



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

**FINANCE ASSISTANT
PART-TIME
PERMANENT**



WWW.STEDMUNDS.ORG.UK



THE SCHOOL

OVERVIEW

We are a 600 strong 2-18 independent co-educational day and boarding school which fosters a family atmosphere, values the individual and offers a wide range of opportunities to pupils, whatever their interests or strengths. In an historic setting overlooking the City of Canterbury, the school is proud to educate the Choristers of Canterbury Cathedral and is equally proud of the diversity that day and boarding pupils bring. Both academic rigour and co-curricular involvement are encouraged. Pupils are respectful of each other and work together to create a cohesive, inclusive and happy community. The School is located on the top of St Thomas Hill, commanding impressive views over the City of Canterbury. The Pre-Prep, Junior and Senior Schools share the same site, while the Choristers live within the Precincts of Canterbury Cathedral.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel

Every pupil here is known and understood

The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Finance Assistant
TYPE OF POST	Part-Time, 30 hours per week (To be worked over 4 days a week)
START DATE	November 2024
SALARY	Pay Range £25,523 - £29,039 (pro-rata)

POST & DEPARTMENT

Advert	St Edmund's School Canterbury is seeking to employ a diligent and skilled Part-Time Finance Assistant to join our Accounts team. The Finance Assistant will play a crucial role in managing the school's finances, ensuring accurate and timely processing of transactions and contributing to the smooth running of the finance department.
Department	The Accounts Team is an integral part of the school working closely with the Heads of Departments and all staff School wide.
Role	The purpose of the role is to provide high quality purchase ledger, fees ledger administration and operational management combined with procurement order management
Hours of work	The position is permanent. The usual hours of work for the post are 8:30am to 4:30pm, 4 days a week.

THE ROLE

KEY RESPONSIBILITIES

- Accurate and timely data entry of supplier invoices
- Complete Monthly Reconciliations of supplier statements
- Ensuring supplier invoices are settled in accordance with due dates via BACS payment runs, international transfers and bank transfers where applicable
- Processing purchase orders and training new budget holders to raise purchase orders
- Ensuring the school is utilising the most cost effective suppliers and identify and implement cost saving solutions
- Produce termly fee invoices and issue them to families
- Processing of bank receipts and reconciliation of bank accounts
- Monitor and pursue unpaid school fees directly with families in an appropriate and timely manner

Specifically, duties and processes include:

- Entering invoice data onto accounts purchase ledger software
- Manage receipt of goods onsite matching delivery notes to goods received and original orders
- Liaise with stakeholders across the school to process orders and seek approval of invoices
- Reconciliations of pupils attending the school and raising termly invoices
- Processing charges onto termly fee invoices
- Ensuring the correct level of remission are applied to fee termly invoices where applicable

PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none"> • Full clean driving licence, including D1 category • Educated to first degree level (BA, BSc etc), or equivalent professional qualification • GCSE in English and Maths – min B grade 	<ul style="list-style-type: none"> • Accountancy Qualification – min AAT or equivalent
EXPERIENCE	<ul style="list-style-type: none"> • An understanding and experience of multiple IT systems • Experience of working in purchase ledger management 	<ul style="list-style-type: none"> • Experience of working in debt management
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent organisational and planning skills • Ability to prioritise workload and meet deadlines • Confidence with Excel spreadsheets – you will need to be able to manipulate data • Strong attention to detail • Able to reason logically – with a methodical approach to tasks • Able to operate independently and anticipate requirements • Willingness to be able to perform important but often repetitive tasks, e.g. making entries • Proven ability to work under pressure • Demonstrable ‘can do’ attitude seeking continuous improvement in tasks 	
BEHAVIOURS	<ul style="list-style-type: none"> • Strong interpersonal and communication skills • Professional and self-motivated • A team player but with the ability to work independently and on own initiative • Confidence to liaise and influence a range of stakeholders • Reliable and trustworthy • Be flexible • Sensitive to user’s needs 	

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

The deadline for receipt of application 9.00am Wednesday 16th October 2024. Applications should be emailed to recruitment@stedmunds.org.uk.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We Value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We Value....

EXCELLENCE

Commit to being the best we can be

We Value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning



We Value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

