



# HALSTEAD ST ANDREW'S SCHOOL

## Finance Assistant

Start date: As soon as possible





## Finance Assistant

### The Role

The Finance Assistant will support the Finance Manager with the financial operations at Halstead St Andrew's School.

Line manager: Finance Manager

### Main Duties and Responsibilities

#### Finance administration

- Accurately manage the school's ordering system, ensuring all invoices are paid promptly.
- Effectively manage the 'invoices' mailbox.

#### Invoice Processing

- Log and process invoices via the appropriate system.

#### Reconciliation

- Check and reconcile supplier invoices and statements, resolving discrepancies with suppliers and budget holders.

#### Purchase and Sales Ledger

- Prepare payment runs and maintain purchase and sales ledger records.

#### Year-end Process

- Assist with the year-end process and annual audit.

Budget monitoring:

- Assist in controlling and monitoring supplier and academic departmental costs, providing budget updates as required.

#### Banking

- Assist with the banking of monies received around the school.

#### Petty cash

- Weekly recording and monthly reconciliation of Petty Cash.

#### School Fees

- Administration of the Schools Fees Ledger ensuring correct allocation of fees and discounts to individual pupils.
- Termly invoicing of school fees.

#### Insurance

- Administration of all Pupils Insurances (e.g. Healthcare, Absence, Personal Accident) and submitting to the school's insurers.

#### Early Years

- Managing all aspects of the Early Years Grant claims. Liaising with parents and Surrey County Council (SCC) Early Years team. Calculating the funding due to each eligible child and adjusting their fees accordingly. Electronically processing all claims.
- Dealing with all aspects of the Childcare voucher scheme plus Tax Free Childcare. Liaising with parents and voucher schemes regarding registrations. Processing electronic payments for fee invoices and mini camps.

- Inputting information on to the SCC Portal for the annual Provider Agreement and Early Years Census.

- Confirming milk deliveries with Cool Milk on a weekly basis and calculating the number of eligible pupils for this free scheme once a term.

#### School Trips

- Manage the financial processes for school trips.

#### Utilities Monitoring

- Record and monitor utilities consumption by reference to meter readings received from the Facilities team.

#### Data Analysis

- Collate and analyse data, producing reports as requested by the Finance Manager.

#### Forecasting

- Assist with data gathering for forecasting and budget setting.

#### Policy Updates

- Update related school policies and procedures as directed by the Finance Manager.

#### Archiving

- Archive financial and other related data.

### Personal Specification

#### Personal qualities and skills

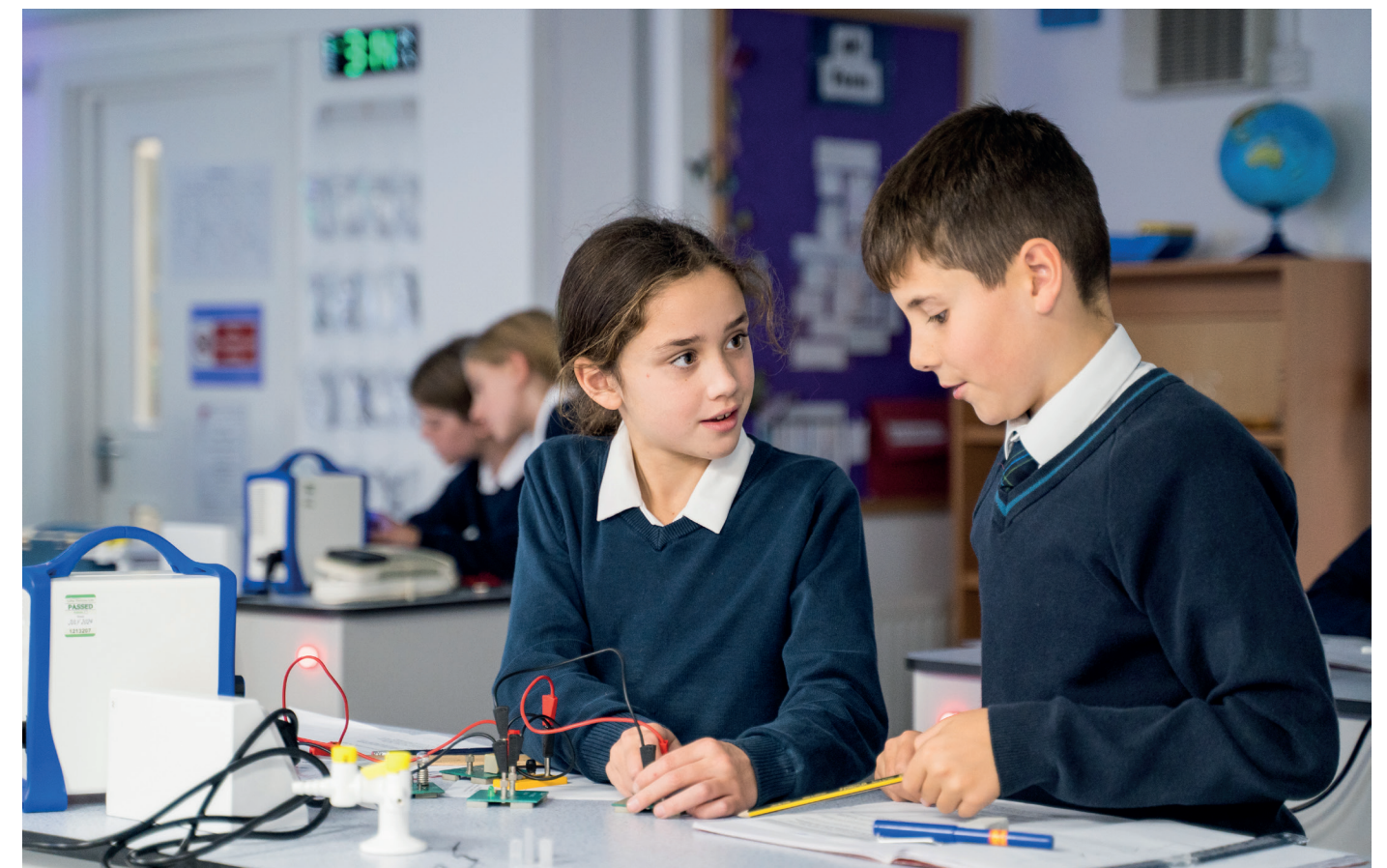
- Understanding and appreciation of the independent school sector
- Excellent organisational and time management skills
- Strong attention to detail and accuracy.
- Calmness and efficiency and the ability to work under pressure at certain times.
- Demonstrates a 'can do' positive attitude
- Good communication and interpersonal skills.
- Inclusive team player
- Flexible
- IT literate and proficient in financial software and Microsoft Office Suite.
- Previous experience in a finance or administrative role is preferred.

### Health and safety

Follow the Health and Safety procedures within school.

### Professional development

- Help keep their own knowledge and understanding







relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's staff development procedures.

## Working Conditions and Remuneration

The Finance Assistant will predominately be based at our Church Hill House site, but from time to time there may also be a requirement to work at Woodham Rise (our Pre Prep site)

The role is a part-time, permanent role, two days a week 8am-4.45pm.

Salary will be competitive based upon qualifications and experience.

## Benefits

A first-rate benefits package includes:

- 30 days holiday (pro-rata)
- A contributory staff pension scheme
- Death in service benefit
- Free school meals (term-time only)
- Fee remission for eligible children attending the school
- Free car parking

## Application Process

Applications to be on the School Staff Application form and covering letter.

This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

Interviews may take place as applications that are selected are received.

Applications should be submitted electronically to [hr@hsaschool.co.uk](mailto:hr@hsaschool.co.uk). Closing date is 12pm on Monday 20 January 2025. Interviews to take place on Wednesday 22 January.

We reserve the right to interview and appoint before the closing date.

## Safeguarding

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

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.







## About Halstead St Andrew's

**Halstead St Andrew's is an independent all-through school located in Woking, Surrey.** We are more than just a school – we are a community dedicated to empowering every child to become confident, compassionate and curious learners.

We are proud to be a family-oriented school, dedicated to creating a caring, secure, and nurturing environment where pupils thrive as happy and confident learners. Our values-driven and opportunity-rich ethos provides an inspiring educational experience that fosters the holistic development of every pupil while instilling a lifelong love of learning.

Halstead St Andrew's is set over two sites; our Nursery and Pre-Prep are based at our Woodham Rise site and is a stimulating and age-appropriate environment for our youngest pupils, which creates a happy and secure learning environment.

From Year 3, pupils move to Church Hill House. Here they enjoy continuing outstanding teaching and the facilities of our well-appointed site and extensive playing fields. They then, when we extend our offering in 2026, will have the opportunity to stay with us through to GCSE.

The success of Halstead St Andrew's School is built upon our values of endeavour, positivity, creativity, respect and kindness. These values form the foundation of everything that we do and enable pupils to reach their potential in all areas and it is our plendge to equip pupils with the skills necessary to navigate an ever-changing world.







## HALSTEAD ST ANDREW'S SCHOOL

Pre-Prep  
Woodham Rise  
Woking  
Surrey  
GU21 4EE

T: 01483 760943  
E: [officewr@hsaschool.co.uk](mailto:officewr@hsaschool.co.uk)

Prep and Senior  
Church Hill House, Wilson Way Horsell,  
Woking  
Surrey  
GU21 4QW

T: 01483 760943  
E: [officechh@hsaschool.co.uk](mailto:officechh@hsaschool.co.uk)

“For parents wanting the personal touch,  
this school delivers.”

*Good Schools Guide*



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