



## **Job Title: Finance Assistant (Full-time)**

### **About our School**

St Paul's Cathedral School is a co-educational independent preparatory school (Reception to Y8). The majority of our 285 pupils are Day Pupils. We educate the Choristers of St Paul's Cathedral who are boarders at the school, accommodated in a purpose-designed boarding house. Music permeates the whole life of the school and is central to our ethos.

Every day at St Paul's Cathedral School, ordinary children achieve extraordinary things, with the support of a dedicated and collegiate staff team. Our philosophy is that all achievement must be rooted in wellbeing.

The Good Schools Guide has described us as 'pastorally superb' and a 'joyful place', noting that our parents feel that our location and exceptional ethos give pupils a strong sense of being rooted in a community.

### **Job Description:**

This is an excellent opportunity for a committed and enthusiastic person to join one of the UK's most vibrant and successful prep schools.

We are seeking a highly organised Finance Assistant to work alongside the Director of Finance. The successful candidate will be responsible for managing the routine activities of a busy finance department, including responding to parent and staff enquiries.

## **JOB DESCRIPTION**

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Responsibilities**

Responsible to the Director of Finance and Operations (DFO) for:

##### *Purchase Ledger & Payments*

- Main point of contact for all purchases and resolving discrepancies.
- Liaise with suppliers regarding queries, statements, and payments.
- Maintaining supplier, customer records and purchase management.
- Perform internet searches for new suppliers and monitor payments for reports under Anti-Money Laundering Policy.
- Oversee any amendments of supplier's details to the School, ensuring appropriate due diligence and independent verification of bank details.
- Reconcile supplier statements and maintain up-to-date creditor records, including supplier payments terms and VAT registration numbers.

##### *Fee Billing & Credit Control*

- Support the termly billing cycle by processing fee extras and rechargeables to pupil fee accounts.
- Process fee payments received.
- Process extras/recoverable charges.
- Respond to parent queries regarding invoices or payments.

##### *Banking & Reconciliation*

- Record income and payments in the accounting system.
- Assist with bank reconciliations.
- Support budgeting and reconciliation of school trip income and other ad hoc events.

##### *Financial Administration*

- Maintain accurate financial records and digital filing systems.
- Assist in preparing reports and spreadsheets as required.
- Assist in the preparation of BACs payments.
- Daily input of invoices and adjustments on to PASS Finance.
- Assist in the management of event and trip budgets.
- Assist with the Year End Audit process.

##### *Compliance & Systems*

- Ensure financial procedures are followed in accordance with internal controls.
- Assist with data entry into finance systems WCBS PASS.
- Maintain confidentiality and data protection standards at all times.

**Other Responsibilities:**

- Working closely with the School and Cathedral Finance Team, as required, to support month-end and year-end close processes, and the annual audit.
- Assisting with the documentation of processes and system improvements.
- Bringing any concerns or opportunities for improvement promptly to the attention of your line manager.
- Understand and follow school and cathedral financial policies, charity finance regulations and internal controls.
- Any other duties as deemed reasonable and necessary by the DFO.

**Person Specification:**

The successful candidate will have excellent organisational and communication skills, a keen eye for detail and an ability to work as part of a team.

As a first point of contact of the Finance department, they will have the ability to positively engage with parents, staff, and suppliers.

They will have previous experience of working in a busy school or finance office environment, and the ability to work on their own initiative with excellent IT skills.

Experience working within a school context, would be beneficial, but is not essential.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• GCSEs and A-Levels</li><li>• Relevant Finance or business administration qualification (e.g. NVQ Level 3 or AAT)</li></ul>	<ul style="list-style-type: none"><li>• Degree</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience working within a team, managing enquiries, and providing customer service</li></ul>	<ul style="list-style-type: none"><li>• Demonstrable experience working with PASS Management Information Systems and finance software – training will be provided if needed.</li><li>• Experience in finance, accounting, or finance administrative roles, preferably within an educational setting.</li></ul>

<p><b>Personal competencies and qualities</b></p>	<ul style="list-style-type: none"> <li>• <b>Customer-Focused:</b> A friendly, approachable demeanour when dealing with enquiries from staff and parents and suppliers.</li> <li>• <b>IT Literacy:</b> Excellent proficiency in office software (Word, Excel, and Outlook) and financial accounting software</li> <li>• <b>Organizational Skills:</b> Ability to manage multiple tasks and prioritize effectively, meeting deadlines.</li> <li>• <b>Attention to Detail:</b> Accuracy and precision in scheduling and record-keeping.</li> <li>• <b>Time Management:</b> Ability to work efficiently under pressure, managing multiple deadlines and tasks.</li> <li>• <b>Communication Skills:</b> Excellent written and verbal communication skills, with the ability to liaise effectively with staff, parents and pupils.</li> <li>• <b>Problem Solving:</b> Proactive and capable of resolving scheduling conflicts or issues as they arise.</li> <li>• <b>Alignment</b> with the school's philosophy of achievement rooted in wellbeing.</li> <li>• <b>A collaborative approach,</b> with a growth mindset.</li> </ul>	
---	---	--

### **Terms and Conditions**

This post is employed (contract) and offers a competitive pro rata salary with a generous Employer Defined Contribution pension scheme.

This is a full time role. This is a school-based role working on-site.

Lunch is provided, and there is an hour for lunch (unpaid).

Attendance at termly INSET is also required, as is attendance at the compulsory Cathedral services including Advent and Palm Sunday (falling on Sunday's).

We are committed to supporting the professional development of all our team members; all staff may apply for support with relevant training courses.

Employees may also be entitled to discounted school fees for dependent children, subject to the standard admission process and the availability of places.

The Pension scheme is managed by the Cathedral, using Aviva.

## **Application**

All applications must be made via the School's application form (available on the school website), accompanied by a letter addressed to the Head, Mrs Judith Fremont-Barnes.

Please submit your completed application and letter to [tkeller@spcs.london.sch.uk](mailto:tkeller@spcs.london.sch.uk). The closing date is: **09:00 Monday 16<sup>th</sup> March 2026**.

The school reserves the right to interview before the closing date.

In line with Keeping Children Safe in Education, online checks are conducted as part of our application process for all new employees and all appointments are made subject to pre-employment checks including an enhanced Disclosure and Barring Service certificate.

## **Safeguarding:**

Safeguarding is the responsibility of all staff at St Paul's Cathedral School and all staff are expected to share our commitment to safeguarding and promoting the welfare of the children in our care. Staff must be aware of the procedures within the school which support safeguarding and must act in accordance with the school's Safeguarding Policy and Staff Code of Conduct.

All job descriptions may be adapted to suit the skillset and experience of the post holder and are kept under regular review. Job descriptions are not comprehensive; the post-holder may at times be expected to carry out other tasks and undertake training in line with business need when reasonably requested by the Head.