

Finance Assistant

Closing Date: Friday 24th September 2021 (Noon)

Job Start Date: TBC

Contract/Hours: Permanent, 25 hours per week, term time only (+ 1 additional week)

Salary Type: Support Staff

Salary Details: £18,933 to £19,941FTE (Actual salary £9,840 to £10,364) dependant on experience

Hours of Work: Actual working hours are negotiable.

Location of Role: Basingstoke

Job/Person Summary

Dove House is an outstanding school (Ofsted 2019) for children with moderate learning difficulties and autism. We converted to an academy in November 2011 and have enjoyed many benefits from the autonomy this brings. Dove House is also an accredited Teacher Training Provider (SCITT) but above all it is a school which makes a difference to all those who are connected with it.

We are recruiting for a Finance Assistant to join our friendly Business & Finance Team. We are looking for an adaptable, flexible and organised individual able to cope in a busy environment and deal with constantly changing priorities.

The successful candidate will have:

- GCSE English and Maths at Grade C/4 or above,
- previous experience in financial administration, either in school or business,
- knowledge of Sage financial software package
- a high level of communication skills and the ability to relate positively to children and adults,
- a high level of confidentiality,
- the ability to work independently, use their own initiative but also work as part of a team,
- a high level of attention to detail.

Main duties include:

- Purchase ledger
- School income (using Tucasi)
- Banking
- Petty cash

You will also be expected to provide cover for reception/answering telephone.

Application Procedure

An application form is available on the school website or please contact Debbie Andrews on 01256 351555 or email d.andrews@dovehouse.hants.sch.uk. Please visit our website at www.dovehouseacademy.com Visits to the school are warmly invited.

Dove House School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.