**JOB ADVERT**

**Finance Assistant**

Gosden House is an outstanding school for young people with learning and additional needs, from 4-16 years of age. Set in extensive grounds, the environment offers students the opportunity to explore and challenge the potential of learners in every aspect. The curriculum has a strong focus on core learning skills and communication. We aim to develop resilience, creativity and social skills in order to support young people to succeed in the workplace and live rewarding, independent lives.

We are seeking a Finance Assistant is to provide professional support to the School Business Manager through administrative support for finance practices and other related tasks as deemed necessary by the Business Manager.

Duties will include:

* Undertake a range of financial procedures, including invoicing, preparing cheques, banking cash, issuing receipts and paying suppliers
* Record financial transactions in SIMS FMS ensuring accurate coding and efficient processing in finance policies and procedures.
* Produce a range of financial information for the senior leadership team and assist with generating statistical reports.
* Maintain school accounts in accordance with financial regulations and procedures, and assist with the effective management of school budgets.
* Receive and record monies from pupils and parents/carers
* To ensure the appropriate authorisation of all financial transactions
* To reconcile bank accounts and credit cards at the end of each month and of the purchase ledger control account ensuring security and accuracy at all times.
* To complete all the necessary month end documentation
* To manage all the financial aspects of the letting of school premises including interaction between residents and Surrey CC
* Input payroll information onto the School Financial Management System
* Data entry and maintenance of accounting records on the School Financial Management System including generation of purchase orders, processing invoices.
* To assist with the completion of Year End, Financial Management Reports and other Financial Reporting requirements
* Complete banking documentation and reconciliation where appropriate (we are a cash free school)
* Manage the integration of funds coming in via Parentpay
* Run the School Fund
* To ensure the smooth running and correct authorization of all financial administration processes
* To assist in the financial aspects of charitable applications, bids, procurement processes and funding applications (in conjunction with our external fundraising consultant)
* Set up BACS runs
* Carry out procedures in connection with ad-hoc staff payments, and reimbursements etc
* To assist the School Business Manager with any other finance based tasks
* To provide ad hoc assistance to other members of the admin team, if required (including answering the telephone, welcoming visitors, etc)

Salary: Surrey Pay Grade S5 or S6 (depending on experience): FTE £21,593 - £30,510

Hours: Hours: 12-18, term-time only (39 weeks)

Contract type: Part time, permanent.

Please apply via application form only – available on our web site (link here)

Full Job Description and Person Specification also available.

Any questions please contact ljames@gosden-house.surrey.sch.uk

Closing date for applications is noon on 19th April. Interviews will be held on Friday 23rd and Monday 26th of April

Gosden House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be subject to satisfactory references and an enhanced disclosure through the Disclosure and Barring Service (DBS).