



WESTMINSTER SCHOOL

FINANCE ASSISTANT Fixed Term 12 months

The post of Finance Assistant at Westminster School offers a unique opportunity to play a central role in the running of the Finance function at Westminster School and its linked Prep School, Westminster Under School. The successful candidate will support the day-to-day running of the Finance Department, it is an all-encompassing sole role working on a variety of financial accounting, payroll and administrative matters. Excellent time management, attention to detail and communication skills and the ability to work both alone and within a team are essential.

The School

Westminster School is a selective day and boarding school for boys aged 13 to 18 and girls aged 16 to 18. Westminster is an ancient school, whose origins can be traced to a charity school established by the Benedictine monks of Westminster Abbey. Its continuous existence is certain from the early 14th century. Henry VIII personally ensured the School's survival by statute and Elizabeth I, who confirmed royal patronage in 1560, is celebrated as the School's foundress. Westminster is rare amongst long-established schools in remaining on its original site in the centre of London. Its proximity to Parliament and Westminster Abbey, and the use of the Abbey for its chapel, together with the stimulating diversity of the South Bank and West End, account in part for its special atmosphere and outlook.

Westminster Under School is a selective day school for boys aged 7 to 13 and is based a short walk away from Westminster Great School. There are approximately 285 pupils in the Under School and 760 pupils in the Great School. The Great School is structured and run as a boarding school, with a quarter of the pupils boarding, an extended day and week and a strong House-based system of pastoral welfare, for boarding and day pupils alike.

The Post

The Finance Department maintains the accounting records of the School, comprising the Nominal, Fees and Purchase Ledgers, and the Payroll. Following the growth of the workload, the Department is recruiting for a temporary role of Finance Assistant, who can work to deliver a first-rate finance support function.

Working as a valuable member of the small, busy and supportive Finance team, you will provide a comprehensive and effective administrative service to the department and its stakeholders. This is a full-time, all year round post.

If you are an experienced Finance Assistant and are looking to join or to move to a fast-paced and varied environment, then this is an exciting time to join the Finance team at Westminster. You will be confident to work with minimal supervision.

Accountability

The Finance Assistant reports to the Chief Accountant.

Job Description

- Completion of the end-to-end process of cash book posting and bank reconciliations for the Great School to tight deadlines.
- Assist the Payroll Officer in processing for paperwork for starters, leavers and all other amendments to payroll as required.
- Assist the Accounts Payable Clerk with filing, queries and inputting accounts payable data.
- Dealing with queries from staff at all levels within the Schools.
- Keep key account codes analysis records on a monthly basis.
- Support the development and implementation of finance systems changes.
- Preparing and checking Excel reports from monthly payroll for posting to nominal ledger.
- Writing and posting journal entries in the Nominal Ledger.
- Filing and administration of finance documentation.
- Liaising with Manager on finance matters and requests from the National Statistics Office as necessary.
- Provide backup for members of the department as necessary.

This Job Description is not exhaustive and the post holder may, from time to time, be asked to take on additional tasks that are suitable to the role.

Key skills

Candidates should be able to demonstrate the following skills:

- Proven experience as a finance administrator, hard-working and dedicated.
- Knowledge of finance systems, Payroll & Pensions administration, dealing with supplier queries and filing, etc.
- Well organised and ability to work to deadlines with a high level of attention to detail.
- Excellent IT skills including MS Excel (intermediate), MS Word, MS Access and Payroll reports.
- Good interpersonal skills with the ability to relate to external stakeholders and the whole school community.
- Excellent communication skills including good writing skills.
- Confidentiality is key as is knowledge of data protection.
- Good organisation and time management with the ability to work under pressure and prioritise as necessary.
- Experience of working in a schools environment is desirable but not essential.

All members of staff working within the School are expected to behave with a high degree of professionalism and, as this is a role that requires access to confidential personal information, it is especially important that the Finance Assistant acts as a good role model.

Hours of work

9.00am to 5.00pm, Monday to Friday. Flexible working will be considered. 12 Months FTC

Remuneration

£22-25,000 per annum depending upon experience

Additional Benefits

- 25 days annual leave plus bank holidays and discretionary Christmas stand-down period. Leave to be taken when convenient with the workload and deadlines
- Pension – Contributory Defined Contribution Scheme
- Lunch is provided during term time
- Use of gym (restricted hours)
- Staff members can access the School's Cycle to Work Scheme and season ticket loans following completion of the standard probation period

The Application

To apply, please send a written letter of application along with a completed application form and a detailed curriculum vitae, via email, to recruitment@westminster.org.uk

The closing date for applications is Monday 2 August 2021

We reserve the right to interview and appoint prior to the closing date for applications, so an early application is encouraged.

We are an equal opportunities employer. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex or sexual orientation.

Westminster School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service checks.