

RS ACADEMICS



FINTON HOUSE
SCHOOL

FINANCE ASSISTANT
CANDIDATE INFORMATION

WELCOME FROM THE HEADMASTER

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
Headmaster



ABOUT FINTON HOUSE

Finton House is a thriving independent co-educational prep school for 340 children aged 4-11. Located near Wandsworth Common in South West London, Finton House is a non-selective, inclusive school where children are prepared to thrive in an ever-changing world. The school's commitment to pastoral care is as strong as its commitment to providing an outstanding education, and its academic achievements at 11+ speak for themselves: at Finton House, every child can shine bright.

Finton House was founded in 1987 as a charitable trust on the principles that there should be no academic selection for entry into Reception and that all the children, including those with special educational needs, should enjoy a completely inclusive, nurturing environment. These principles underpin the educational experience. The school has a strong reputation for nurturing mixed ability cohorts of children to experience the joy of learning and develop their skills, knowledge and wellbeing. The impact and success of a Finton education is evident in the number of children waiting for a place to join in Reception or for an occasional vacancy in all Year groups, and the remarkable success of pupils being awarded places and scholarships into a wide range of selective independent senior schools.

The school motto "Open Hearts and Guiding Hands" sums up the warm and caring relationships that the school promotes in a nurturing learning environment, in order to provide the most complete education.



MORALITY
COMMUNICATION
FINTON HOUSE GOALS
RESILIENCE **SELF-**
CURIOSITY **BELIEF**



JOB PURPOSE

The Finance Assistant supports the Finance Manager in the effective and efficient operation of the School's finance function. The role provides core transactional and administrative finance support across billing, ledger processing, banking, payroll assistance and audit preparation.

This is an excellent opportunity for an early-career finance professional seeking exposure to a broad range of finance activities within a well-run and financially healthy independent school.



KEY RESPONSIBILITIES

School Fee Billing & Income Processing

- Prepare and reconcile data to support the generation of termly school fee billing.
- Maintain accurate pupil billing records within the School's finance and MIS system.
- Collect and process Direct Debit mandates for new joiners.
- Prepare termly and monthly Direct Debit files in accordance with agreed timetables.
- Reconcile fee income and investigate discrepancies.
- Support credit control processes where required.

Purchase Ledger & Payments

- Process supplier invoices accurately and in a timely manner.
- Manage purchase ledger records and supplier statements.
- Process staff credit card returns and expense claims.
- Process supplier Direct Debits.
- Prepare and assist with the weekly supplier payment run.
- Ensure appropriate documentation and authorisation is in place.

Fixed Assets (as required)

- Maintain and update the Fixed Asset Register.
- Record additions, disposals and depreciation schedules.
- Assist with periodic asset verification exercises.

Payroll Support (as required)

- Assist with the preparation of payroll data e.g. joiners and leavers, clubs pay spreadsheet, variable payments etc.
- Support payroll reconciliations and reporting.
- Maintain payroll-related records in line with statutory requirements.





Budget & Management Accounts Support

- Provide support to budget holders in reviewing actual expenditure against budget.
- Assist with data preparation for monthly management accounts.
- Respond to routine financial queries from staff.

Audit & Compliance

- Assist in the preparation of year-end audit files and schedules.
- Support documentation collation for external auditors.
- Ensure finance processes comply with School policies and internal controls.

General

- Maintain high levels of confidentiality at all times.
- Contribute to continuous improvement of finance processes.
- Undertake ad hoc finance-related duties as reasonably required by the Finance Manager or Bursar.

PERSON SPECIFICATION

Essential

- AAT Level 2 or 3 (or working towards).
- Strong numerical and analytical skills.
- Experience of accounting software.
- Good working knowledge of Excel.
- High level of accuracy and attention to detail.
- Organised with the ability to meet deadlines.
- Discreet and able to handle confidential information.
- Good communication skills, ability to work with non-finance colleagues.

Desirable

- Experience working in a school or charitable environment.
- Experience of Direct Debit processing.
- Understanding of basic payroll processes.

SAFE GUARDING

The duties and responsibilities outlined may be subject to change based on the school's needs and priorities. We reserve the right to modify or amend the job description at any time, in consultation with the employee, to better align with our school's goals and objectives.

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 the school's website.



BENEFITS

- 30 days' holiday (full time equivalent)
- Finton House operates a generous defined benefit pension scheme for all employees. Support staff are enrolled into Scottish Widow with an employer contribution of 7.5%
- All permanent employees benefit from Life Insurance covering Death in Service to a value of 2 times 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.

Finton House Educational Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and youngpeople. Applicants must be willing to undergo child protection screening appropriate to the post. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced Disclosure and Barring Service check, satisfactory references, proof of identity and qualifications, a review of their social media presence and a satisfactory medical report.





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