

Term Time Only – HR/Finance Assistant

Hours: 30 Hours Per Week, 08:30 – 14:30, 5 Days per week

Reports to: Finance & Office Manager

Pay grade: Kent Scheme C

Job Description

We are seeking to appoint a Finance & HR Assistant to undertake administrative work to help ensure that efficient and effective services are provided to the school.

KEY DUTIES AND RESPONSIBILITIES

- Assist the school Finance & Office Manager/HR Advisor
- Manage finance and administration of clubs
- Debt collection
- HR administration
- Maintenance of Single Central Record as directed by HR Advisor
- Banking
- All finance processing (Purchase orders, Invoicing, BACS etc)
- Reconciling Bank Statements
- Trips finance
- DBS Checks
- Manage school dinner payments
- Manage College Bursaries

	CRITERIA
QUALIFICATIONS	Maths and English GCSE or Equivalent C or above
EXPERIENCE	Previous Finance background within a school environment is desirable.
SKILLS AND ABILITIES	• Good attention to detail • Team player • Ability to work to deadline and manage a busy and varied workload • Highly organised • Excellent communication skills • Have the ability to work independently and multi task • Be calm under pressure • "Can do" approach

	• Experience of Office 365 • Worked with school management information systems, ideally FMS & Arbor • Numerate
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SAFEGUARDING AND SAFER RECRUITMENT

St Nicholas school is committed to safeguarding and always promoting the welfare of children and young persons. The post holder under the guidance of the Designated Safeguarding Lead (DSL), will be responsible for promoting and safeguarding the welfare of all children with whom they come into contact, in accordance with the School's Safeguarding policies.