

THE ROLE

Interim Finance Assistant (2-3 Month Fixed -Term Contract)

Job Title: Interim Finance Assistant

Reporting to: Senior Finance Business Partner

Location: St Albans Education Group (STAEG)

Contract Duration: 2-3 Months

Salary : Fixed Term-£22,000 - £25,000 dependent on experience

Hours: Full-Time

Start Date: Immediate

We are seeking an experienced Interim Finance Assistant to provide short-term support to the Finance Team during a busy period, including month-end and year-end activities.

The successful candidate will have experience within the independent school sector and be able to contribute effectively from day one.



RESPONSIBILITIES

Main duties and responsibilities

- Support the month-end and year-end accounting processes.
- Prepare and reconcile balance sheet accounts, including:
 - Fixed Assets
 - Prepayments
 - Fees in Advance
- Investigate and resolve reconciling items in a timely manner.
- Maintain accurate financial records and supporting documentation.
- Assist with bank reconciliations, journals and general ledger maintenance.
- Support day-to-day finance operations, including purchase ledger, sales ledger and cashbook activities as required.
- Utilise PASS to maintain and process pupil-related financial information.
- Assist with audit preparation and the provision of supporting information where required.
- Provide flexible support to the wider Finance Team during peak workload periods.

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Senior Finance Business Partner

PERSON SPECIFICATION

STAEG schools are vibrant and supported by a diverse and enthusiastic community of staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

QUALIFICATIONS & EXPERIENCE ESSENTIAL	• Previous experience working within the independent school sector. • Strong working knowledge and practical experience of PASS. • Proven experience with balance sheet reconciliations. • Good understanding of month-end accounting processes. • Strong Excel and Microsoft Office skills. • Excellent attention to detail and organisational skills. • Ability to manage competing priorities and work to tight deadlines. • Proactive, hands-on approach with the ability to work independently.
DESIRABLE	• Experience supporting year-end audit requirements. • Knowledge of fee accounting and school finance processes. • Experience working within a charitable or educational environment
PERSONAL QUALITIES	• Professional and reliable. • Strong communication and interpersonal skills. • Flexible and adaptable. • Able to integrate quickly into an established team and make an immediate contribution.
SUCCESS MEASURES	The successful candidate will: • Deliver timely and accurate balance sheet reconciliations. • Provide effective support during month-end and year-end activities. • Quickly become a productive member of the Finance Team. • Ensure finance records are maintained accurately and efficiently throughout the contract period.

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PERSON SPECIFICATION (Continued)

PHILOSOPHY AND ETHOS

- A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School's safeguarding policy.
- Ability to form and maintain appropriate relationships and personal boundaries with children.
- Contribute positively to the overall ethos, objectives and aims of the School.

HEALTH AND SAFETY

- Support Health and Safety training initiatives and to actively participate in this area.

STAHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.