



Finance Assistant at More House School

For immediate start

The School:

Nationally celebrated, More House School provides an exceptional, mainstream education for boys with Specific Learning Difficulties. Providing a transformative education recognised as 'Outstanding' in our March 2016 school Ofsted inspection, and in successive Ofsted inspections over more than a decade, we offer a specialised learning environment for 470 day and boarding boys from Year 4 to Year 13. Our pupils are taught to recognise their strengths and develop their self-belief so that they achieve independence and extraordinary results at GCSE, BTEC and A Level, above the national averages.

All boys who attend More House are individually timetabled, with many receiving support through the on-site Learning Development Centre and its qualified therapeutic staff. The very broad curriculum affords opportunity to discover their strengths, challenging them to fulfil their academic and extra-curricular potential. Judged 'Outstanding' by Ofsted in its last four school inspections, our most recent inspection (March 2016) graded More House School 'Outstanding' overall, and 'Outstanding' in each of the six sub-sections of the report. More House is CReSTeD approved, listed in their Specialist Schools category, and is a member of the Independent Schools Association and Boarding Schools' Association.

The school is set on a wooded hillside in twenty-five acres on the Hampshire/Surrey border, and attractive modern facilities lie above the playing fields. In recent years, the school has refurbished and extended its boarding facilities, refurbished its eight Science laboratories, built its School of Engineering and CAD facilities, and opened a new Humanities block and school Chapel. Last summer witnessed the completion of our brand new library and Media Studies centre, and growth in learning support facilities.

About this post:

We are looking for an experienced and proactive full time Finance Assistant to join our small but busy Bursar's Office. The ideal candidate will have worked with SAGE Line 50, be IT literate, especially in Excel and have excellent written English. An accounting qualification would be advantageous, but is not essential.

Specific Duties:

Responsible under the Bursar for the efficient administration of the School and keeping up to date of appropriate records and include the following:

- The accurate administration of data into Sage accounting software
- The creation of financial management reports as requested.
- Compliance and administration of Licences and Warrantees.
- Responsibility for the Fixed Asset Register.
- Assistance with the auto-enrolment of staff.
- Monitoring and administration of the financial budgets .
- Administration of the Purchase Ledger.
- Entering Purchase Request Forms on Sage for 'pipeline' inclusion.
- Responsibility for checking that charges on Purchase Invoices match those identified on the Purchase Request Forms.
- Assist with the process of enrolling the parents on Direct Debit and field queries relating to the process.
- Assisting with the creation of sales invoices once each term.



- Assisting with the placing of orders, and the monitoring of deliveries.

General Duties:

- Correct administration on all aspects and tasks that are required of you.
- Clear and neat handwriting.
- Providing a welcoming and inviting reception to all visitors to the School.
- Providing a good telephone response and following up issues that have been brought to your attention.
- To deal with general queries and be responsible for keeping those concerned informed and arriving at a solution that is disseminated to all parties.

Person Specification:

Personal qualifications

- ✓ **Qualifications:** AAT would be desirable but not essential.
- ✓ **Experience:** Previous experience would be advantageous.

Characteristics:

- ✓ **Communication:** clear, concise and appropriate.
- ✓ **Sensitivity:** listens well and understands others' needs and perspectives.
- ✓ **Self-motivation:** meets objectives on own initiative; committed to continuous self-development; willingness to attend appropriate training/updating if required.
- ✓ **Teamwork:** flexible, co-operative, helpful; self-aware; collaborates well; ability to work alone and as part of a team.
- ✓ **Organisation:** systematic; efficient; meets agreed priorities.
- ✓ **Response to change:** investigative; adaptable; prepared.
- ✓ **Technical skill:** good knowledge of general accounting processes.

Hours:

9AM – 5PM Monday to Friday

Salary:

£23,000 per annum

To Apply:

To apply, please submit a completed application form to Mrs Secker-Barker, the Headmaster's PA, on hr@morehouseschool.co.uk or by post to:

More House School
Moons Hill
Frensham
Farnham
Surrey
GU10 3AP.

Closing Date: 27th August 2018



This post is subject to an enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is made.

More House School is firmly committed to safeguarding and promoting the welfare of children and young people.

Registered Charity No: 311872 Moons Hill, Farnham, Surrey, GU10 3AP