



FINANCE ASSISTANT

Wilson's School

FROM JANUARY, 2025

An introduction from the Executive Head

Mr N J Cole



Wilson's is an exceptional place to work. As Head since 2014, and having been part of the school for over 18 years, I have witnessed the unique and supportive community we have cultivated. Our recent recognition as The Sunday Times Secondary School of the Year 2024, alongside an Outstanding judgement from Ofsted, highlights our dedication to excellence and our ethos of valuing every individual.

The staff are our most valuable asset, and morale remains high due to a strong sense of shared purpose. We actively seek input from staff on how the school can continue to improve, fostering a collaborative atmosphere where praise and support are integral. Senior leaders are highly visible and actively participate in the life of the school, sharing duties and teaching alongside colleagues to encourage teamwork and mutual respect.

Founded in 1615, Wilson's has grown into one of the country's leading state-funded boys' schools. We provide an outstanding academic education and first-rate pastoral care, ensuring that all pupils, regardless of background, benefit from the highest standards. Our facilities are excellent, and the school's distinct identity is a source of pride for both staff and pupils. Nearly all of our pupils progress into the sixth form, leaving as well-rounded and engaged young individuals.

For further information on our ethos, curriculum, and Ofsted report, please refer to our website www.wilsons.school.

We welcome your application and are happy to provide any additional information you may require.



The Role – Finance Assistant

Join Wilson's School as our Finance Assistant and play a key role in delivering high quality and effective finance service. As a member of the broader Operations Team, you will work in a collaborative, dynamic environment that supports the school's mission to deliver exceptional education.

The School's motto is "Not for oneself but for all". All members of staff should embody this in their day-to-day support of education at Wilson's School and through contributions to the wider life and ethos of the school.

The **Key Purpose** of the role is to work with the Director and Assistant Director of Finance in maintaining the school's accounting records. Your primary role is to provide an effective, friendly, proactive, efficient and highly responsive finance service to staff, pupils and parents which is carefully attuned to their needs.

You will be responsible for processing orders and invoices ensuring the school gets good value for money and that the appropriate records are kept throughout. You will reconcile online parental payments and provide general cashiering duties. The role also involves administration of financial systems for disadvantaged pupils, assisting with accounting for school visits and supporting the administration of lettings of school facilities. In addition you will generally assist and support the work within the Finance and HR Team.



The Person

Personal Specification - Experience

Essential

Experience of working within a finance setting
Experience of using a computerised financial system
Experience of working effectively with Microsoft Excel

Desirable

Experience in an administrative or financial role within a school or educational environment.
Experience with cashiering duties and handling transactions.
Experience in reconciling online payment systems
Accounting qualifications or certifications

Knowledge & Skills

- Ability to communicate effectively and build rapport with others
- Attention to detail and ability to produce accurate work
- Excellent time management and the ability to organise and prioritise work to meet deadlines
- Ability to work at pace when required and to remain calm under pressure
- Ability to adapt to changing circumstances
- Ability to work independently, exercise judgement confidently and take responsibility for tasks, seeking guidance where appropriate
- Ability to work flexibly as part of a team, giving and asking for support as needed
- Ability to listen and understand others' needs and perspectives
- Good knowledge of and confidence in using MS Office (including Outlook, Word, Excel)
- Ability to develop knowledge of and work with other software products, systems and technology
- Strong literacy and numeracy skills
- Knowledge and understanding of safeguarding, child protection and data protection requirements
- Knowledge and understanding of data protection requirements as they relate to working in an administrative role in a school

Personal Qualities

- Highly effective communicator with trustees, school staff, parents and any external agencies.
- Professional and customer-focused - positive, helpful and friendly with a 'can-do' attitude.
- Collaborative team player who is proactive, motivated and solution-oriented.
- Conscientious, reliable, and responsible, with a strong sense of discretion and confidentiality.
- Empathetic and supportive of colleagues, trustees, and senior leaders.
- Willingness to undertake relevant training
- Self-motivated to identify and address personal development needs.
- Committed to safeguarding, pupil wellbeing, and promoting equality and diversity.



Employee Benefits

Hours of Work

36 hours per week, across up to 200 days (40 weeks) per annum. the working days/weeks each year will include the school's term time days plus the number of additional days/weeks in the school holiday period as advised in advance of each academic year. The dates of the additional days to be worked will be agreed with the Performance Reviewer for the post holder.

Standard working day of 8am to 4pm Monday to Friday, with an unpaid lunch break.

Remuneration

The post is paid in the school's pay range 7-10 (£29,346 to £30,630 FTE), the pro-rated actual salary is the range £25,764 to £26,892.

Benefits:

- Professional development
- Cycle to work scheme
- Use of onsite fitness suite
- Annual flu immunisation
- Excellent pension
- Free onsite car parking
- Employee assistance programme

Safeguarding and Child Protection Policy

Rehabilitation of Offenders Act

Wilson's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As employment with Wilson's School allows access to children and young people this legislation entitles us to ask applicants for employment to disclose ALL cautions and convictions even if they are "spent" (unless they are protected as defined within the rules). Prior to employment we will obtain an Enhanced Disclosure from the Disclosure and Barring Service revealing details of all unprotected convictions and cautions, both unspent and spent, and also any intelligence information which a chief officer of police reasonably believes to be relevant to the application. Any offer of employment will be subject to clearance, satisfactory to Wilson's School, that you are suitable for employment within the category of the post applied for.

Equality

Wilson's School wants to meet the aims and commitments set out in its equality duty plan when considering applicants for employment. This includes not discriminating under the Equality Act 2010 on the basis of a protected characteristic (sex, race, age, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity). Wilson's School also ensures it has due regard to the need to eliminate discrimination and other conduct that is prohibited by the act; advance equality and opportunity among people who share a prohibited characteristic and people who do not share it and to foster good relationships across all characteristics, between people who share a protected characteristic and people who do not share it.



The Sunday Times
Secondary School of
the Year 2024

THE SUNDAY TIMES
THE SUNDAY TIMES



We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity

The Application Process



We are looking for outstanding individuals who want to join our team and make a positive contribution bringing their own experiences, knowledge and skills.

We will also require the names and contact details of two referees, at least one of whom is a current employer. If you have ever worked with children we will require a reference from the most recent time this was the case. You must ensure your referees can provide references shortly after you apply for this role.

You should complete the application form, which includes a section for you to set out how your past experience, knowledge, skills and personal qualities demonstrate your suitability for the role.

The **closing date is Monday, 6 January 2025.**

Further details including the full job description and person specification and link to the application form can be found on our website.

Please direct any queries about the post by email to the PA to the Head and Senior Leaders, Mrs H Ware at HW@wilsonsschool.sutton.sch.uk