





## JUNIOR FINANCE ASSISTANT (APPRENTICESHIP)

Required January 2023

### The position

Saint Nicholas School is seeking a proactive and enthusiastic Junior Finance Assistant to join our welcoming and efficient Finance Team, helping ensure the school's daily accounting functions run accurately and effectively. Reporting to the Bursar and working closely with the Finance Officer this is a fantastic opportunity for someone wishing to start their career in Finance and Accounting. Subject to meeting qualifying criteria, the successful applicant will receive apprenticeship training in finance and accounting delivered by one of the country's award winning providers of accounting apprenticeships, the Apprentice Academy.

### The successful applicant

The successful candidate will be fully committed to working in a front line role and providing excellent customer service to support the school; will relish working in a fast-paced environment and be able to see tasks through to completion. The Junior Finance Assistant will be a key member of school support staff and will liaise regularly with the Finance Officer and Bursar. No prior experience of school finance is required, but a strong interest in accounting and the desire to commence a career in finance is essential. The successful candidate will have the willingness to learn, the ability to communicate effectively and confidently, strong attention to detail and good IT skills. The position requires a minimum of 5 GCSEs grade A-C or 4-9 including Maths and English.

The role is a fixed term apprenticeship (17 months including end point assessment), full-time position with 4 weeks holiday. The successful candidate will work 37.5 hours per week Monday to Friday. One day a week will be allocated to training. The position has an hourly rate of £6.83 which equates to an annual salary of £13,318. For the right candidate there may be opportunity to progress to the next level of apprenticeship training subject to meeting selection criteria at that stage.

We offer a wide range of benefits to school staff including training and development opportunities, up to 50% fee reduction for children of staff (after completing one year), contributory pension and free lunches (during term time).

### School's history & background

Saint Nicholas School was founded in 1939 with a total roll of 7 pupils. By 1977, the pupil roll had increased to 140 and at this time the school moved from its modest premises in Mill Street, Churchgate Street, to the current location at Hillingdon House. Today, Saint Nicholas is a thriving independent coeducational day school catering for approximately 500 pupils aged from 2 ½ to 16, with a nursery for babies from 3 months of age scheduled to open in early 2023.

The school is situated in delightful gardens and grounds which extend to more than 14 acres. Pupils in the lower, middle and upper school are each housed in their own area, within close proximity of each other, enabling good access to shared facilities. The School is very well equipped with specialist classrooms, science laboratories, technology areas, ICT rooms, and libraries. Sports facilities include extensive playing fields, tennis courts, a heated swimming pool, and a magnificent sports hall and state-of-the-art theatre.

The School is located close to London and Cambridge with direct train access to both, as well as being a short drive from Stansted Airport and the London Underground via Epping. You can find more about the school by visiting our website <https://www.saintnicholasschool.net/>

### Closing date for applications

All applications to be made via the school's application form available on the school website:

<https://www.saintnicholasschool.net/contact-us/staff-vacancies/>

Please submit applications via email to Davina Marshall, HR Manager: [d.marshall@saintnicholasschool.net](mailto:d.marshall@saintnicholasschool.net)

The closing date is **midday on Friday 9th December 2022** and interviews will take place week commencing 11<sup>th</sup> December 2022.



## KEY RESPONSIBILITIES

Junior Finance Assistant responsibilities include processing payments, updating financial records and managing invoices. This list is not exhaustive and you may be required to undertake other responsibilities and training as requested by your line manager

- Provide accounting and clerical support to the finance office
- Type accurately, prepare and maintain accounting documents and records
- Administer new starters and leavers (pupils) – complete registrations and administer admission fees
- Answer queries relating to accounts payable
- Input all bank items and balance the accounts
- Process all cash related items. Pay in cash and cheques into bank.
- Chase debtors
- Respond to all telephone and email queries in a professional and efficient manner
- Process invoices and match with requisition orders in the purchase ledger
- Direct invoice authorisation and entry into the payment system
- Reconcile credit card statement to invoices and receipts
- Maintenance of financial records (filing)
- Administer course bookings and invoices
- Function in accordance with established standards, procedures and applicable laws

We would love to hear from you if you are looking to join a supportive and enthusiastic team in beautiful rural surroundings. We respect the hard work and commitment demonstrated by everyone at Saint Nicholas School and we are proud of the caring and mutually supportive atmosphere.

Saint Nicholas School is fully committed to safeguarding and promoting the welfare of children, young people and other vulnerable groups and expects all staff, parents and volunteers to share this commitment. All staff and volunteers, where appropriate, will be required to complete our safer recruitment checks including qualifications; references; enhanced DBS and barred list; proof of identity; right to work in the UK; overseas, EEA and prohibition checks. New employees will be required to submit a Staff Self Declaration form (referring to disqualification under the Childcare Act 2006 as amended in 2018).

## EQUALITY AND DIVERSITY

Saint Nicholas School aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented as detailed on the application form.