



West Hatch High School

a Specialist Business and Enterprise School

"THE BEST THAT I CAN BE"

Headteacher: Mrs V Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

Finance Assistant

Required ASAP

25 hours per week- Potential flexibility on working pattern for right candidate

(Monday and Friday 8.30-15.30, Tuesday 8.30- 13.30,

Wednesday and Thursday 8.30-12.30)

40 weeks per year

Scale 3, points 6-7, Salary £25,989 - £26,403 (Including Fringe) FTE

Actual Salary - £16,045 - £16,290

We are seeking a highly organised and conscientious Finance Assistant to support the effective operation of our busy finance office. The successful candidate will demonstrate exceptional attention to detail, take ownership assigned tasks. They should be able to work effectively with colleagues, students, parents, and external contacts, while also operating confidently on their own. The ability to contribute positively within a supportive team environment is essential. We'd love to hear from individuals who enjoy being part of a friendly, hardworking team and are ready to bring their skills to a role where they can truly make a difference.

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use,
- Swimming pool available for staff use,
- TOIL scheme allowing staff to build time to take some term time days off,
- The Headteacher is passionate about staff workload and wellbeing and holds regular wellbeing meetings with staff.
- Flexible working requests will be considered.

At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net.

If you require additional information please contact recruitment@westhatch.net

Closing date: Wednesday, 23rd September 2026, 9am.

Based on the quality and quantity of applications received, West Hatch High School reserves the right to close this vacancy sooner than the specified closing date. Therefore, early applications are encouraged.



West Hatch High School

Finance Assistant Job Description

JOB DESCRIPTION:	Finance Assistant
Responsible to:	Headteacher
Line Manager:	Director of Finance and Operations
Purpose of Post:	To administer processes regarding day-to-day financial management. To accurately maintain the accounting system, in accordance with financial regulations and GAAP (generally accepted accounting practice and relevant statutory legislation).

Main duties and responsibilities:

- To process orders and monitor (ensuring best value)
- To process sales invoices and ensure timely collection of debts
- To run creditor payment systems (BACS and cheque), allocating invoices to departmental/nominal codes, coding VAT for reclaim and checking within budget limits
- To deal with supplier queries (statement, phone, mail, email)
- To distribute departmental cost centre report and to answer budget holder queries
- To provide trip budget holders up to date income analysis reports
- To liaise with music department to correctly administer collection of music service fees, recharged to parents
- To assist in preparation of documentation for audit and answering audit queries on above areas
- To administer lettings programme and lettings diary. First point of contact for prospective lessees, production of invoices, liaising with lessors regarding bookings contracts and requirements, answering queries re timings of lettings working in conjunction with Cover Manager and Caretakers
- Ensuring that all invoices for Lettings are settled promptly and that payments are received before booking is approved; suitable related reports are available for Director of Finance
- To administer ParentPay system. First point of contact for students and parents, processing income and loading accounts, answering queries and general administration of system. Ensuring that payments are made and processing refunds where necessary
- First point of contact for school transport requirements related to minibuses and coach bookings and administration of the booking system
- Monitor and managing Finance email In Box
- Credit card; analysis, posting and reconciliation of monthly statement, ensuring appropriate supporting VAT documentation for review/approval
- Ensure all Orders are received before supplier invoice is cleared for approval/payment

- Staff expense claims (within Supplier Ledger) are processed in timely manner, ensuring accuracy, with suitable appropriate supporting VAT documentation for review/approval
- Supplier (weekly) payment run; collation of recommended payments for approval/authorisation, uploading onto Bank portal
- Ensuring all Supplier Ledger invoices/credit notes are scanned and uploaded into PSF via Auto Attach
- General maintenance of Supplier Ledger within PSF, highlighting potential issues and suggestions for improvement
- Catering/Canteen debt: regular review of outstanding debt, liaison with Catering Manager and contact/chase debt
- Archiving finance records, with appropriate update to archive spreadsheet.

Bursary (16-19 students only):

- Main point of contact Bursary
- Main point of contact for Bursary students
- Collate all applications, including eligibility for consideration by the Headteacher/Head of Sixth Form
- Maintain Bursary accounts analysis/spreadsheet
- Process orders for Bursary students
- Post termly payments via the school accounting system (PSF) for Bursary students
- Collate all applications, including eligibility for consideration by the Headteacher.

Free School Meals (“FSM”):

- Free School Meals (“FSM”): in conjunction with external FSM and SIMS software, ensuring all students that have applied for FSM are recorded on the school systems. Regular reconciliation of FSM and SIMS and producing data reports for the Census ensuing information is complete and accurate.

General:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.

Professional standards:

- Conduct your role in a professional, positive, and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, pupils, parents, and the public.
- Come to work suitable dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality regarding issues relating to pupils, parents, other staff, and school business.
- Set a good example to students.
- Be supportive at all times of the school’s aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high standards of punctuality and attendance.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to perform appropriate duties within the context of the job, skills and grade.

September 2026



West Hatch High School

Finance Assistant Person Specification

General heading	Examples	Essential	Desirable
Qualifications & Experience	Limited Accounting experience		✓
	Educated to NVQ Level 2 or equivalent		✓
	Working knowledge of Financial school policies and procedures		✓
	Excellent knowledge of ICT packages to support specialist area	✓	
	Robust knowledge using Excel	✓	
Communication	Ability to write detailed reports, letters etc	✓	
	Ability to use clear language to communicate complex information unambiguously	✓	
	Ability to listen effectively	✓	
	Seek support to overcome communication barriers with children and adults	✓	
Working with others	Ability to make a proactive contribution to the work of the team	✓	
	Ability to liaise with suppliers and other agencies	✓	
	Ability to establish rapport and respectful and trusting relationships with children and adults	✓	
	Ability to make a distinctive contribution to the work of the team	✓	
Responsibilities	Excellent organisational skills	✓	
	Ability to remain calm under pressure	✓	
	Ability to manage and support the work of others	✓	
	Ability to plan and manage own time effectively	✓	
	Demonstrate a highly creative approach to supporting children and staff and an ability to resolve complex problems independently		✓
General	Awareness of and promotion of equality		✓
	Excellent understanding of Health & Safety legislation and procedures relating to specialist area		✓
	Ability to advise others		✓
	Understand and support child protection procedures		✓
	Understand procedures and legislation relating to confidentiality		✓
	Demonstrate a clear commitment to develop and learn in the role		✓
	Ability to effectively evaluate own performance		✓