



St Michael's Prep School

The Joy & Wonder of Learning



## Finance Assistant

**Salary:**

Circa £21,700.00 p.a. (pro rata salary  
£8,680.00)

**Application Deadline:**

8am Friday 24<sup>th</sup> February  
2023

**To start:**

March 2023

**Interview date:**

Thursday 9<sup>th</sup> March 2023

**Part Time:**

Monday & Tuesday, 9am to 5.30pm,  
16 hours, Fixed Term Contract for  
one year, all year round.



St Michael's Prep School is a co-educational day school with approximately 475 children aged 2-13, enjoying a beautiful location, overlooking 100 acres of land. Our state-of-the-art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by many specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

St. Michaels Prep School are looking to appoint a Finance Assistant on a fixed term basis for 1 year for 16 hours per week, all year round. The position would suit someone with previous school experience or who are currently studying for their accounting qualifications, the successful candidate can start immediately offering full assistance to the School Business Manager (SBM) and Finance Officer (FO) by contributing to the overall objectives of the School. You will be entitled to 11.2 days annual leave (pro rata to 28 days per annum).

We can offer you:

A first-class working environment, supportive colleagues, competitive salary, free meals provided during term time; free parking on site; sick pay scheme; annual salary review; automatic enrolment to the St Michael's Support Staff Pension Scheme and continuous professional development.

***St Michael's actively manages the inclusion of its people and values human diversity, believing that our different ways of being and thinking adds value to our school community. We are committed to creating and sustaining a more ethnically diverse workforce. In this regard, we welcome applications from people of all backgrounds who share our values in this area.***

If you would like to apply for this role, please send a completed support staff application form and equal opportunities form ([downloadable from our website](#)) together with a covering letter all in **word or PDF format**, explaining why you are the ideal candidate for this role to:

Kim d'Albertanson, HR Manager at:

[recruitment@stmichaels.kent.sch.uk](mailto:recruitment@stmichaels.kent.sch.uk)

**APPLICATION DEADLINE:** 8am on Friday 24<sup>th</sup> February 2023

**INTERVIEW DATE:** Thursday 9<sup>th</sup> March 2023

**Early applications welcomed**

*St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service and online digital presence checks if invited to interview.*





## Finance Assistant

### Job Description

Responsible for: To work as part of a team to provide an outstanding financial support service, assisting the School Business Manager and Finance Officer

Responsible to: The School Business Manager  
Director of Finance & Operations (DFO)  
Deputy Heads  
Head

### Purpose of Job

St Michaels Prep School are looking to appoint a finance assistant on a fixed term basis for one year for 16 hours per week, all year round. The position would suit someone with previous School experience or who are currently studying for their accounting qualifications, the successful candidate can start immediately offering full assistance to the School Business Manager (SBM) and Finance Officer (FO) by contributing to the overall objectives of St. Michaels Prep School.

***The main responsibilities are listed below but these are not exhaustive and may vary according to the needs of the school and as the role develops.***

### Key Responsibilities

#### Finance Tasks

- To help support the running of the existing purchase order system. This will involve placing orders, keeping the ordering spreadsheet up to date, entering orders onto FMS, verifying invoices and matching them to the order/delivery note before processing for payment
- To distribute orders to staff via the school EVERY system
- To input all invoices, checking for accuracy against relevant budget codes
- Set up BACS runs for invoices as and when needed as directed by the SBM and FO
- To ensure items are matched to the correct budget code and that purchases are within budget
- To assist with pursuing overdue invoices in accordance with our credit control policy
- To deal with supplier queries and set up new supplier credit accounts
- To ensure all finance paperwork is filed correctly, including BACS payments
- To check the bank weekly for all transactions ensuring these have been authorised then entering the direct debits onto the FMS finance system
- To check monthly supplier statements to ensure all invoices have been paid in a timely manner and making sure payments have not been missed and requesting copy invoices as and when needed
- To be able to produce journals on FMS as needed, use the School Debit Card in order to purchase supplies in line with the School Finance procedures and produce the correct documentation





- Inputting School debit card orders onto FMS and completing dummy cheque runs ensuring procedures are followed

### **Other Tasks**

- To undertake such other duties as requested by the School Business Manager / DFO

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

### **Person Specification**

#### **Qualifications and Experience**

- Experience of SIMS and FMS is highly desirable but not essential
- Technical skills including cloud-based file management and experience in Microsoft Office applications (Outlook, Word, Excel, & Power Point) for document production to high standard
- Knowledge of accounts payable and accounts receivable
- Proven bookkeeping / accounting experience or school finance experience desirable
- Experience of working in an education environment would be beneficial

#### **Personal Attributes**

- Being accountable with an honest nature, enjoy working individually and as part of a team with a 'can-do' attitude
- Organised with an eye for attention to detail, and produce accurate, and timely reports as required
- Ability to cope with a varied workload and fluctuating priorities with a flexible and calm attitude anticipating peaks in demand effectively to balance competing priorities
- Tact and the ability to maintain confidentiality with sensitive and confidential information
- Excellent written and verbal communication skills and high standards of grammar
- Self-motivated and forward thinking, able to use initiative to forward plan to meet deadlines
- Strong interpersonal skills, able to demonstrate a confident and effective rapport with all staff, parents and most importantly, children
- Efficient, punctual, polite and reliable
- A warm, welcoming personality, with a sense of humour
- Commitment to excellent provision for all children





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*“At St Michael's we work as a team: teachers, pupils and parents.”*

*-Deputy Head of Pre-Prep*