



## Duncombe School

An Independent Preparatory  
School and Nursery

# Role Profile: Part-time Finance & Administration Assistant (Term-time plus 3 weeks)

### Purpose

Reporting to the Business Manager, the Finance & Administration Assistant is a key part of our administration team, taking responsibility for fee billing and other administrative duties. The Finance & Administration Assistant will also provide all staff with a range of financial and administrative support.

The right person for this role will have excellent organisational skills. They will bring experience of using accounting software and will be highly computer literate. Importantly, they will work with the existing team to deliver a high standard of service for our school.

### Key Accountabilities

#### Administration of the Fee Ledger

- Liaise with the registrar regarding prospective pupils, complete admissions forms and send these along with the parental contract to the School Support Centre. Notify the registrar of registration and acceptance fees received.
- Ensure that all leaver deposit paperwork is completed and deposits are refunded.
- Work with the School Support Centre to ensure that they have the correct number of pupils on role and the pupil fees are correctly invoiced each term.
- Ensure all bursaries, scholarships and fee discounts are recorded correctly in the Discount Register.
- File copies of the bursaries/scholarships/fee discount awards.
- Work with the School Business Manager and School Support Centre regarding debtors.
- In conjunction with the Wrap Around Care Administrator provide support on offers, bookings and payments via Cognita Connect for all disbursements.
- File correspondence from parents.
- Administration and record keeping of the Government Universal Free Early Education Entitlement (15 free hours) Scheme.

#### Administration of the Purchases Ledger

- Complete and submit new vendor forms as required.
- Resolve supplier payment queries and reconcile statements.
- Support the Business Manager to ensure the Purchase Order system is managed correctly.
- Ensure that the financial policy is adhered to.

## Key Accountabilities Continued

### Bank

- Monitor the bank account daily for suspicious activity.
- Process BACS payments at the request of the Business Manager.
- Process staff expense claims.
- Complete monthly credit card reconciliations and submit to the School Support Centre.

### Parents Association

- Preparation and submission of Parents' Association accounts to the Charities Commission website.

### Data Management

- To provide data reports when requested.
- Assist the Business Manager in preparing the annual budget for submission to the School Support Centre.
- Provide information for the annual School Census.

### Administration

- Complete performance management and review.
- Provide in house training based on needs identified.
- Assist parents, pupils and staff in problem resolution.
- Manage payroll in accordance with guidance from the Business Manager and the School Support Centre.
- Providing the auditors with appropriate documentation as requested.

### General

- Undertake any other duties in connection with the level of the post to ensure the efficient and effective running of the department.
- Support the Business Manager with other reasonable requests.
- Attend and participate in regular meetings and participate in training and other learning activities as required.
- Take into account all matters of the published aims and objectives of the school.
- To carry out any other duties as may reasonably be requested by the Headmaster or Business Manager.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures, and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

## Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Attention to detail.</li> <li>• Good time management and organisational skills.</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 'A' level or equivalent.</li> <li>• A positive approach to gaining further qualifications.</li> <li>• Some understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Child Protection in Schools Course.</li> <li>• First Aid certificate.</li> </ul>
<b>Experience</b>	Significant experience of: <ul style="list-style-type: none"> <li>• Bookkeeping / management accounting.</li> <li>• setting / adhering to financial controls.</li> <li>• monitoring budgets.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Previous fee ledger experience ideally within a School environment.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Good organisational, record keeping and planning skills.</li> <li>• Punctuality.</li> <li>• Excellent communication skills, with children, colleagues, advisors, and parents/carers.</li> <li>• Patience and empathy with children, colleagues, and parents/carers.</li> <li>• Reliability and trustworthiness.</li> <li>• A positive approach to inclusive practice, with children and colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent's Evening.</li> <li>• Able to work in small teams.</li> </ul>

## Key Stakeholders

**Internal:** All school non/teaching employees, pupils

**External:** Education establishments, suppliers, parents

## Hours of Work

We are flexible with regard to the actual hours of work between the core hours of 8.00am and 5.00pm, Monday to Friday. An example is given below.

Term-time (Approx. 35 weeks)

Monday: 8.30am to 2.30pm with a 30 minute unpaid break  
Tuesday: 8.30am to 2.30pm with a 30 minute unpaid break  
Wednesday: 8.30am to 2.30pm with a 30 minute unpaid break  
Thursday: 8.30am to 2.30pm with a 30 minute unpaid break  
Friday: 8.30am to 2.30pm with a 30 minute unpaid break  
Total paid hours: 27.5 hours per week

Non-term Time (Approx. 17 weeks)

During the school holidays you are required to work 15 days in line with the needs and demands of the school. The start and finish times are flexibly but the working hours should equate to 5.5 hours per day.

However, from time to time, the nature of your role will require or necessitate additional hours for which no further payment will be made. You will be required to attend as necessary to meet the needs of the school such events as (but not limited to) open days, parents evenings, in-service training sessions (INSET), and other school functions.

Depending of the requirements of the School you may be required to work flexibly during School holidays to ensure the continued functioning of the school. The dates and times of which will be agreed in advance with your Line Manager.

## Holiday

25 days annual holiday per year plus Public and Bank Holidays, pro-rata for part-time/term-time.

Annual holiday is not permitted in term time.

The holiday year runs from 1<sup>st</sup> September through until 31<sup>st</sup> August, staff joining part way through the holiday year will receive a pro-rata amount of holiday entitlement.

## Application Process

Please note that all applicants are required to complete the Cognita Application Form which can be downloaded from the following website:

[www.duncombe-school.co.uk](http://www.duncombe-school.co.uk)

CVs may be submitted in support of the application form but CVs on their own are not acceptable.

Applications by post and email are permitted. The school is looking to interview at the earliest opportunity, so applications will be reviewed once they are received and therefore this vacancy may be withdrawn at any time.


Closing date for application: 9.00am on Friday 1<sup>st</sup> October 2021.

Interview date: Wednesday 13<sup>th</sup> October 2021.

Please send your application and a covering letter to:

Mrs Emma Webb, PA to the Headmaster, Duncombe School, 4 Warren Park Road, Hertford, SG14 3JA

Email: emma.webb@duncombe-School.co.uk

<b>Name:</b>	Ian Thomas
<b>Job Title:</b>	Business Manager
<b>Signature:</b>	
<b>Date:</b>	Monday 13 <sup>th</sup> September 2021