



KINGS'

SCHOOL • WINCHESTER

Dear Applicant,

At Kings' we are proud of our ambition to achieve excellence in everything that we do. Our values are simple, we aim to provide all pupils with:

- Inspiring Futures
- Exceptional Character
- Academic Excellence

Our school motto, *Una Laborantes (working together)* exemplifies our beliefs and behaviours. At Kings' our values drive all that we do and as a result we aim for our teachers to enjoy impeccable behaviour in lessons with respectful, hardworking and highly motivated pupils. We are a genuinely comprehensive school that is working to provide a knowledge-rich education for pupils of all backgrounds. The role of Finance Assistant is pivotal to all school operations and provides an exceptional and invaluable service to the whole school; contributing significantly to our mission.

These values are not just the values and aims that we have for our pupils, we have the same goals for our staff. We want to invest in you and ensure that Kings' is a centre of excellence for teaching and learning, where teachers thrive because we keep teaching at the heart of all we do. To join us and contribute to this exciting journey, you need to be excited by these three questions:

- Do you want to be part of a team where you will help make a lasting impact on our pupils, develop strength of character, and help them to fulfil all they can be in the future?
- Do you want to work in a school that values knowledge and ensures that pupils achieve excellent outcomes; a school that ensures that all our pupils are taught the cultural and social capital that enables them to succeed in the world?
- Do you want to work in a school that prioritises your professional development because we know that great people are the key to all our pupils having inspiring futures?

Kings' is highly ambitious with a continuous drive to be even better. We know that it is the staff in the school that make the difference.

The successful candidate will need:

- To be able to think in a logical and systematic manner
- Great interpersonal skills and be able to develop good working relationships with internal and external stakeholders
- A high level of personal integrity and confidentiality
- Someone who is totally aligned with our values and mission. if you are the type of person who fits with our culture, you will love working here





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Job title: Finance Assistant/Purchase Ledger

Required: November 2022 or earlier

Location: Kings' School, Winchester

Salary: Grade C £ 19,265 - £ 20,290 FTE

Hours: 25 hours, 41 weeks (9:30-14:30 provisional working hours), Term-Time, plus two weeks.

We are looking for an experienced and highly competent Finance Assistant/Purchase Ledger to join our excellent Finance team from November 2022. You will assist the Finance Manager with the effective monitoring of school finances, including budget monitoring, creation of purchase orders, paying invoices, liaising with suppliers and dealing with staff queries.

Kings' is an exciting and rewarding place to work: our pupils are keen to learn and succeed; they appreciate the support and dedication of the whole school. You will have a passion for supporting our teachers and in turn the learning of our pupils, and a desire to play a central role in our school mission: inspiring futures, exceptional character, and academic excellence.

This is an exciting opportunity for motivated and highly organised individual wishing to join an extremely effective and supportive department; and to contribute to the ongoing growth of Kings' as the school continues to flourish.

For further information and to apply for this position, please visit our website at <https://kings-hants.com/support-vacancies/>

Please submit your application to, recruit@kings-winchester.hants.sch.uk

Closing Date: Midday, Friday 7th October 2022

Interview Date: TBC

We reserve the right to close this advert early if we receive a suitable number of applicants.





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Kings' School mission and values

At Kings' our values are at the heart of our school culture. They underpin our mission, that we are ***Working Together to Achieve Inspiring Futures, Exceptional Character, and Academic Excellence.***

We are reminded of our vision by our motto, ***Una Laborantes*** (Working Together), and our core values - developed and agreed by the Kings' community of pupils, staff, parents, and carers - help to guide every child, employee, and volunteer towards attaining that goal.

These values act as our inspiration and navigation in our learning, our work, and our life at school as we work together for our pupil's personal growth and future academic success.

Our school values are to:

- Discover brilliance in everyone
- Have unlimited ambition
- Earn success
- Be kind, be humble, and have integrity
- Make a difference





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Job Description – Finance Assistant/Purchase Ledger

Job purpose, including main duties and responsibilities:

- To input data accurately onto the SAP system
- To process internal school transfers
- To process invoices from suppliers in a timely manner
- To create purchase orders to process all school purchasing
- To assist with whole school duties and any other tasks as required
- To liaise with departments to ensure they operate within budget
- To ensure appropriate approvals are in place before purchases are made
- To be responsible for purchases using the school payment card where appropriate
- To produce monthly budget monitoring reports
- To ensure correct coding is used to feed data into the school's accounts
- To liaise with HCC to resolve supplier queries
- To complete statement reconciliation
- To assist in the day-to-day administration of the finances and monitoring expenditure
- To assist the Finance Manager in the day-to-day administration of finances and monitoring of expenditure
- To provide administrative support to colleagues as required





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Person Specification

A Qualifications	
Able to consistently demonstrate they are numerate and literate (Minimum GCSE Maths and English A*- C or equivalent)	A
B Knowledge and Experience	
Clear understanding of the high expectation of working in an outstanding school	A/I
Computer literate, competent with Microsoft Office (particularly Excel)	A/I
Knowledge and understanding of invoicing	A/I
Experience of financial inputting	A/I/R
Able to work successfully as part of a team as well as prioritising own workload with minimum supervision	A/I
An understanding of the importance of confidentiality and the Data Protection Act	A/I
Evidence of an understanding of safeguarding within schools	A/I
C Personal Qualities	
Self-motivated and flexible to meet peaks and flows of workloads	A/I
Highly dependable, trustworthy and be able to meet deadlines	A/I/R
Able to communicate in a clear and concise manner	A/I
Ability to build strong collaborative relationships with external stakeholders	I/R
Demonstrate personal and professional integrity, including modelling the school's mission and values	A/I/R
Efficient and effective organisational skills	A/I
Excellent telephone manner and strong people skills	A/I
D Confidential Reference	
Positive recommendation from all referees, including current employer	R

A = application

I = interview

R = reference

Thank you for taking the time to read this information and for considering Kings' School in the next stage of your career. If our mission, values and ethos excite you, please do contact the school to find out more about us, the role, life in Winchester and how to apply.

