



FELSTED SCHOOL JOB DESCRIPTION

Apprentice Finance Assistant

The Role

Accountable to: Head of Finance

To support in the smooth running of the Finance Department, providing support in Credit control, Billing, Purchase ledger and Banking.

Role Responsibilities (illustrative, not exhaustive, list):

Billing

- Working closely with the Billing Manager during busy Billing cycle periods.
- Termly review of Boarding Status changes in preparation for the Billing cycle.
- Billing Ledger Maintenance – regular housekeeping to ensure data reflected is correct and current.
- Providing support on extras as and when required.

Credit Control

- Maintaining the debt ledger file and ensuring that the document reflects all the latest cash payments made to the school.
- Sending Letter 1s to parents that owe fees.

Purchase Ledger

- Oversight of Purchase Ledger v Nominal Ledger Reconciliation.
- To support the Purchase Ledger FA in monitoring the Accounts mailbox and posting invoices to Lightyear where required.
- Posting non – Lightyear invoices to PASS
- Processing Staff expenses

Banking

- To provide support when required in preparation of cash for collection, or to count cash when it has been delivered to the office.
- To be able to process bank payments as and when required.
- Allocation of fee income to Billing accounts.
- Supporting the cashier with monthly recharges.

Other Duties

- Working with the Senior School finance team
- Any other reasonable ad-hoc duties as requested.

Skills, Knowledge and Experience

Essential:

1. Good level of education, A*-C/9-4 grade GCSE's in Maths and English, or hold an equivalent qualification
2. Willingness to complete an Apprenticeship L3 Assistant Accountant
3. Excellent and demonstrable communication skills at all levels, verbal and written
4. Approachable and friendly manner with a 'can-do' attitude towards work and customer service
5. Excellent organisation and attention to detail skills
6. Confident use of MS Office & Google Workspace, in particular MS Excel formulas

7. Excellent financial administrative skills
8. Be able to work under pressure to meet deadlines
9. Able to remain calm, professional and flexible within a busy environment.
10. Understand and commit to the Safeguarding of Children
11. Promote positive working relationships

Reward and Recognition

- Annual leave allowance of 20 days each year plus Public Holidays (pro-rata)
- Employer and employee contributory pension scheme (4% matched contribution)
- Free life insurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)

TERMS OF EMPLOYMENT

- Working hours 37.5 hours per week for 52 weeks per annum (8:30am to 5:00pm)
- Starting salary from £18,000 per annum, depending on skills, knowledge & experience
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- The post holder has a responsibility to safeguard and promote the wellbeing of children and young people.

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.