

## **Finance Assistant**

### **Required immediately**

Churchmead is a mixed, 11-18 Church of England School welcoming students of all faiths, situated on a 23-acre green belt site in the picturesque Thames side village of Datchet near Windsor in Berkshire.

We are a growing school with 610 on roll and have this September opened our 6<sup>th</sup> Form. We are a Christian School and life here is very vibrant, often hectic and diverse. The successful candidate will be working in a busy and often noisy Finance and Facilities office with 4 friendly staff. It will involve lots of liaising with students and staff.

Reporting to Senior Finance Officer. 18 hours per week – flexible but ideally 3 days a week, hours to suit between 8am and 4pm.

#### **Duties:**

- Matching invoices to purchase orders
- Raising purchase orders
- Chasing outstanding orders
- Ordering stationery
- Managing school department budgets
- Balancing Parent Pay payments
- Chasing outstanding parent debts
- Managing student bus payments
- Filing invoices
- Assisting with school fund
- Operating the canteen till at break time
- Managing school lockers and payments
- General ad-hoc admin

We are looking ideally for someone with school experience and from a Finance background. Personnel skills desired are:

- Flexibility
- Reliability and punctuality
- Confidentiality (access to sensitive information)

- Team player
- Willing to help out where needed
- Ability to use own initiative
- A sense of humour helps!

Term time only plus 5 days in summer holidays/inset days

Starting rate £15.23 per hour

Berkshire Pension Scheme available

Please visit our website, [www.churchmead.org](http://www.churchmead.org) for our Application Pack. For further details, please contact Mrs H David, Churchmead C of E School, Priory Way, Datchet, Berkshire, SL3 9JQ

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