



JACK & JILL

FAMILY OF SCHOOLS

Position	Finance Assistant
Location	All 3 Schools in the Family of Schools
Reporting To	Principal
Hours	Part time or Full time considered
Contract Type	Permanent – 52 weeks per annum but some flexibility on hours during the school holidays
Start Date	ASAP

Jack and Jill Family of Schools

The Jack & Jill Family of Schools is a group of schools that has been providing education for children since 1951. It is now one of the few remaining family-run educational establishments in the UK.

All Jack and Jill schools focus on achieving high standards in both behaviour and performance within the close supportive 'family' environment and through a broad academic curriculum. Emphasis is placed upon acceleration in literacy and numeracy, as well as development of effective working practices, diligence and the sheer joy of learning – a *'tradition of excellence'* established over many decades.

The Family of Schools is comprised of three schools:

- Jack & Jill Nursery and Reception (Twickenham)
- Nightingale House Pre-Preparatory School (Hampton)
- Clarence House Preparatory School (Hampton Hill)

The Jack & Jill Family of Schools is inspected as one body. The Family of Schools was judged 'outstanding' by Ofsted in January 2020.

Safeguarding

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of all stakeholders. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Structure Chart

Principal
!
Finance Assistant

Purpose of Role

At the Jack and Jill Family of Schools, our customers are key. They drive everything that we do. This role's key responsibility is ensuring that customers are invoiced correctly and all queries are dealt with promptly and courteously. This role also ensures that all transactions are entered into the accounting system and billing system. The Finance Assistant works with the Finance Manager to ensure that termly reporting is produced and budgets monitored. This is a very pivotal role and requires attention to detail, accuracy and good time management.

Job Content

This job description may be amended at any time following discussion between the line manager and the member of staff to meet the requirements of the Family of Schools

1. Main responsibilities

Responsibility for MIS (Family) finance – updating plans, updating funding, advising the business on the Finance aspect of Family
Creating customer invoices
Debtor management
Dealing with customer queries
Posting creditor invoices
Preparing payment runs
Posting bank payments on to SAGE 200 and FAMLY
Posting the credit card statement
Producing purchase orders
Updating budget reports and sending out to budget holders
Covering the phones and general administrative tasks as required when the administrators are unavailable
Updating the cashflow statement
Posting accruals, prepayments, and journals onto SAGE 200
Month end reconciliations
Termly reporting
Assisting with the year-end accounts
Preparing the returns to AFC for Early Years Funding
Involved in finance project work

2. Safeguarding

The job holder has due regard for safeguarding and promoting the welfare of the children and will be required to follow the child protection procedures outlined in the schools' safeguarding policy.

3. Other duties

Other duties at an appropriate level may be required. Whilst every effort has been made to explain the main duties and responsibilities of the role, there may be other duties to ensure the success of the School.

What we offer

First and foremost, this position offers you an opportunity to work in a family of outstanding schools.

The position of finance assistant is a key integral part of the Jack and Jill Family of Schools.

We are looking for someone who is excited by working in the education sector. If you enjoy all aspects of Finance this is an opportunity to get involved in a wide range of finance tasks that you might not get to do in a bigger finance team.

Person Specification

The criteria below will be assessed by the application form (A), task (T), interview (I).

The task will include a presentation during the interview and an exercise to observe a lesson and recommend digital enhancements.

Attributes	Essential	Assessment Criteria
Qualifications	<ul style="list-style-type: none"> Degree level or equivalent AAT or first stages of CIMA/ACCA 	A
Experience	<ul style="list-style-type: none"> Having worked in the education sector would be a bonus Having worked in a similar role in a small business Having an understanding of early education funding would be advantageous 	A A A
Knowledge	<ul style="list-style-type: none"> Accounts payable and receivable Dealing with customer queries Month end/termly reporting, balance sheet reconciliations, year-end preparation Performing reconciliations 	A A A
Leadership	<ul style="list-style-type: none"> This role has no direct reports. Being able to deal with people of all levels Working closely with the small J&J team 	I I

Vision	<ul style="list-style-type: none"> To be part of a Finance function that responds in timely manner, accurately and courteously to all stakeholders. 	I
Other Skills and Abilities	<ul style="list-style-type: none"> High attention to detail Proactive and a self starter Excellent oral and written communication skills and good listening skills. Good time management Approachable and promotes positive working relationships. Excellent IT skills. 	I, A, T I, T A, I I
Behaviour	<ul style="list-style-type: none"> Demonstrates high standards of personal integrity, loyalty, discretion and professionalism. A calm, patient and reassuring manner. 	I I
Safeguarding	<ul style="list-style-type: none"> Commitment to safeguarding and welfare of all stakeholders. 	I

Application Process

To apply for the post, please complete an application form on the School's website and return to HR: hr@jackandjillschool.org.uk

CLOSING DATE: 6 December 2021