

Finance Assistant

Responsible to: Financial Controller

We are looking for an organised, accurate and approachable Finance Assistant to join our Bursary team.

This is a varied, hands-on role providing financial and administrative support across a range of activities, including purchase ledger, supplier management, pupil billing and recoverable, school trips, credit cards and general finance administration.

Working closely with colleagues across the School, as well as parents, suppliers and external organisations, you will play an important part in ensuring that our day-to-day financial processes run smoothly, accurately and efficiently.

We are looking for someone with previous finance or accounts administration experience, a good understanding of purchase ledger processes and confidence using Microsoft Excel and other Microsoft 365 applications. You will need strong attention to detail, good organisational skills and the ability to manage competing priorities. Experience within a school or educational environment would be advantageous but is not essential.

Purpose

To provide accurate and efficient finance and administrative support to the Bursary, supporting the effective operation of the School's financial processes and controls.

The role encompasses purchase ledger administration, supplier management, billing and recoverables, trip and activity accounting, corporate credit card processing, banking support and general finance administration.

The post holder will work closely with budget holders, teaching and support staff, parents, suppliers and external organisations to ensure that financial transactions are processed accurately and promptly and that appropriate financial records and supporting documentation are maintained.

Key Responsibilities

Purchase Ledger and Supplier Management

- Manage the Finance email inbox, ensuring incoming invoices, statements and queries are dealt with promptly.
- Maintain the School's purchase ledger and supplier records.
- Create new supplier accounts and maintain existing supplier information, including verification of supplier bank details in accordance with the School's financial controls.
- Match invoices to purchase orders and supporting documentation where applicable.
- Code and post purchase invoices accurately and promptly.
- Review invoices for accuracy and identify and escalate potential duplicate, fraudulent or speculative invoices.
- Follow up outstanding invoice approvals with budget holders.
- Prepare supplier payment runs and supporting documentation for appropriate authorisation.
- Reconcile supplier statements and investigate discrepancies.
- Maintain accurate electronic records of invoices and supporting documentation.
- Contribute to the continuous improvement of finance processes and procedures.

Credit Cards and Staff Expenditure

- Reconcile corporate credit card statements and transactions.
- Download and prepare transaction data for processing.
- Review receipts and supporting documentation, following up missing information where necessary.
- Code expenditure accurately and identify recoverable VAT where applicable.
- Maintain appropriate electronic records and supporting documentation.
- Respond to queries relating to corporate card expenditure.

Billing, Recoverables and Pupil Charges

- Process pupil recoverable charges and other recharge items accurately and promptly.
- Process charges relating to books, equipment, musical instruments, sports equipment, damages and other chargeable items.

- Assist the Financial Controller with billing adjustments, refunds and account queries.
- Support the accurate and timely posting of charges to pupil billing accounts.

Trips and Activities Accounting

- Administer the financial processes relating to school trips and activities.
- Maintain accurate trip income and expenditure records.
- Record and monitor trip deposits and payments received.
- Prepare and maintain trip spreadsheets and billing schedules.
- Liaise with trip leaders and other staff to reconcile participant numbers, income and costs.
- Upload and process trip charges through the School's billing system.
- Assist with trip reconciliations and the review of any surpluses or deficits.
- Liaise with staff regarding cash and credit card requirements for trips, ensuring requests are processed in accordance with the School's financial procedures.
- Process refunds and account adjustments where required and appropriately authorised.

Banking and Financial Administration

- Prepare BACS and other payment runs, together with supporting documentation, for appropriate review and authorisation.
- Support month-end creditor reconciliations and other month-end procedures as required.
- Support year-end procedures, including the identification of prepayments and preparation of information for audit.
- Compile and maintain information relating to capital expenditure and fixed assets.
- Provide other financial information and administrative support as required by the Financial Controller.

General Duties

- Respond to finance-related enquiries from staff, parents and suppliers professionally and promptly.
- Liaise with suppliers regarding invoices, statements and account queries.
- Maintain accurate and complete financial records and supporting documentation.

- Handle financial and personal information with appropriate confidentiality and discretion.
- Support the Financial Controller and wider Bursary team with ad hoc finance activities and projects.
- Contribute to the development and maintenance of effective financial systems, processes and internal controls.
- Work collaboratively with colleagues across the School.
- Undertake any other reasonable duties commensurate with the level and nature of the post.

Person Specification

Essential

- Previous experience of working in a finance, accounts or financial administration role.
- Good working knowledge of purchase ledger processes.
- Good numerical skills, with a high level of accuracy and attention to detail.
- Strong organisational and time-management skills.
- Competence in Microsoft Excel and other Microsoft 365 applications.
- The ability to manage competing priorities and meet deadlines.
- Good written and verbal communication skills.
- The ability to communicate professionally with a range of stakeholders, including colleagues, parents and suppliers.
- The ability to work effectively both independently and as part of a team.
- The ability to handle confidential and sensitive information with discretion.
- The ability to follow established financial procedures, controls and approval processes.
- A commitment to safeguarding and promoting the welfare of children and young people

Desirable

- Experience of working within a school or educational environment.
- Experience of AccountsIQ, iSAMS or similar finance and billing systems.
- Experience of pupil billing, school trips or other rechargeable activities.
- Experience of VAT processing and identifying recoverable VAT.
- An understanding of month-end and year-end accounting procedures.

Additional Requirements

- Commitment to safeguarding and promoting the welfare of children, adhering to all child protection policies
- Promote fundamental British values within all aspects of the role
- Comply with health and safety regulations and cooperate with all safety protocols
- Maintain confidentiality and exercise discretion in handling sensitive information.

Appointment of Staff

To apply

Interested candidates should submit the following electronically to Mrs Sophie Crossley, Head of Human Resources, at recruitment@cokethorpe.org by the closing date. Documents should be submitted as separate PDFs attached to a single email.

- A covering letter explaining your suitability for the role addressed to Mrs Harriet Stapleton, Bursar
- A completed Cokethorpe School support staff application form.

Deadline for applications: Midday on Friday 16 October 2026.
Early applications are encouraged.

Interviews will take place in the week commencing Monday 26 October 2026.
Interviews may take place before the closing date for suitable candidates.

Appointment Date: As soon as possible.

Terms of Appointment

Shortlisted candidates will be interviewed and written documentation recorded. Any gaps in employment history will be fully investigated. Safer recruitment procedures are followed and members of the Senior Leadership Team are accredited by the Oxfordshire Safeguarding Children Partnership/NSPCC for recruitment. Child protection awareness is an integral part of the induction programme for new members of staff. Following acceptance of an offer of appointment, a formal contract of employment will be drawn up. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

Benefits

- Generous pay scale
- Fee discount for children of permanent staff subject to Cokethorpe's admissions criteria and means testing
- Personal Accident Insurance
- Cycle to work Scheme
- Free use of the School's sporting facilities (including the Gym, Tennis Courts and Golf Course) Free Meals and Common Room Refreshments during term time
- Free use of the School's Coffee Shop in association with UE Coffee Roasters
- Free parking on site
- A number of subsidised social events organised by the Common Room Committee
- Annual Flu Vaccination.

Salary and Hours: £10,983 to £13,336 per annum (based on an FTE salary of £28,000 to £34,000).

The salary is paid in 12 equal monthly instalments and includes statutory holiday pay.

17.5 hours per week, 39 working weeks per year

Recruitment Checks

The School is committed to safeguarding and promoting the welfare of children. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy on the employment of ex-offenders is available on the vacancies section of the School's website.

All employees are expected to undergo child protection screening and appointments are subject to a satisfactory enhanced Disclosure and Barring Service check and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, a health declaration/assessment where appropriate, qualifications check where relevant for the post, the right to work in the UK, an identity check, online searches and an overseas police check if the applicant has worked abroad within ten years from the date of appointment.