

Finance Assistant
Part Time (0.4 FTE)
One Year Fixed Term (All Year Round)

Fenstanton Primary School

Abbots Park
London
SW2 3PW

Candidate Pack 2025



Fenstanton Primary School is located in the South East of the London Borough of Lambeth in Tulse Hill.

Fenstanton Vision

We are extremely proud of our pupils and the diversity in our school. Fenstanton Primary school is a richly diverse community which makes it a vibrant, exciting and rich place to learn. Our pupils are proud to be members of Fenstanton Primary School and they are equally proud of their learning and take pride in their achievements.

Inclusion is at the heart of our school and we pride ourselves on identifying and removing barriers to learning so that all pupils, regardless of their ability or starting point, achieve their full potential and develop into intelligent, creative thinkers with a thirst for lifelong learning.

We offer a stimulating, creative curriculum delivered by exceptional practitioners, in a nurturing and inclusive environment, which as well as securing basic skills, aims to motivate and challenge all pupils so that they make exceptional progress in all areas. Pupil empowerment and pupil voice are embedded throughout our curriculum and pupils are actively involved in shaping their learning.

We are committed to instilling British values and moral purpose and actively deliver a curriculum which develops pupils into creative, confident and curious learners. We also instill Fenstanton core values throughout our curriculum: kindness, respect, nurture, aspiration, resilience so that our pupils are prepared for life beyond primary school and develop into responsible citizens.

We expect all members of our school community to model these values towards one another, so that our school community is a happy and safe place in which all pupils can learn and thrive.

We pride ourselves on high expectations; of ourselves as educationalists and of our pupils. We strive to provide exceptional learning and teaching and raise pupils' aspirations. Our practitioners support pupils to see difficulties as challenges that they can overcome, which is an important part of the learning process.

Partnerships are a strength of the school, with a range of outside agencies, as well as our continued partnership with our pupils, parents, carers, community and governors. Working together will enable the school to provide the very best educational provision and outcomes for our pupils.

We look forward to welcoming you to our school.

Our Ethos and Mission

At each school we have a core focus which is a holistic approach to the development of the whole child so that all pupils leave our schools as creative, confident, curious members of their communities.

- Creative
- Confident
- Curious

By the end of Year 6 our aim is to ensure that all pupils who attend our schools will:

- Have a strong sense of their identity and feel empowered to be active participants in their communities
- Have a strong sense of agency in their education
- Be emotionally literate and have the skills to nurture themselves and each other
- Understand the importance of and how to keep themselves mentally and physically well
- Have strong foundational skills in reading, writing and maths, ready for their next stage in life and beyond
- Have a love of learning, including interests and passions, across a broad range of subjects
- Develop a sense of identity in what they are studying – have the knowledge and skills to view themselves as scientists, historians, mathematicians etc.

Think about your skills, expertise and ambitions carefully and apply for a post with us if you like what you see. We encourage you to familiarise yourself with our websites for more information. We are ambitious schools and are keen to recruit the very best Finance Assistant to join our fantastic team.

We welcome visits to our schools, please contact us by emailing office@fenstantonprimary.co.uk

Ms G Roberts
Headteacher

Your CPD Opportunities

We provide regular internal training for all our staff including INSET day training which will develop you in your role and provide you with the necessary knowledge, resources and attributes to be successful in your post.

The Interview Process

Our interview process consists of the following:

1. A lesson observation for teaching roles
2. A work-related task/test
3. Panel interview (approximately 30 minutes)

Full details of the process will be contained in your interview invite email.

How to Apply

To request an application form, please email: recruitment@fenstantonprimary.co.uk

Please email completed application forms to recruitment@fenstantonprimary.co.uk

This is a rolling recruitment campaign. The recruitment inbox will be monitored regularly and shortlisted candidates will be notified of the interview date via email. Unfortunately, due to the very high level of response we receive for posts, we are unable to provide feedback to applicants if they have not been shortlisted, feedback will only be provided if you have had an interview.



Post: Finance Assistant

Job Description including Main Duties and Responsibilities

Salary:	Scale 4 Spine Point 7-10 - £30,987 to £32,346 (Pro rata)
Contract:	One-year fixed term
Responsible to:	School Business Manager and Headteacher
Working hours:	0.4 All Year Round
Application deadline:	TBC, this is a rolling recruitment campaign Completed application forms should be sent to: recruitment@fenstantonprimary.co.uk
Interview Date:	TBC, this is a rolling recruitment campaign

Purpose of Post

To assist the School Business Manager and Headteacher in providing an efficient, accurate and complete confidential accounts service to the schools.

Main Duties and Responsibilities

- To support the School Business Manager and Headteacher in all operational duties that contribute to the provision of a value adding, customer focused business support and relationship management service to ensure Headteacher are accountable budget holders to ensure their financial needs are met. This includes supporting the delivery of sound financial planning, management, reconciliations, closure of school accounts, management accounting, financial reporting, statutory/statistical returns (as required), and coordination of financial arrangements for the school(s) across both revenue, capital (as appropriate).
- Under the direction of the School Business Manager, contribute to the development of financial competence and upskilling of school administrative staff, as well as compliance in using the schools' financial systems.
- Process purchase orders, receive delivered goods and process invoices ensuring the requisite audit trail is completed.
- To ensure (Best Value) wherever possible when purchasing goods and services by obtaining quotations, negotiating discounts etc.
- To advise all school staff with regards to purchasing through induction, advice on suppliers and delivery times etc.
- To produce regular and ad hoc financial reports to a range of stakeholders.
- To process internal charges e.g., reprographics, central stationery purchases, catering etc.
- To manage finance records – keeping of (prepayments) accruals, etc. at each Quarter period end and in preparation for the annual closure of accounts.
- To monitor the development and use of the school's financial software i.e. Xero, Approval Max, Parent Pay and implement appropriate changes as/when required.

- To maintain an accounts' filing system suitable for auditing purposes.
- To liaise with the school's bank when required.
- To manage the day-to-day operation of the school fund.
- To undertake a bank reconciliation with the school fund on a monthly basis.
- To create a set of accounts in a required format on the school fund for termly reporting to the Finance Committee.
- To issue invoices when required and chase up debtors.
- To manage the booking of taxis for staff, ensuring records are kept and checking invoices received.
- To develop, update and maintain the school's computerised Asset Register ensuring that goods are security marked accordingly, have their location and value recorded etc... to manage the annual stock-take.
- To manage the payment of visiting music teachers ensuring mechanisms are in place so that correct payment is made to the Lambeth Music Service according to hours worked etc and that detailed records are kept.
- To manage the collection of music fees from students liaising with the Head of Music, issuing correspondence to parents, cashing up and dealing with debtors.
- To manage the school's telephone system. This includes the checking of monthly bills; reviewing the contract for the supply of call charges and seeking the cheapest deals; dealing with maintenance and development of the school's telephone system.
- To deal with whole-school insurance matters when required at the request of the School Business Manager. To manage the insurance scheme for musical instruments.
- To complete the annual P11 D return to HMRC for employees in receipt of the school's private healthcare scheme.
- To undertake any other duties consistent with main purpose of the job as requested by the Finance Officer or Headteacher commensurate with the level of the post.
- Development of budgetary control, compliance, policies and processes.
- Champion efficiency and value for money, performance and a solutions-focussed approach.
- Develop effective working relationships with all key school and Local Authority key stakeholders.
- To conduct detailed financial operations: raise POs, pay invoices, carry out all financial reconciliations (including bank, payroll), calculate appropriate central recharges and music payments.
- Collect any debt owed to the school.
- Support the School Business Manager with contract, leases and licences.
- Support the School Business Manager with Governor and local authority financial reporting as required.
- Ability to challenge and question spending not in line with budget.
- Other duties commensurate with this role and level of responsibility.

Person Specification

Qualification

- To have attained at least Grade A*-C in English and Mathematics GCSEs or equivalent.
- Financial qualification (CIPFA/AAT) or studying towards one

Skills and Knowledge

- Ability and experience in using Accounting Computer Software Xero and school finance systems, strong IT and Excel skills
- Ability and experience in counting cash and recording income accurately, issuing receipts as applicable and preparing income for banking.
- Ability and experience in dealing with supplier queries, orders and invoices, checking monthly supplier statements.
- Ability to liaise and communicate with outside agencies, suppliers, school staff, governors and the local education authority, both in writing and by telephone, fax and email.
- Ability and experience in prioritising tasks according to deadlines.
- The ability to absorb information readily in a pressurised environment.
- Ability to work cooperatively as part of an effective team.
- Knowledge/experience of working in maintained schools, and understanding school accounts
- High level of attention to detail and accuracy
- Experience of school budget setting, budget monitoring and closure of accounts
- Ability to interpret financial data/information, apply logic and judgement
- Good communication skills and ability to establish good working relationships
- Ability to learn new information at a fast pace

General Requirements

- A current enhanced satisfactory Criminal Record Bureau disclosure check.
- A clear commitment to working with the whole school community.
- A clear and appropriate communication style, both orally and in writing.
- A good work ethic, ability to meet the demands of a busy accounts department.
- An ability to understand the needs of different groups of people (staff, parents, students, outside agencies etc.)
- A commitment to and understanding of implementing the school's ethos and Equal Opportunities Policy.
- To maintain confidentiality at all times, in respect of all matters relating to the school.

Equal Opportunities

Fenstanton Primary School is an equal opportunity employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability or age. All applications are treated on merit.

Safeguarding

Fenstanton Primary School, along with Lambeth Council, is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure for this authority.

Health and Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and

maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.