



THORNTON



Finance Assistant Job Description

Thornton College, Convent of Jesus and Mary, Thornton, Milton Keynes, MK17 0HJ

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Charity No. 247358

Thornton College is a leading independent Catholic day and boarding school for girls. It is one of the most successful non-selective schools in the UK and offers a warm and nurturing educational environment alongside a rigorous and exciting curriculum.

There are approximately 400 children in our Pre- Reception, Pre-Prep, Prep and Senior departments, aged from 3-19. Over 50 girls board on a weekly or termly basis and many more take advantage of our occasional boarding option.

The School is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes, and conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for pupils of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of our award-winning Science and Prep Classroom building and our Expressive Arts Studio, we opened a Sixth Form in September 2016. Most recently, the school received 'Excellent' in all areas in its most ISI inspection (October 2022), with inspectors commenting upon the 'dynamic teaching' and the 'positive attitudes to learning' displayed by 'pupils of all ages.'

Job Description:

Reports to: Finance Manager

Accountable to: Bursar

Job context

This is a position predominantly within the Finance Department although also within the wider Support Team. The post-holder works within specific areas and therefore work is prioritised as required. Due to the routine of schools, the workload may not be evenly spread throughout the year.

Job Purpose

- To provide a confidential service processing records within the finance department.
- To ensure the financial systems of the school are in an accurate and well-maintained order.
- To act as an ambassador for the school and Headteacher in all matters.

Main Areas of Responsibility

Purchase ledger

- Ensure purchase orders are attached and authorised appropriately.
- Coding incoming invoices as required.
- Checking authorisation of price increases and monitor utility bill readings each month c/f.
- Input invoices onto computer system if authorised by the budget holder and signed PO present.
- Obtain a monthly report to ensure invoices are paid on time, being mindful of ensuring good cash flow.
- Generate bank transfers for payment appropriate and seek authorisation from the Bursar.
- Email remittances to suppliers
- Post Direct Debit payments from the bank statements onto the system
- Identify invoices relating to accruals or prepayments, post accordingly and copy for audit file.

Sales Ledger

- Input disbursements/extras
- Assist Finance Manager in processing invoices and collate with reports for distribution
- Answering queries from parents via telephone or email
- Parents' fee information sent to School Fees Scheme/ New parents application
- Parental queries in relation to fees
- Check Marsh pupil list for School Fees Remission Insurance and update spreadsheet.
- Post payments received from paying in books and bank statements daily.

Nominal Receipts

- Code up bank statements
- Enter nominal receipts onto iFinance system

Petty Cash

- Ensure payments are authorised appropriately
- Ensure cash levels are maintained in the safe
- Raise cheques when additional cash is required
- Refund staff promptly
- Prepare monthly petty cash spreadsheet for review by Finance Manager

Credit Card

- Match payments on the credit card to receipts appropriately
- Code payments from the credit card

- File invoices in amount order
- Request any missing receipts accordingly from relevant employees.
- Pass to Bursar and Trustee to sign, authorise prior to card payment date.

Pocket Money

- Maintain records of the pocket money cash coming in and going out from the school
- Ensure there is an appropriate amount of cash available for the Boarders to obtain cash each week.
- Raise cheques to withdraw cash and seek authorisation from the Bursar.
- Distribute cash to boarders via the boarding staff, monitoring levels required each week.

Wrap Around care

- Print off weekly sheets for the after-school supervisors and distribute accordingly.
- Enter each week into wrap around spreadsheet
- Input charges onto billing ledgers monthly.

Trips

- Review trip costs submitted on Evolve and request any missing information/quotes from trip organiser via Evolve.
- Once costing reviewed and completed, pass to Finance Manager to approve.
- When approved by Finance Manager, add to Evolve with approved costing
- Cross checking that all billed trips have been charged in Evolve.
- Checking that trips have broken even and advising Finance Manager of any differences.

Other Tasks

- Assist Bursar and Finance Manager with audit preparation
- Count various cash collection/fundraising in the safe and prepare for weekly banking.
- Use Tasks section within outlook
- To undertake any other duties that the Headteacher or Bursar may require.
- Support the aims and ethos of the school at all times.
- Set a good example in terms of punctuality, attendance and to observe the school's dress code.
- Attend whole school staff meetings.
- Attend INSET days.
- Participate in / support school events e.g. Open Day, School Fete, school productions.
- Be proactive in maintaining pupil safety and the safety of others.
- Take part in staff annual review.
- Contribute to the implementation of school policies and procedures.
- To regularly review the school Events Calendar and understand your required involvement.
- To read and understand the school's Health & Safety Policy a copy of which is stored on the shared portal
- To be mindful of data-protection and observe that data is stored securely and safely.
- To work in line with the school's policy on IT usage.
- Attend finance meetings with Bursar.
- Regularly communicate back to the Bursar issues as and when they arise.
- Work closely with the Finance Team.

You will be supervised by the Finance Manager, however organisation of own workload and priorities on a day-to-day basis using own initiative and knowledge of work is essential. You will meet with Bursar for weekly finance meetings to review needs and priorities as required.

The duties and responsibility set out here are not exhaustive and may be changed or added to in the light of subsequent developments and the best interests of the School.

All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

All staff are required to undertake whatever else may reasonably be requested by the Headteacher or Bursar in support of the Aims of the School. Job Descriptions are subject to annual review.

Health & Safety

- To pay due regard to the School's Health & Safety Policy, including one's own H&S needs and those of others; particularly those for whom you have a duty of care.

Salary

A competitive salary will be offered on Thornton College's own pay scale. The successful candidate will also qualify for a generous school fee remission.

Training

Thornton College is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

Thornton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening enhanced DBS and barred list check by the Disclosures and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Please do not hesitate to contact Miss Taryn-Lee Robinson, PA to the Head, should you have any queries.
Email: trobenson@thorntoncollege.com