

Role: Finance Assistant

Location: Halton Lodge Primary School

Salary: Grade 4 SCP 4

Hours: 22.5 per week (44 weeks per year, so term time plus 5 weeks)

Actual Salary Pro-Rata: £14,464.59 (FTE: £24,404)

Contract: Permanent

The headteacher and governors of Halton Lodge Primary School would like to appoint a Finance Assistant to join our committed and enthusiastic team. This position is to commence as soon as possible.

As always, we are looking for a friendly, caring person who has the necessary skills to join our hardworking team in helping to provide financial support - taking responsibility for designated areas so that financial processes related to the work of the school are effectively executed.

At Halton Lodge Primary School, we can offer you:

- A friendly, hardworking team of staff;
- A welcoming and vibrant school;
- Happy children who enjoy learning;
- A designated office space;
- Free parking at your place of work;
- The necessary training to become familiar with the school specific IT and finance systems;
- Support from a network of colleagues who carry out very similar roles in the other schools that are part of Weaver Trust.

The successful candidate will:

- Input orders onto the Trust 'PS Online' System;
- Receive and check goods when these are delivered;
- Process and raise invoices, using the Trust finance system, to ensure that bills are paid on time and accurately;
- Ensure up to date financial records are maintained;
- Administer the finances associated with school activities, including online payment systems, before and after school club fees, trips and residential visits, and (potentially, in the future) nursery fees - and ensuring that necessary information is readily available to the school, parents and other stakeholders.

- Maintain oversight of the school budget records - to ensure accuracy of information.
- Collect and count any cash (or cheques) received, including snack money, lunch money, charity donations, etc - and maintain accurate records of all monies received (to ensure that all monies are accounted for).
- Undertake debt recovery, with a firm, but sensitive approach.
- Liaise with other stakeholders (including members of the Trust's Central Team), work colleagues, parents, visitors and contractors in a polite, professional and courteous manner.

If you have the necessary skills and experience to successfully do this job - as well as the energy and enthusiasm to work in a primary school environment - we would be delighted to hear from you. Equally, if you have experience of securing extra money or making successful grant applications on behalf of organisations, we would be keen to learn more about each of these - and any other expertise that you could bring to the role.

Please complete an application form expressing how you feel you could fulfil this role and support our school. The application form **must** be completed in full - and returned on time - to be considered. Please email your application - for the attention of our Headteacher, Mr Anthony Hilldrup, - to head@haltonlodgeps.org.uk . Alternatively completed application forms can be posted to the school or handed in at the school office between 08:30 and 15:30 on any working day.

Closing date: Friday 3rd January 2025 (at 9:30am)

Interviews: will be arranged for week commencing 6th January 2025.

Our school and Weaver Trust place the highest priority on keeping our children safe. Applicants will be subject to a stringent vetting, including an Enhanced DBS check and induction process.

If you wish to come to visit the school - and find out more about what this role entails - please contact the school office (01928 564053) and book on to a Show Around scheduled for 09:30am on Monday 16th December 2024.