



Finance Assistant at More House School

Permanent, non-residential, full time position ideally commencing January 22

To assist in the accurate recording of the School's finances which will include purchase ledger, fee billing and recharges, procurement, credit control, receiving payments over the phone and posting to accounts along with daily bank receipts, reconciliations as required. This list is not exhaustive.

www.morehouseschool.co.uk

The School:

A nationally celebrated charity, More House School provides an exceptional, mainstream education for boys with Specific Learning Difficulties and Developmental Language Disorders. Providing a transformative education repeatedly recognised as 'Outstanding' by Ofsted over more than a decade, we offer a specialised learning environment for 490 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. A majority of our Sixth Form leavers progress to their university of choice.

Delivering a mainstream independent-school experience, both academically and socially, the very broad curriculum affords all pupils the opportunity to discover their strengths, challenging them to fulfil their academic and extra-curricular potential. 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. Judged 'Outstanding' by Ofsted in its last five school inspections, our most recent inspection (March 2019) graded More House School 'Outstanding' overall, and 'Outstanding' in each of the sub-sections of the report. More House is CRSTeD approved, listed in their Specialist Schools category, and is a member of the Independent Schools Association and the Boarding Schools' Association.

Approximately 60% of pupils have their places at the School funded by a local authority, and are the subject of an Education, Health and Care plan. Currently, more than thirty different local authorities have pupils placed in the School. The remainder of pupils' places are funded privately by parents and extended families.

The School is set on a wooded hillside in nearly thirty acres of the Surrey Hills Area of Outstanding Natural Beauty on the Hampshire/Surrey border, and attractive modern facilities lie above the playing fields. London Waterloo is one hour away by train from close-by Farnham railway station, and there is easy access to the M25, M3 and A3 major routes. Guildford is twenty minutes' drive away.

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. Autumn 2017 witnessed the completion of our brand-new library and Media Studies centre, and growth in learning support facilities. 2018 saw the expansion of the campus and the conversion of a large domestic building into our new Sixth Form centre, which was opened in January 2019, improving further the facilities for both teaching, and independent study. In the current academic year, we hope to commence work on a substantial project to improve the School's facilities for sports.

This project forms one element of a much more ambitious strategic development plan realising our organisation-wide commitment to continuous improvement in all aspects of our provision, including the campus, and expanding our outreach work training other professionals. In particular, during the 2022-23 academic year, we expect to extend our School medical-surgery facilities, and develop a bespoke therapeutic counselling suite.

The School provides a high level of support and training for all staff, promoting employees' career-development and efficacy in helping pupils to overcome the potential barriers to achievement posed by their difficulties and vulnerabilities. The School also provides training for many other external professionals and other schools, and on behalf of the Independent Schools Association.

About this post:

The Finance Office comprises the Finance Manager and two Finance Assistants. The successful applicant will be comfortable multi-tasking, have a diligent work ethic, attention to detail and a flexible approach to the tasks required. We are seeking a good proactive team player with a happy and flexible disposition and a caring and patient attitude when dealing with colleagues, parents, and external organisations.

The main duties of the Finance Office are:

- ◆ Processing Purchase Ledger
- ◆ Production of termly Fee invoices
- ◆ Setting up Direct Debit schedules
- ◆ Liaising with Local Education Authorities and Parents.
- ◆ Credit Control
- ◆ Maintenance of the Assets Register
- ◆ Data input to Sage accounting software
- ◆ Monthly reconciliations of bank accounts, cash, credit card statements, control accounts
- ◆ The creation of financial management reports

The list of duties above is not exhaustive, and you may be asked to carry out other reasonable duties which are part of, and incidental to, this type of work.

Relationships:

- The post holder will be responsible to the Finance Manager and ultimately the Bursar for the efficient financial administration of the School and the keeping of appropriate records, and the performance of other duties as agreed with the Finance Manager/ Bursar.
- The successful applicant must interact effectively on a professional level with colleagues and seek to establish and maintain productive relationships with all.

Person Specification:

Essential	Desirable
Qualifications, Skills and Experience	
A good level of general education is expected	Experience in a similar role within a school would be beneficial.
Previous office/financial experience	
Experience in using Database and Accounting systems	Knowledge of Sage 50 would be an advantage
Experience in working with Microsoft Office, particularly Excel	
Personal Attributes	
Excellent interpersonal and communication skills demonstrating an understanding of, and commitment to, professionalism and teamwork.	
Flexible, co-operative, helpful and supportive; ability to work independently and as part of a team.	

Excellent time-management and prioritisation skills, with the ability to work under pressure and to deadlines	
Demonstrate effective organisational and administration skills.	
Energy, enthusiasm, flexibility and determination to succeed	Commitment to ongoing self-development; willingness to attend appropriate training/updating if required
Personal commitment to the school's ethos and aims in promoting the best possible outcomes for pupils.	

Hours:

9am – 5pm Monday to Friday (a shorter day of 9am to 4pm is often worked by the School's administrative staff outside of School term-time and Inset days).

Remuneration and benefits:

Salary: Depending on experience and qualifications.

Automatic enrolment into the Nest pension scheme.

Provision of hot lunches, tea and coffee

Onsite parking

Cycle to work scheme

Employee Assistance Programme

25 days' holiday, plus bank holidays

Safeguarding:

This role is deemed to be one of working in regulated activity, meaning that the post-holder may expect to come into unsupervised contact with children and young people frequently in the discharge of their duties on-campus. As such, the expectations of conduct, required of all adults working at More House School, apply to this position, as does a full Safer-Recruitment vetting process of any appointee.

To Apply:

Please apply, via the website: www.morehouseschool.co.uk/vacancies or submit a completed application form, for the attention of the Bursar, Mr Stephen Johnson, to Mrs Faye Carpenter, the HR Manager, at hr@morehouseschool.co.uk or by post to:

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

Interested candidates are welcome to make an appointment to visit the school for an informal visit.

Closing date for applications: Friday 7th January 2022

Interviews expected to be held on: TBC

Please note that we reserve the right to close the vacancy early in light of a large response.

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

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