



Finance Assistant

St Angela's Ursuline School is seeking to appoint an experienced, dedicated & motivated individual for the position of Finance Assistant. The purpose of this role is to fulfil all financial tasks which are required in the school.

Key Accountabilities:

- To support the Senior Finance Officer oversee and/or execute the key financial needs of the school including budgeting, purchasing & payments as further specified below
- To raise purchase orders, invoices, credit notes & deal with suppliers' enquiries on the school's financial system (FMS)
- To assist with the management of ParentPay & PFM
- To ensure effective processing of cash collection, banking & reconciliation
- To assist with general office and administrative duties such as: filing, photocopying, phone queries, correspondence
- To ensure all financial records comply with the School's Finance Policy

Salary: GLPC4 P7 (Point 7 - 10) pro rata (Term time only, 39 weeks)



'St Angela's is an
Outstanding School'
OFSTED



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We are an equal opportunities employer & we are committed to safeguarding & promoting the welfare of children.