Bournemouth School

Information for Applicants

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.

✓ Hard Work ✓ Discipline ✓ Smart Appearance ✓ Respect

November 2026

Dear Applicant

Finance Assistant – commencing as soon as possible

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

- 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 website (www.bournemouth-school.org).

The closing date for applications is 9.00 am on **Monday 14 December 2026.** If you require any further information regarding the application process or the school, please contact Karen Newton on 01202 512609 or e-mail knewton@bournemouth-school.org.

Please note that we reserve the right to interview on application should a suitable candidate apply and we have the right to withdraw this advert prior to the closing date. You are therefore strongly encouraged to apply for the role as soon as possible.

Please email your application form to recruitment@bournemouth-school.org.

I look forward to receiving your application.

Yours sincerely

K. Ateague

Mrs K Ateaque
Headteacher

Ofsted Outstanding Provider

Finance Assistant

Job Purpose

Bournemouth School is a single academy trust with approximately 1310 pupils 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 Finance Assistant to work with the finance team 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 completion of required tasks within the finance office and you will also interact with a wide range of school staff, students, parents and outside people/organisations supporting the administration of the finance department.

General: You are expected to fulfil the requirements of the job description.

Location: This is an office based job.

Reporting to: Chief Finance Officer

Liaising with: Senior leadership team, curriculum leaders, teaching staff, support staff, parents, outside organisations.

Benefits:
Free Parking
Local Government Pension Scheme membership (22.6% employer contributions)
Free employee wellbeing and assistance programme
Complimentary tea and coffee available throughout the day

Hours:
21-37 hours per week
Usual working hours: 0830-1630 Monday-Thursday, 0830-1600 Friday
30 minute unpaid lunch break
Flexibility in agreed working hours for the right applicant.

Worked Weeks: 40 worked weeks per annum (38 weeks term time plus 5 days INSET plus 5 days during/across school holidays - to be agreed with Chief Finance Officer)

Pay Range:
£23,479 to £24,621 (actual salary for 37 hours/week) (FTE £26,847 to £28,153)
£13,326 to £13,974 (actual salary for 21 hours/week) (FTE £26,847 to £28,153)

Grade: BS Grade 6 Point 6 to 9

Disclosure Level: Enhanced

Closing Date for Applications: 9am Monday 14 December 2026
Interviews: Thursday 17 December 2026
Start Date: As soon as possible subject to clearances

Applications should include a completed application form (CVs are not accepted), available on the Bournemouth School website, and sent to recruitment@bournemouth-school.org.

Please note that we reserve the right to interview on application should a suitable candidate apply and we have the right to withdraw this advert prior to the closing date. You are therefore strongly encouraged to apply for the role as soon as possible.

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 to include:

1. providing and organising an efficient, professional and confidential financial and administrative service to the school.
2. 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 entering onto the finance system.
3. raising sales invoices and follow up non-payments appropriately.
4. processing petty cash claims and reconcile the school's petty cash accounts.
5. collecting and reconciling monies received when necessary.
6. banking money/cash collection to/from the bank when necessary.
7. reconciling supplier statements to the finance system.
8. receiving deliveries, checking goods and returning unwanted items.
9. processing all appropriate claims and finance related documents effectively.
10. assisting in the timely and accurate provision of budget monitoring and other information to managers and departments.
11. providing advice and assistance to school staff, students and external parties on general financial matters.
12. maintaining an accurate filing system suitable for audit purposes.
13. administering the school's on-line payment processing systems and cashless catering system, managing associated communications with parents and resolving parent queries effectively and efficiently.
14. assisting in the timely collection of monies due and chase late payments.
15. assisting in the organisation of school trips, lettings and other activities.
16. managing day to day stock levels for items sold.
17. adding assets onto the asset register, as required.
18. carrying out the necessary arrangements with regard to any school lettings regarding invoicing and collection of payments.
19. being aware of procedures within the finance office to assist colleagues and help cover of staff absence.
20. any other tasks required for the smooth and efficient running of the finance office.

This job description is neither exclusive nor exhaustive, it is a working reference document, to be reviewed as part of the postholder'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 postholder.

Knowledge and skills:

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

- 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 in using other Microsoft office applications.
- have experience of working in a finance setting and using finance software.
- have an understanding of general accounting including double entry bookkeeping.

Other:

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.

Bournemouth School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

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.

Job description prepared by: Karen Newton
Designation: Chief Finance Officer
Date: November 2026

LOCATION MAP

Bournemouth School • East Way • Bournemouth • BH8 9PY • 01202 512609



