



# Job Description

POST:	Finance Assistant
TEAM:	Oasis Restore
RESPONSIBLE TO:	Finance Manager
RESPONSIBLE FOR:	N/A
SALARY:	(SCP 14) £25,409 to (SCP 18) £27,344 + Local Government Pension Scheme
LOCATION:	Oasis Restore secure school in Rochester, Medway, Kent
WORKING PATTERN:	Full time
DISCLOSURE LEVEL:	Enhanced

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## About Oasis Restore

Oasis Restore is the country's first secure school that is a proof-of-concept policy initiative funded by the Ministry of Justice (MoJ) and the Youth Custody Service. Oasis Restore's mission is to transform the life chances of children aged 12-18 years in the criminal justice system through delivering psychologically informed, integrated practice that centres on trusted, safe relationships between staff and children. Oasis Restore is a learning community that embeds hope, stability, and opportunity for children beyond the secure school.

## Job Purpose

Provide support to the finance team ensuring that transactions are processed in an accurate and timely manner and in accordance with Oasis Restore finance policies.

The post holder will ensure that Oasis Restore is in compliance with group policy (including the Finance Handbook, Management and Audit reports, Scheme of Delegation and any such other policies as stipulated by the Restore Board)

## Main responsibilities

### Purchase ledger

- Ensure that purchase requisitions are received from staff and processed on the accounting system in a timely manner.
- Ensure that all purchase requisitions have been approved by the appropriate budget holder and in line with the scheme of delegation.

- Receive and process all invoices for the secure school, ensuring that the goods/ services have been received and the expenditure has been approved (i.e. via purchase requisition or approval of invoice on receipt)
- Ensure that all expenditure is recorded against the relevant nominal code and cost centre, and that the correct VAT code is used.
- Prepare the weekly/ fortnightly BACs payment run and ensure that suppliers are paid within payment terms.
- Receive and check all statements from suppliers.
- Investigate and action any issues that arise with regards to creditors.
- Regular review and maintenance of the outstanding purchase order and goods received notes report.

## Sales ledger

- Ensure that sales orders/requests are received from staff within the secure school and processed on the accounting system in a timely manner.
- Ensure that all income is recorded against the relevant nominal code and cost centre, and that the correct VAT code is used.
- Ensure that all requests for sales invoices are processed and sent to debtors promptly.
- Ensure that all invoices are monitored and chased so that prompt payment is received.

## Bank account

- Ensure that paying in slips/ remittances are received and processed on the accounting system in a timely manner.
- Ensure that payment request forms are received from staff within the secure school and processed on the accounting system in a timely manner.
- Ensure that all payments are recorded against the relevant nominal code and cost centre, and that the correct VAT code is used.
- Upload the bank statement to the finance software on a weekly basis.

## Balance sheet accounts

- Ensure that credit card returns are received from card holders and processed on the accounting system in a timely manner.
- Prepayments - ensure that all invoices covering more than one period and meeting the materiality limits are recorded on a spreadsheet for monthly posting by the regional accountant.

## Other administrative duties

- Posting journals to the accounting system to correct coding errors where necessary.
- Recoding of payroll expenses monthly, ensuring that all VAT is reclaimed where necessary.
- Producing monthly reports for budget holders.
- Assist in the production of the VAT return.
- Assist in the production of the monthly bank reconciliation and other balance sheet reconciliation reports.
- Scan and attach all supporting documentation on to the finance system.

## Safeguarding and Compliance

- Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.
- You will need to take an active role in ensuring that we are meeting our safeguarding and Keep Children Safe in Education statutory obligations through attending regular training and following the principles learned at all times.

## Health and Safety Statement

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Oasis Restore Health and Safety policy, departmental policies and codes of practice.

## Other

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- This job description is not intended to be exhaustive.

## Signed

Employee		Line Manager	
Print Name		Print Name	
Date		Date	

## Person Specification

### Our Purpose

Oasis exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

### Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each academy community.

	Criteria (Essential and Desirable)	How it will be assessed
Values and Ethos	<ul style="list-style-type: none"> <li>• An enthusiasm for demonstrating commitment to the values and behaviours which flow from the Oasis ethos.</li> <li>• <i>Relationships</i>: the conviction that providing the best care for children depends on the foundation of building deep, trusting and boundaried relationships characterised by unwavering commitment and integrity.</li> <li>• <i>Discovery</i>: the commitment to gaining knowledge and understanding through learning as you 'do', remaining reflective and open to ongoing experiences, ideas and learning.</li> <li>• <i>Community</i>: the belief that we are interdependent and equally responsible for the environment we create, and that the journey of discovery and relating is brought to life in community.</li> </ul>	A, I
Competencies	<ul style="list-style-type: none"> <li>• <i>Relational skills</i>: the ability to persevere and build good, compassionate, responsive relationships, developing mutual respect and understanding and maintaining boundaries.</li> <li>• <i>Curiosity and reflectiveness</i>: the capacity to discover self, other, context and new perspectives, being observant, open and self-aware, able to reflect, adapt and to foster this in others.</li> <li>• <i>Containment</i>: the ability to remain calm, collaborative, caring and creative under pressure; reliable, punctual and well-organised, acting as a role model to others.</li> <li>• <i>Teamwork</i>: able to work integratively and inclusively within and between teams, seeking out and exploring different views and contributing towards a shared goal.</li> <li>• Self-motivated, with a 'can do' approach to problem-solving. Demonstrates initiative to continually seek out areas for own and business improvement. Able to work unsupervised.</li> <li>• Adaptable to changing circumstances and able to respond quickly to challenges, keeping their head in a crisis. Able to change priorities, manage unexpected situations, and handle difficult situations with composure.</li> </ul>	A, I, UT

	Criteria (Essential and Desirable)	How it will be assessed
	<ul style="list-style-type: none"> <li>Ability to exercise discretion in their work. Trustworthy and able to always maintain confidentiality.</li> <li>Emotional intelligence, empathy and authority in working with challenging behaviours and attitudes, modelling non-violent ways of communicating to maintain a safe environment for their self and others.</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>Demonstrate experience that is appropriate to the role.</li> <li>Hold or be working towards a recognised accounting qualification (Desirable).</li> </ul>	A, UT
Experience, Skills, and Knowledge	<ul style="list-style-type: none"> <li>Excellent and up to date proficiency in MS Office and Microsoft 365. Familiarity with accounting software and financial management systems.</li> <li>Working knowledge of accounting and bookkeeping procedures and practice.</li> <li>Experience of working in education, care, or local government sector (desirable)</li> <li>Experience of using video conferencing technology, digital platforms and ICT software in business, marketing, and communications (desirable)</li> <li>Good numeracy skills necessary for analysing data and using data to improve outcomes for the organisation.</li> <li>Strong attention to detail.</li> <li>Excellent written and verbal communication skills, active listening skills, and the ability to convey information clearly and concisely in accurate spoken English.</li> </ul>	A, I, UT

\*A= Application form

I= Panel interview

GT = Group task

AC= Assessment Centre

UT= Unseen task, Mini Teach, Presentation