



# The Beacon

Independent Prep School for boys aged 3-13  
Amersham, Buckinghamshire

## **Finance Assistant**

**Part-time**

**52 week working basis**



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Website: [www.beaconschool.co.uk](http://www.beaconschool.co.uk)

The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Beacon is an equal opportunities employer. Registered in England No. 01067862. Registered Charity No. 309911.



# From Nick Baker

## Headmaster



Dear Applicant,

Thank you for your interest in our role of **Finance Assistant** at The Beacon.

We are seeking a friendly and highly organised individual to join our Finance Team **as soon as possible**.

The role will be part-time, all year round, assisting with general finance duties and other administration.

The Beacon is a large independent prep school for boys aged between 3 and 13, with superb facilities and resources that support a forward-looking educational environment. Our school is near Amersham, some 30 minutes from London by train/tube.

To give you a flavour of life at The Beacon please take a look around our website [www.beaconschool.co.uk](http://www.beaconschool.co.uk). You will find our Safeguarding and Child Protection Policy on the Vacancies page and other useful policies on the website.

The Beacon is a remarkable school and we seek remarkable people. I look forward to hearing from you.

Nick Baker

**Headmaster**

IMPORTANT NOTE:

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy*
- *The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack*
- *The post is exempt from the Rehabilitation of Offenders Act 1974.*



## Professional Standards

The Following is our 'Circle of Success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our School.





## The Role and Job Description

**Role:** Finance Assistant

**Reporting to:** Finance Manager

**Hours of Work:** 52 week working basis, ideally:

- Term time - 27 hours per week across 4 days
- Non term time (Beacon School Holidays) - 20.25 hours per week across 3 days  
(There may be potential for further flexibility, subject to ability to meet school needs)

**Benefits:** 5% employer pension contribution  
Life assurance and income protection insurance  
6 weeks annual leave to be taken during non-term time

### Duties & responsibilities

- Processing purchase ledger transactions, including supplier set up, and following up approval processes to ensure timely payments
- Tracking down and uploading direct debits to accounting systems
- Processing Amazon orders
- Processing of staff expenses for payment
- Filing of financial documents
- Opening, sorting and distribution of incoming emails/mail
- Management of stationery supplies including orders
- Other ad hoc tasks
- In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values and principles that we wish the boys to learn.

*The above list is a guide to the nature of the Finance related administration work - you may be required to undertake such other duties as may be required from time to time to enable the smooth running of the Director of Finance (DFO) remit and School as a whole.*

### Safeguarding

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; following the School's safeguarding policy at all times and using the internal systems/contacting the DSL for monitoring safeguarding, wellbeing and pastoral issues

Note:

- The role may bring you into contact with children and as such a level of responsibility for children. The role constitutes regulated activity with children.
- In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.



## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Maths and English GCSE Grade C	
<b>Experience</b>		Experience in one or more of the following areas: <ul style="list-style-type: none"> <li>• purchase ledger</li> <li>• administration</li> </ul>
<b>Skills</b>	Highly organised and efficient Numerate Strong attention to detail Strong Excel spreadsheet skills	
<b>Other</b>	Able to quickly settle into new environments Commitment to maintaining the highest standards of work Friendly and approachable Ability to remain calm and professional in all situations Self-motivated and versatile Excellent role model Highly professional with positive outlook Team player Excellent attention to detail. Hard working, well-motivated, and a positive 'can-do' attitude. Willingness to take on a variety of tasks as required.	Registered on DBS Update Service Awareness of iFinance Working in a school setting



## The Process

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

**There is a requirement to complete the school's Application Form. Please download from the School's website and send a copy of your completed Application Form and covering letter as soon as possible** by e-mail to: [recruitment@beaconschool.co.uk](mailto:recruitment@beaconschool.co.uk)

**(Please note CVs cannot be accepted).**

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

