



THE ORATORY

PREPARATORY SCHOOL

Job Profile: Finance Assistant

The Oratory Preparatory School (OPS) is an independent day and boarding school providing an enriched education to boys and girls aged 2 to 13. Benefitting from being part of the wider Bellevue Education group, we are committed to delivering exceptional teaching; combining the best of tradition with the latest innovations. Set within 65 acres of Oxfordshire countryside with outstanding facilities, we nurture happy, balanced, confident and inquisitive children.

Details of the post:

We are looking for an experienced Finance Assistant to join our high performing admin team. The OPS aims to provide the best possible education for its pupils and as such requires the best administrative support. The post holder will be in a team player, with excellent communication and interpersonal skills.

Job Description:

- Provide financial and administrative support to the school by the accurate maintenance of locally maintained records using Sage / Accounts IQ, Microsoft Excel / Google Sheets, iSAMS and other systems.
- Responsible for payroll and associated functions
- Prepare school fee and activity invoices
- Answer and resolve any queries from parents concerning school fee invoices
- Manage all external accounts enquiries and referring as required to the Business Manager or other colleagues as relevant
- Managing the purchase ledger, including placing orders, recording the receipt of goods and services, checking for accuracy against original order & managing creditor reports.
- Manage the school purchase order system
- Process invoices from suppliers, matching with purchase orders and forwarding to the head office finance team for payment.
- Ensure the financial and booking elements for school trips and extra curricular activities are correctly costed, organised & billed to parents in conjunction with teaching staff.
- Deal with enquiries from suppliers, developing good working relationships with them.
- Process financial information in line with financial regulation and as agreed with Head Office
- Advise school staff on accounting, finance and payroll related matters where appropriate.
- Perform any reasonable administrative tasks as assigned by the Finance Business Partner of the school to prepare the monthly MIS, cash flow and audited accounts.
- Every member of staff has a duty to commit to the safeguarding and welfare of all pupils at the school
- Participate in staff programmes for training, in particular safeguarding and Health & Safety
- Adhere to security procedures of the school regarding keys, ID badges, stock and property
- Other related and reasonable requests from either the School Finance Manager, Business Manager or any member of the SLT.

Person Specification:**Skills and knowledge**

Well organised, able to approach work methodically, prioritise and meet deadlines.	Essential
Excellent written and verbal communication skills.	Essential
High level of numeracy and literacy	Essential
Effective communication skills. Good collaborative skills, able to quickly establish effective internal and external working relationships with key people across different departments	Essential
Ability to develop innovative and practical solutions to challenges	Essential
Knowledge of challenges facing an independent school	Desirable

Qualifications/Attainment

GCSE grade A* - C in English and Maths or equivalent.	Essential
AAT Level 2 or similar	Desirable

Experience

Working with young people, ideally in an educational environment.	Desirable
Experience of working in an accounts environment	Desirable
Customer Service & Administration Experience	Desirable

Attitude/approach

Able to form good working relationships with colleagues, and to relate appropriately to pupils.	Essential
Discreet and able to deal with confidential information.	Essential
Able to respond flexibly to the demands of working in a school environment.	Essential
A forward thinking approach.	Essential
Calmness and ability to respond effectively when under pressure.	Essential
An understanding of safeguarding within an educational setting.	Desirable

Salary will be commensurate with qualifications and experience.

Applications:

To apply, or for further information, please send a completed application form via email to humanresources@oratoryprep.co.uk or phone 0118 9766921.

The Oratory Prep School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service.