



Job Description

FINANCE ASSISTANT

Reports to:	Finance Manager
Direct reports:	N/A
Location:	West Heath School – Sevenoaks
Hours:	37.5 hours per week Monday to Friday

The School:

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

Integral to the school environment is the promotion of the 4Rs: Respect, Responsibility, Relationships, and Resilience. Every member of our committed, dynamic, and resourceful staff plays a significant part in our students' success. To achieve positive outcomes, we work collaboratively and always as a team, ensuring that all practical and educational functions are aligned to create a safe and trusting environment for our young people.

We are currently on an exciting journey to be registered as a therapeutic community and welcome staff who follow this ethos.

Main Purpose of the role:

To provide effective and efficient financial support to ensure the smooth running of the school's financial operations, supporting the school's leadership team and contributing to a positive environment for pupils and staff.

Main Duties and Responsibilities

- Assist with the day-to-day financial administration of the school, including processing invoices, purchase orders, and payment runs
- Invoice local authorities for school fees
- Credit control including monitoring payments, and chasing overdue invoices
- Maintain accurate financial records and ensure all transactions are recorded in line with school and statutory requirements
- Support with monthly reconciliation of accounts and preparation of financial reports
- Liaise with suppliers, staff, and other stakeholders regarding finance queries

- Support the preparation of budgets and forecasts as directed by the Finance Manager and Director of Finance and Operations
- Process staff expenses, Soldo cards, and oversee the school's cash handling procedures
- Assist in the preparation for internal and external audits
- Ensure compliance with relevant financial regulations and school policies
- Maintain confidentiality and handle sensitive information securely

Safeguarding

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

Health and Safety

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.

- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.

PERSON SPECIFICATION: Finance Assistant

The successful candidate will be strong, forward thinking and inspirational. They will demonstrate commitment to the school's values and ethos, and have the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.

Requirement	Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"> • English & Maths GCSE Grade 4 or above or equivalent • IT Literate 	<ul style="list-style-type: none"> • Finance or accounting qualifications • Evidence of ongoing professional development
2. Experience	<ul style="list-style-type: none"> • Experience in a similar role • Experience with financial management systems (Xero) • Experience in a busy finance office environment 	<ul style="list-style-type: none"> • Experience in a similar role within a SEN School
3. Knowledge and skills	<ul style="list-style-type: none"> • Budget administration • Negotiation skills • Strong numeracy and literacy skills • Good understanding of financial procedures and regulations in schools • Competent IT skills, including Excel and financial software 	<ul style="list-style-type: none"> • Previous experience of using a School MIS (e.g. Arbor) • Attachment Aware and Trauma Informed Education/ Therapy models.
4. Competence	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Ability to prioritise and meet deadlines • Ability to advise, communicate effectively • Ability to maintain confidentiality • Excellent telephone manner and ability to deal confidentially with queries and difficult conversations 	
5. Personal Qualities	<ul style="list-style-type: none"> • An effective team player but also able to think and work independently under their own initiative • Positive approach to work • High standards of integrity and approachability • Flexible and collaborative • Methodical approach to work • Attention to detail • Committed to continued professional development • Ability to work in a way which reflects the Schools values/ ethos. • Working practice which encompasses equal opportunities. • Ability to work under pressure while recognising it in self and others. 	

Requirement	Essential	Desirable
6. Other	<ul style="list-style-type: none"> • Personal development - a strong interest in and commitment to continuous personal learning and development. • Enhanced DBS • Commitment to Safeguarding. 	<ul style="list-style-type: none"> • Full Driving licence

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.