



Job Description

Job title: Finance Assistant

Reports to: The Bursar

Purpose of the role

The Finance Assistant will work as part of the bursary team, undertaking administrative and financial duties for Blanchelande College and its property company.

Working hours

This is largely a term time only position (including INSET days), with four weeks required during the school holidays, three of these to be during the summer holidays, to ensure the smooth running of the department throughout the year. Daily hours by agreement.

Remuneration

The salary will be part time and in accordance with the States of Guernsey administrative pay scale, commensurate with qualifications and experience.

Key responsibilities

These include, but are not limited to, the following duties:

- Dealing with cheques and cash received and posting corresponding entries on Quickbooks.
- Identifying direct bank payments received e.g. fees, school trip payments, and posting to customer accounts on Quickbooks.
- Dealing with petty cash transactions.
- Arranging for suppliers to be paid by direct bank payment or cheque, following authorisation of invoices by the relevant Department or Subject Lead, and posting corresponding entries on Quickbooks.
- Issuing termly fee invoices to parents and other ad hoc invoices as required.
- Reconciliation of Quickbooks and iSAMS records on a termly basis to ensure correct invoicing.
- Bank and accounting reconciliations, as required.
- Dealing with queries from staff, parents and suppliers.
- Assisting the Assistant Bursar with the ordering of supplies, books, etc.
- Assisting the Assistant Bursar with the chasing of outstanding accounts.
- Any other duties as assigned.



Blanchelande College

Ethos

The post-holder will:

- Fully support the Catholic ethos and aims of Blanchelande College
- Attend school events – such as Prize Giving, Open Day, Carol Service, etc.

Flexibility

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Principal. The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary.

For completion upon offer:

I hereby confirm acceptance of the above:

Name:

Signed:

Date:

Person specification

SELECTION CRITERIA (no priority order)	Essential	Desirable
QUALIFICATIONS & EXPERIENCE		
• GCSE in English and Maths (or equivalent)	X	
• Evidence of further training and/or education	X	
• Appropriate experience of working within a busy financial office environment	X	
• Previous experience of working in a school environment		X
SKILLS & PERSONAL ATTRIBUTES		
• Proficient in the use of Microsoft 365 (i.e. Word, Excel, Outlook)	X	
• Proven ability to manage competing priorities and meeting deadlines in a calm and efficient manner	X	
• Effective written and oral communication skills	X	
• Attention to accuracy and detail	X	
• Ability to work proactively as part of a small team	X	
• Ability to work effectively individually	X	
• A professional approach with regard to discretion and the need for confidentiality	X	
• Ability to respond flexibly and adapt to changing circumstances	X	
• Able to evaluate personal developmental needs and seek learning opportunities to address them	X	
• Ability to formulate ideas and solutions, presenting them to the Bursar or Assistant Bursar	X	
KNOWLEDGE & UNDERSTANDING		
• Knowledge of education and schools		X
• Working knowledge of Quickbooks		X
SCHOOL VALUES		
• A commitment to the school's aims and values, including Blanchelande's Catholic ethos	X	
• A commitment to supporting and promoting safeguarding of children	X	