

The Opportunity

We are looking to appoint an efficient and well organised Finance Assistant to support the Bursar and the Bursary team. The Bursary Department is small and collegial but incredibly busy and the successful applicant will therefore need to be able to work on their own initiative as well as part of a team.

The successful applicant should have considerable administrative and strong financial experience, excellent IT skills in Microsoft (particularly Excel) and databases. Excellent interpersonal qualities, attention to detail and sense of humour are needed for this important role. A financial qualification, or studying towards one is desirable.

As the Finance Assistant you will be responsible for invoice processing, monitoring outstanding balances and timely collection of payments. You will also oversee all remissions as well as assisting with any other Bursary department activities such as transport coordination and payroll administration.

This is an office-based full time role working 8:30am – 5pm, Monday to Friday all year round commencing as soon as possible.

Salary

In return you will receive a competitive salary along with an array of staff benefits, including a generous 16% non-contributory pension scheme, a health cash plan, freshly prepared school lunches, generous holiday entitlement and access to the school facilities.

Lines of Responsibility

The Finance Assistant is responsible to the Bursar.

Main Duties and Responsibilities

Invoicing and Credit Control:

- Produce accurate termly fee invoices to strict deadlines on iSAMS
- Maintain the fees billing ledger, create new records and keep the data up to date
- Ensure charges are accurately recorded and input termly
- Respond to fees queries promptly
- Manage fee deposits
- Produce Aged Debtor reports and assist with chasing fees
- Credit control

Come as you are. Go as all you can be.

- Investigate cases of outstanding payments and determine an appropriate course of action together with the Bursar
- Contact new parents for DD mandates, set up and manage
- Administer pupil insurances through Marsh
- Process School Fee Plan applications and manage School Fee Plan payments
- Liaise with an external debt management company

Bursary Administration

- To be the first point of contact for all bursary applications received from the Registrar
- Manage new bursary applications with the external company and liaise with parents
- Manage scholarship applications
- Take responsibility for the bursary review process across all school years
- Adhere to the Bursary Policy
- Assist the Bursar preparing the Terms and Conditions / Parent Contract

Transports Administration

- First point of contact for transport queries & charges as well as responsibility for overseeing the day to day operation of all school bus routes.
- Support the Assistant Bursar with all transport planning, coordination, payments and parental contact.

Payroll Administration

- Support the Assistant Bursar with monthly payroll processing, overtime payments and reporting.

Other Tasks

- Administer digital device sales to parents and insurances
- Manage school mobile phone contracts to ensure best value for money
- Administer Gift Aid claims on behalf of the school and the PTA
- Responsibility for ensuring Student Insurances are recorded and processed accurately
- Preparation of new pupil packs
- To be proactive in identifying ways to improve the financial management of the School in terms of results, efficiency and controls
- To be proactive in identifying and investigating any financial anomalies

General:

- Provide cover for Bursary staff as required during absences
- Ensure all personal data is managed, processed and retained in accordance with relevant data protection legislation
- Any other reasonable tasks required by the Bursar in association with the above role

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Person Specification	Essential	Desirable	Primary means of assessment
Knowledge / Experience			
Formal education to A Level (or equivalent)	√		Application Form
Financial, bookkeeping or accounting experience	√		Application Form
Excellent ICT skills (Microsoft Office) in particular Excel	√		Interview
Experience of all Microsoft packages, iFinance / iSAMS.		√	Application Form
An understanding of safeguarding	√		Application Form
Skills and Abilities			
Excellent written and oral skills	√		Interview
High degree of accuracy and attention to detail	√		Interview
Excellent problem solving skills with strong organisational abilities	√		Interview
Work well as part of a small and dedicated team or independently under own initiative	√		Interview
Professional telephone manner and excellent writing skills and ability to answer challenging questions	√		Interview
Ability to deal with difficult situations and with sensitivity and discretion	√		Interview
A professional approach, which inspires confidence in students and parents	√		Interview
Be able to communicate effectively with colleagues	√		Interview
Emotional resilience and a good sense of humour	√		Interview

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

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Process of Application:

Along with this pack you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Zoe Fazackerley, who will be delighted to assist you.

Telephone: 01932 234920

E-mail: zoe.fazackerley@hallifordschool.co.uk

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR and Recruitment Officer to arrive no later than **12 noon, Friday 26th September 2025**. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.