



HORRIS HILL SCHOOL

Finance Officer (Maternity Cover)

Job Title:	Finance Officer
Reports To:	The Bursar
Working Time:	40 hours per week, Monday to Friday, all year round
Duration:	12 Months
Benefits:	30 days holiday per annum, lunch provided
Salary:	£27,000- £30,000

Horris Hill School is looking for a Finance Officer to join the support team on a full time basis. This is a hands-on role, therefore experience of a wide range of accounting functions, organisation and attention to detail are imperative. Qualifications in Accounting would be advantageous but experience and genuine interest in the Finance function is a must.

Main Duties and Responsibilities

- Ordering all the supplies for the school
- Coding and posting of purchase invoices and credit notes
- Reconciliation of suppliers' statements and purchase ledger control account (Aged Creditors)
- Resolving supplier queries/reminders
- Processing weekly payment runs for approval
- Collecting information on extras from colleagues and posting to ISAMS,
- Supporting the Bursar with producing, reconciling and controlling all termly and ad hoc invoices
- Dealing with parental queries and posting adjustments as required
- Posting and allocating receipts
- Reviewing Aged Debtors, maintaining the 'Fee Tracker' for fortnightly reporting and following up on outstanding balances to ensure prompt collection of fees
- Reconciling control accounts monthly
- Posting cash receipts and payments
- Weekly reconciliation of all bank accounts
- Weekly input and reconciliation of school credit card accounts
- Inputting and payment of staff expenses
- Recording and monthly reconciliation of petty cash
- Providing expenditure reports to budget holders
- Ad hoc reporting for Bursar as required
- Maintaining expenditure logs as required
- Filing and archiving
- Covering reception when colleagues are absents or on lunch break

- Supporting the marketing and admission team as required
- Supporting school events

Skills & Qualifications

- Qualified to degree Level (Desirable)
- Qualified to A level standard, with grades A-C in English and Maths
- Accounting qualification (Desirable)
- Experience of working with Xero
- Experience of Purchase ledger, Sales ledger and Nominal ledger
- Ability to adhere to deadlines
- Ability to provide reports to SLT and Group Finance director
- Ability to manage own workload
- Experience of school finances
- Experience of Xero Accounting
- Experience of ISAMS of similar School Information Management System

Person Specification

- A positive, can do attitude
- Possess strong verbal and writing communication skills
- Ability to work as part of a busy team
- Must be dependable and flexible
- To be inquisitive and proactive
- A willingness to learn and absorb information
- A high attention to detail
- Polite, courteous and friendly to all members of the team, parents and children
- To be reliable and trustworthy
- To be able to maintain strict confidentiality
- To be able to use initiative, show flexibility and be adaptable

Recruitment Process

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website www.horrishill.com/vacancies. Please submit applications to Paola Bright bursar@horrishill.com by 11th December 2023. Interviews will take place week ending 15th December 2023.

You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

Applications will be considered as they are received therefore early applications are encouraged. Employment will commence, subject to the satisfactory completion of all pre-employment checks, as soon as possible after this.

Appointments

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.