



Wimbledon College



125 Years of forming men for others

Finance Assistant

Salary: Scale 3 Pt 5 (£21,591 p.a. FTE)

20 hours over 5 days per week, 38 weeks per year- Term Time

[paid pro rata, Actual Salary £10,581p.a.]

Maternity Cover – to April 2020 or return of the post holder

(whichever is the sooner)

Wimbledon College is committed to safeguarding and promoting the welfare of young people. The successful candidates will be subject to an enhanced DBS check.

'Wimbledon College is an outstanding school'

Diocesan Inspection July 2015



*A Jesuit school founded in 1892 for improvement in living and learning
to the greater glory of God and the common good*

Finance Assistant

The main purpose is support the school in order to provide effective Learning and Teaching by providing an excellent financial service.

Job Specification Summary

- School Expenditure: processing orders and invoices
- School Income: school gateway, trips and banking cash.
- Lettings: Bookings, promotion and sales
- General Administrative Tasks

Person Specification

- Reliability - An excellent attendance and punctuality record
- Demonstrate initiative and ability to prioritise one's own work - excellent time management skills.
- Previous finance/accounting and administration experience - in operating and monitoring budgets and providing required reports
- Ability to use office computer and finance software including word processing, spreadsheet, database and internet systems. Experience of systems including MS Office, including Word and Excel. A working knowledge of FMIS/SIMS/School Gateway.
- Efficient and meticulous in organization. Ability to maintain accurate records and filing systems
- Able to work flexibly to meet deadlines and respond to unplanned situations - to respond positively to new instruction/directly and work in collaboration with Line Manager - a calm and 'can do' attitude to situations arising.
- Experience of working in a busy and changing environment.
- Verbal and written communication skills - ability to build and form good relationships with students, colleagues and other adults.
- Ability to work constructively as part of a team, understanding school roles and responsibilities.
- Appreciation of the importance of confidentiality and sensitivity in dealing with pupils, parents and staff. Ability to manage and deal with confidential data/issues appropriately.
- Desire to enhance and develop skills through performance appraisal and training
- Recognition of the importance of personal responsibility for data protection, safeguarding and Health and Safety
- Supportive of the Jesuit ethos of the school