief Financial Officer)
Pay Range:	£24,702 - £27,334 Full Time or £22,143 - £24,503 (actual salary for 37 hours per week, 41 worked weeks). Increase in salary expected once national pay award agreed.		
	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.		
Reports to:	Chief Financial Officer		

Main job purpose

To assist the Chief Financial Officer to provide an effective and efficient finance function to the school.

To operate within the terms of the school's Financial Handbook and finance requirements of the ESFA.

To operate flexibly, particularly at peak times.

Main responsibilities and duties

1. To provide and organise an efficient, professional and confidential financial and administrative service to the school.
2. To be responsible for the organisation and completion of required tasks in the finance team including supervision of the part-time finance assistant.
3. To process 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.
4. To maintain the school's equipment register.
5. To raise sales invoices and follow up non-payments appropriately.



6. To process petty cash claims and reconcile the school's petty cash accounts.
7. To collect and reconcile monies received when necessary.
8. Banking money/cash collection to/from the bank when necessary.
9. To reconcile supplier statements to the finance system.
10. To receive deliveries, check goods and return unwanted items.
11. To process all appropriate claims and finance related documents effectively.
12. To record donations made into the school appropriately and reclaim Gift Aid where applicable.
13. To be responsible for the accounting of the school's small charities, Bournemouth School Fund and Roberts Thomson and Others Scholarships Foundation.
14. To assist in the timely and accurate provision of budget monitoring and other information to managers and departments.
15. To provide advice and assistance to school staff, students and external parties on general financial matters.
16. To maintain an accurate filing system suitable for audit purposes.
17. To administer the school's on-line payment processing systems and cashless catering system, manage associated communications with parents and resolve parent queries effectively and efficiently.
18. To assist in the timely collection of monies due and chase late payments.
19. To assist in the organisation of school trips, lettings and other activities.
20. To manage day to day stock levels for items sold.
21. To carry out the necessary arrangements with regard to any school lettings regarding invoicing and collection of payments.
22. To be fully aware of all procedures within the finance office to assist colleagues and enable cover of any staff absence.

Other Required Attributes

The successful candidate must possess the following attributes:

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

Working environment

Office based post. Bournemouth School is an 11-18 Academy with approximately 1100 pupils and 126 staff.

Other

Play a full part in the life of the school community; 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.

Job description prepared by:	Mrs K Newton
Reviewed by:	Dr D Lewis
Date:	May 2024



LOCATION MAP

