



THE KING'S SCHOOL
CHESTER

FINANCE ASSISTANT

Applicant information



Willow
Lodge

Discovering the *world*



KING'S
JUNIORS

Igniting *curiosity*



KING'S
SENIORS

Seizing *opportunity*



KING'S
SIXTH FORM

Becoming *exceptional*

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.

About us



THE KING'S SCHOOL

King's is an academically selective, co-educational independent school originally founded in 1541 for the 'poor and friendless' children of Chester. Almost 500 years later, King's is a thriving, dynamic and forward-thinking school of 1100 pupils that is considered to be one of the very best of its kind in the country.

At King's we aim to make the very most of every individual student in the school, both academically as a selective school with a great tradition of scholarship, but also in terms of character development, confidence and wellbeing. This is achieved by a broad curriculum, extensive co-curricular programme, excellent pastoral care and highly committed and professional staff. We want our pupils to remember their time at school with real fondness whilst relishing the prospect of successfully making their mark on the world and leaving it a better place.

The school enjoys a spacious and well-resourced site on the southern outskirts of Chester, having moved from a city centre location in 1960. Our state-of-the-art infant school, Willow Lodge, was built 6 years ago with the Junior School being impressively extended a year beforehand. There is a major site development plan in progress for the Senior School, including the recent construction of a new £5million Sports Centre, The Rohan Ingley Pastoral Centre and the imminent redevelopment of the sixth form centre. The school retains close links with Chester Cathedral where it holds regular services, including a traditional Service of Nine Lessons and Carols at Christmas.

King's comprises the Senior School (ages 11-18), the Junior School (ages 7-11) and the Infant School (Willow Lodge, ages 3-7). There are currently 768 pupils in the Senior School (220 in the Sixth Form), 220 pupils in the Junior School and 114 in the Infants, supported by almost 250 staff (teaching and support).

Further information about the school can be found on our website: www.kingschester.co.uk

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THE ROLE AND OPPORTUNITY

We have a rare and exciting opportunity for an extraordinary Finance Assistant to join our exceptional Finance team on a permanent basis.

The successful applicant will play a pivotal role in assisting all areas of a busy finance team with a primary focus on purchase ledger. Responsible for overseeing all purchases made by The King's School & ensuring records are accurately maintained using a clear reference and date system.

Reporting directly to the Financial Controller, the Finance Assistant assists the Finance Department as necessary, providing any information required by the Finance Controller and / or Director of Finance & Operations.

Responsible for making BACS or cheque payments, generating coding, checking invoices, checking and reconciling statements and dealing with all purchase enquiries.

RESPONSIBILITIES

- Search for competitively priced suppliers prior to placing orders
- Place purchase orders by email, online and arrange deliveries
- Place online orders & make credit card payments
- Reconcile delivery notes to invoices received and purchase orders
- Input invoices and credit notes onto the school systems
- Seek authorisation of invoices from budget holders
- Process monthly BACS payments and prepare cheques
- Monthly reconciliation of credit card transactions
- Assist in the production of termly & year-end accounts by compiling requested information
- Manage & reconcile all Box Office income & costs relating to Theatre productions



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- Manage rechargeable control accounts and liaise with Fees Officer regarding items to be included on pupil bills
 - Produce correction journals where appropriate
 - Prepare bank deposits & upload relevant journals on a weekly basis
 - Match Direct Debit payments with correct paperwork & ensure figures are correct
 - Upload weekly bank statement journals for all company bank accounts
 - Prevent data inaccuracies by setting up internal control systems
 - Process insurance claims on behalf of school
 - Assist monthly payroll with preparation of travel expense claims
 - Undertake or assist with project work as required by the department
 - Process & collect GBP & foreign currency requests from the bank
 - Management of finance related information stored at offsite records archive
 - Set up new supplier accounts and maintain existing account details within the purchase ledger
 - Deal with supplier enquiries and resolve suppliers' disputes
 - Assist in production of regular expenditure reports & issue to Heads of Department
 - Assist with income reconciliation for King's Space
 - Track orders placed against departmental budgets.
 - Manage cash held on site, such as foreign currency stock in safe or petty cash tins in various locations around the school.
 - Answer phones & deal with general queries
 - General assistance to Finance Office

Technical competencies:

- Minimum two years' experience in a similar role
- Systems implementation experience is desirable
- Willingness to work towards a professional accounting qualification
- Good interpersonal & communication skills
- Self-disciplined
- Own transport strongly desirable

- Strong team working skills
- Ability to work to deadlines
- Working knowledge of Microsoft Excel and BACS



SALARY AND BENEFITS

You will work 37 hours per week **Monday to Friday 8.30am to 5pm, All Year Round**

In return you will receive:

- A full-time equivalent salary of **£24,565** per annum
- Free staff lunch on the days you work during term time
- Health and wellbeing initiatives
- Employee assistance programmes to support you personally and professionally
- Scottish Widows Group Personal Pension Plan
- The support of skilled and enthusiastic management and colleagues to enhance your development
- Cycle to work scheme
- Free gym access
- Free swimming pool access
- Free onsite car parking

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The role is deemed to be in regulated activity as there is an opportunity for contact with children on a day to day basis, but the contact would be minimal.

IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.

Our Child Protection and Safeguarding policy can be found on our School Website.



THE PROCESS

Candidates for this post should apply via the TES website by **12:00pm Wednesday 3rd August 2022** or send completed application forms to bursar@kingschester.co.uk

A curriculum vitae will **not** be accepted in place of the completed application form.

Interviews will be held week commencing Monday 8th August 2022

The PA to the Finance & Operations Team, Shirley Davis, is available to discuss the role informally with prospective candidates and can be contacted via bursar@kingschester.co.uk or 01244 689559.