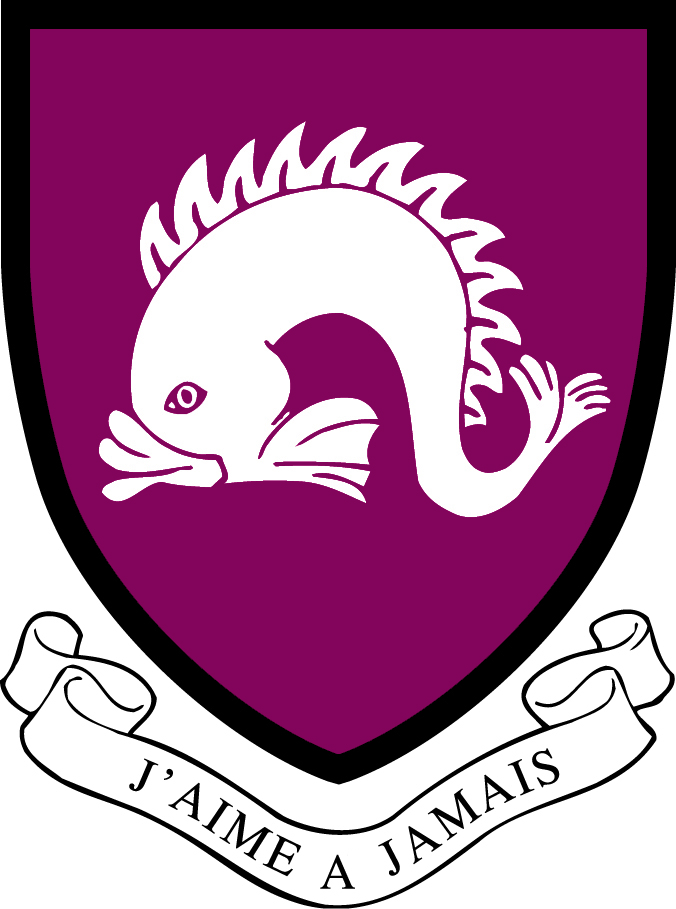
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**Northbourne Park School**

**Job Description**

**Job Title:** TemporaryFinance Assistant  **Department:** Ancillary Support

**Reporting to:** Finance Manager **Location:** Prep School

**Contract:** Temporary to cover sickness – Until January 2026 in the first instance.

**Overall purpose of the job:**

A key member of the ancillary staff responsible for dealing with a wide range of duties in the Bursarial office.

**Principal Responsibilities:**

* Deal with all incoming telephone calls and emails to the Bursar’s office.
* Process and pay all purchase invoices and expense claims.
* Record and reconcile all incoming takings and prepare banking.
* Reconcile petty cash and bank accounts.
* Reconcile nominal control accounts as requested by the Bursar.
* Process internal recharges between departments stationery, photocopying& printing etc.
* Positively promote the ethos and objectives of the school as a welcoming and inclusive community.
* Be aware of the high profile of the School and to uphold its standards at all times.
* Communicate with parents, staff and children in a helpful and efficient manner.
* Respect the confidentiality of information received.
* Take responsible care for the health and safety of yourself and other people who may be affected bywhat you do or do not do at work.
* Use all equipment in accordance with your training and instruction and report to the Bursar any defects in plant, equipment or premises that could present a risk to health and safety.
* This job description is subject to review and change as necessary.

**Personal Specification (Knowledge, Skills and Attributes)**

**Essential requirements of the post-holder:**

* Experience in a busy accounts office
* Excellent and accurate literacy, numeracy and computer skills.
* Proficient in the use of Microsoft Word and Excel
* Able to work in an organised and methodical way, paying attention to detail.
* Able to act on own initiative and deal with any unexpected problems with minimum delay.
* Able to plan and prioritise own workload and mange conflicting demands.
* Able to communicate clearly and effectively both in person and on the telephone.
* Reliable, flexible and has a proactive attitude to work and working hours

**Desirable requirements of the post-holder:**

* Experience of Sage Line 50

**Working hours:**

3 days per week, hours to be discussed.

**Salary and benefits**

Salary: Competitive salary depending on competence and experience.

Meals: Free school meals during term time.

**Safeguarding**

Northbourne Park School is committed to safeguarding and promoting the welfare of children. Candidates will be required to complete an application form and produce original documentation of certificates and degree qualifications. An enhanced DBS clearance check will be undertaken for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding and promoting the welfare of children.