



FINTON HOUSE
SCHOOL

Finance
Assistant

August 2024



1 | OUR STORY

...SO FAR

Finton House was founded in 1987 as a charitable trust with two principles in mind: that children joining Reception should not have to face the pressures of a competitive entry system, and that of providing an inclusive environment where all children, including those with special educational needs, have the same opportunities.

WELCOME TO FINTON HOUSE

Thank you for your interest in working at Finton House. We are an outstanding non-selective co-educational preparatory school for boys and girls aged 4-11, located next to Wandsworth Common in South West London.



340 PUPILS
74 STAFF

The School motto “Open Hearts and Guiding Hands” sums up the relationships which pupils and staff build with each other, with our local community and the wider world.



FOUR
HOUSES

The House system gives pupils a way to make friends outside of their year group whilst instilling a sense of belonging, pride and teamwork in them.



SPECIALIST
FACILITIES

We have specialist facilities including purpose-built Music rooms with soundproof recording booths, a Science lab, DT workshop and an Art room.



EVERY CHILD
CAN SHINE

A Fintonian demonstrates our ‘Finton Goals’ of kindness, respect, curiosity, resilience, communication, morality and self-belief.

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FROM OUR

CHAIR OF GOVERNORS

I am always so impressed and hugely thankful for the staff's dedication to the school's objectives and to each child's education at Finton House. This became particularly apparent during lockdown when they worked tirelessly to create and deliver a leading remote learning offering. This was created by leveraging the experience of schools around the world and utilising our previous investment in technology. Like everything at Finton House, we strive for improvement and keep evolving the educational experience so that we can now take the best of what remote learning has taught us and bring that to our on-site learning in 2021 and beyond.



In a world with an increasingly rapid pace of change where we must be prepared for the unexpected, our objective is that children leave Finton House with a confidence, resilience and understanding of the world which will allow them to thrive wherever they go next in life. I have the pleasure of seeing this first-hand when our Old Fintonians return to visit, come back to work with us or bring their children to school here. There is no doubt in my mind that being part of the Finton community is hugely rewarding and fulfilling.

Liz Buckley

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FROM OUR

HEAD

“Happiness is the key to a successful education.”

Finton House School holds a special place in the hearts of all those who have been here, either as a pupil, a parent or as a member of staff. It is a unique school combining a warm child centric environment with a high focus on wellbeing and values while also achieving outstanding academic results. This is in the context of a non-selective entry, increasingly rare for Prep schools in the area, and a specific objective to include children with special education needs who can thrive in a mainstream environment. Inclusion is part of the fabric of Finton House, together with a focus on building an understanding of our roles in the Community around us and our duty to contribute. All this is down to the culture, care and commitment of our highly experienced staff who get the best out of every child from those that need early support in specific areas to the more able who should be stretched.

Working here is deeply rewarding and often a great deal of fun - after all, happiness is the key to a successful education. Everyone works hard to maintain the school's success and outstanding reputation, while in the knowledge that protection of their own wellbeing is taken very seriously.

Ben Freeman



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ROLE SPECIFICATION

FINANCE ASSISTANT

Job Title	Finance Assistant (four days per week, all year round)
Reporting to	Finance Manager
Job Purpose	We are seeking a dedicated and pro-active individual to join Finton House School as a Finance Assistant. We invite you to apply and contribute to our mission of providing exceptional education.
Salary	£29,000 (Full Time Equivalent) plus benefits detailed in this pack
Main Duties	<ul style="list-style-type: none"> • Preparing bank reconciliations for review by the Finance Manager in a timely manner, ensuring expenditure and income is allocated according to the chart of accounts • Prepare monthly payroll submissions for review by the Finance Manager. Be responsible for submitting the payroll to the outsourced payroll provider. Prepare monthly payroll reconciliations for review by the Finance Manager • Prepare information to support the generation of termly fee billing with guidance from the Finance Manager • Generate termly fee invoices using our pupil management system, with oversight from the Finance Manager • Administer paperwork for all new school joiners including collecting and processing direct debit guarantees • Prepare termly and monthly direct debit instructions to collect fees, for review by the Finance Manager • Administering early years funding applications and reporting, with oversight from the Finance Manager • Any other finance-related duties as reasonably required by the Finance Manager

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PERSON SPECIFICATION

FINANCE ASSISTANT

Qualifications and Attributes	<p>The ideal candidate for the Finance Assistant role at Finton House School will possess the following qualifications and attributes:</p> <p>Education: A degree in finance, accounting, or a related field. Candidate will ideally be a part qualified chartered accountant or working towards an accountancy qualification</p> <p>Experience: Proven experience in administration, accounting, or related roles. Experience in an educational institution or nonprofit environment is advantageous</p> <p>Attention to Detail: Meticulous and accurate in financial record-keeping and data analysis</p> <p>Analytical Skills: Proficient in analyzing financial data, identifying trends, and making data-driven recommendations</p> <p>Communication: Good written and verbal communication skills, with the ability to present financial information clearly to non-financial stakeholders</p> <p>Team Player: Able to collaborate effectively with colleagues across different departments</p> <p>Software Proficiency: Familiarity with financial software and tools, including accounting software and advanced Excel skills. Systems training in Oasis School Accounting and Engage Fees will be provided</p> <p>Integrity: Demonstrates ethical behavior and handles confidential financial information with discretion</p> <p>Adaptability: Capable of working in a dynamic environment and adapting to changing priorities</p> <p>Commitment: Conscientious to meet deadlines and targets</p>
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APPLYING FOR THE ROLE



APPLICATION PROCESS

To apply for this position you will need to complete an application form and submit a covering letter and CV. Completed applications should be sent FAO the Headmaster, Ben Freeman, c/o Nicholas Karelis (Bursar) at bursar@fintonhouse.org.uk. Applications will be considered on a rolling basis and we may close the process early if a suitable candidate is found.
Application deadline: 5.00pm on Monday 16 September 2024

INTERVIEW PROCESS

Applications will be assessed against the Job Description & Person Specification, with candidates invited for an initial interview via Teams. A second face to face interview will take place at the School, incorporating a task. Interviews will be conducted on a rolling basis and we may close the recruitment process early if we find a suitable candidate.



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WHY WORK AT FINTON? BENEFITS

- 30 days' holiday
- Finton House operates a generous pension scheme for all employees. Support staff are enrolled into Scottish Widows with an employer contribution of 7.5%.
- All permanent employees benefit from Life Insurance covering Death in Service to a value of 2x salary
- All permanent employees benefit from Income Protection insurance should the employee fall ill, providing support during long term illness.
- Employees have the option to buy into the group medical insurance provided through Aviva. This covers a wide variety of treatment including optical and dental.
- Permanent employees benefit from a staff discount on fees for all children attending Finton of 65% (pro rata).
- Lunch is provided to all employees during term time, alongside access to refreshments throughout the day.
- The School participates in both a Cycle & Technology Scheme allowing employees to benefit from favourable purchase terms and tax efficiencies.
- All employees have access to an industry leading Employee Assistance Programme offering employees and their dependents access to wellbeing resources including counselling and legal advice.
- Staff Loans are available for training courses and travel support.
- Finton operates a lively social life with regular staff events alongside traditional mentoring and support.
- Other benefits include regular (optional) social occasions and events; strengthening the strong sense of the Finton House staff community.



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VALUES

AND ETHOS

“Open Hearts and Guiding Hands”

EQUALITY & DIVERSITY

Finton House Educational Trust values Equality & Diversity in everything that we do, with inclusivity being a founding principle of the School. All applicants will be treated with respect and dignity, and provided with the support they require to complete their recruitment journey with the School.

SAFEGUARDING

Finton House Educational Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. Details of all checks are to be found in our Recruitment, Selection & Disclosures Procedure, which is available on request.