

# Finance Assistant

## Full Time (All Year Round)

### Permanent

Elm Wood Primary  
School  
Carnac Street  
London  
SE27 9RR

Kingswood  
Primary School  
188 Gipsy Road  
London  
SE27 9RD

Candidate Pack 2025



Kingswood



## Welcome from the Headteachers

We wish you a warm welcome to Elm Wood and Kingswood Primary Schools. Our schools are inclusive and vibrant schools, located at the heart of our local community. We value and celebrate our local ties, building strong partnerships with all our stakeholders.

At Elm Wood and Kingswood, we affirm the boundless potential of every individual to achieve excellence. We seek to establish rich learning opportunities, which inspire progress, celebrate effort and challenge underachievement. We are relentless in our efforts to remove barriers to all children achieving. We consider the well-being and empowerment of our children, as central to this aim. Our work is to ensure that the children who attend our schools can identify examples of excellence around them and that they are able to recognise their own brilliance in these examples.

As school communities we believe we are most empowered when every child, irrespective of background is able to build their self-esteem, by recognising excellence in themselves. During current and future challenges, we remain determined to maintain and refine our practice as a wholly inclusive place of learning. We are and will continue to be an environment within which every child not only feels happy and safe but also has opportunity to thrive.

At Elm Wood and Kingswood, we value the voices of all members of our school partnership. We enjoy a rich tradition of parental support and professional dialogue, toward maximising positive outcomes for children. Our curriculum and visions are broad, balanced, relevant and 'futures-focused'. We seek to support our children in their journey as lifelong learners, through enriching exchanges and an environment that is attractive, stimulating and inspiring.

We continue to dedicate ourselves toward providing rich opportunities for learning in the present, whilst preparing our children for dynamic and successful futures in an ever-changing world.

Think about your skills, expertise and ambitions carefully and apply for a post with us if you like what you see. We encourage you to familiarise yourself with our websites for more information. We are ambitious schools and are keen to recruit the very best Finance Assistant to join our fantastic teams.

We welcome visits to our schools, please contact us via emailing [office@kingswoodprimary.co.uk](mailto:office@kingswoodprimary.co.uk) or [office@elmwoodprimary.co.uk](mailto:office@elmwoodprimary.co.uk)

**Mrs J Leith (Elm Wood) & Ms Foster (Kingswood)**  
**Headteachers**

## How to Apply

Please email your completed application form and supporting statement to [office@kingswoodprimary.co.uk](mailto:office@kingswoodprimary.co.uk) or [office@elmwoodprimary.co.uk](mailto:office@elmwoodprimary.co.uk)

Shortlisted candidates will be notified by telephone and also by email. **We will take up references of shortlisted candidates prior to interview.** Unfortunately, due to the very high level of response we receive for posts at Elm Wood Primary School, we are unable to inform applicants if they have not been shortlisted and feedback will only be provided if you have had an interview.

## Our Ethos and Mission

At each school we have a core focus which is a holistic approach to the development of the whole child so that all pupils leave our schools as creative, confident, curious members of their communities.

- Creative
- Confident
- Curious

By the end of Year 6 our aim is to ensure that all pupils who attend our schools will:

- Have a strong sense of their identity and feel empowered to be active participants in their communities
- Have a strong sense of agency in their education
- Be emotionally literate and have the skills to nurture themselves and each other
- Understand the importance of and how to keep themselves mentally and physically well
- Have strong foundational skills in reading, writing and maths, ready for their next stage in life and beyond
- Have a love of learning, including interests and passions, across a broad range of subjects
- Develop a sense of identity in what they are studying – have the knowledge and skills to view themselves as scientists, historians, mathematicians etc.

Elm Wood and Kingswood primary schools are striving to provide our children with the best of both worlds: the resilience, continuity and educational best practice of highly collaborative and dynamic primary schools, and the warmth, personality, and distinctive identity of local community schools.

We recognise the potential of every individual to achieve excellence. We strive to positively address underachievement and have very high expectations for all members of our school community. We work hard to creatively remove barriers to achievement and raise esteem. We are determined to create a true culture of “learning for all” through meaningful partnerships with the whole community at each of the schools. We aim to deliver a creative curriculum in an optimum learning environment that is attractive, stimulating, informative and instils a sense of pride. Everyone works to provide a welcoming, calm, happy and purposeful atmosphere. Consideration, encouragement of positive role models, respect for others, their property and the environment are our priorities.

From our stated aims, the communities at each of the schools work to achieve the following objectives:

- A happy, calm and nurturing community;
- Engaging learning through a dynamic and creative curriculum
- Mutual respect and understanding;
- An inclusive education free from discrimination;
- Removing barriers to allow everyone to achieve
- Actively responding to pupil voice
- Building resilience and love of learning

- Refining our practice through evidence-based research.

## Job Description including Main Duties and Responsibilities

Start date	TBC
Salary	£30,987 to £32,346 (scale 4- spinal point range 7 to 10)
Contract	Permanent, All Year Around <b>(0.5 FTE at Elm Wood Primary School and 0.5 FTE at Kingswood Primary School)</b>
Responsible to	School Business Manager and Headteacher
Application deadline:	12 noon – Monday 29 <sup>th</sup> September 2025
Interview Date:	Week beginning Monday 6 <sup>th</sup> October 2025
	Completed application should be sent to: <a href="mailto:office@kingswoodprimary.co.uk">office@kingswoodprimary.co.uk</a>

## Purpose of Post

To assist the School Business Manager and Headteacher in providing an efficient, accurate and complete confidential accounts service to the schools.

## Main Duties and Responsibilities

- To support the School Business Manager and Headteacher in all operational duties that contribute to the provision of a value adding, customer focused business support and relationship management service to ensure Headteacher are accountable budget holders to ensure their financial needs are met. This includes supporting the delivery of sound financial planning, management, reconciliations, closure of school accounts, management accounting, financial reporting, statutory/statistical returns (as required), and coordination of financial arrangements for the school(s) across both revenue, capital (as appropriate).
- Under the direction of the School Business Manager, contribute to the development of financial competence and upskilling of school administrative staff, as well as compliance in using the schools' financial systems.
- Process purchase orders, receive delivered goods and process invoices ensuring the requisite audit trail is completed.
- To ensure (Best Value) wherever possible when purchasing goods and services by obtaining quotations, negotiating discounts etc.
- To advise all school staff with regards to purchasing through induction, advice on suppliers and delivery times etc.
- To produce regular and ad hoc financial reports to a range of stakeholders.
- To process internal charges e.g., reprographics, central stationery purchases, catering etc.
- To manage finance records – keeping of (prepayments) accruals, etc. at each Quarter period end and in preparation for the annual closure of accounts.
- To monitor the development and use of the school's financial software i.e. Xero, Approval Max, Parent Pay and implement appropriate changes as/when required.
- To maintain an accounts' filing system suitable for auditing purposes.
- To liaise with the school's bank when required.
- To manage the day-to-day operation of the school fund.
- To undertake a bank reconciliation with the school fund on a monthly basis.
- To create a set of accounts in a required format on the school fund for termly reporting to the Finance Committee.
- To issues invoices when required and chase up debtors.
- To manage the booking of taxis for staff, ensuring records are kept and checking invoices received.
- To develop, update and maintain the school's computerised Asset Register ensuring that goods are security marked accordingly, have their location and value recorded etc... to manage the annual stock-take.
- To manage the payment of visiting music teachers ensuring mechanisms are in place so that correct payment is made to the Lambeth Music Service according to hours worked etc and that detailed records are kept.

- To manage the collection of music fees from students liaising with the Head of Music, issuing correspondence to parents, cashing up and dealing with debtors.
- To manage the school's telephone system. This includes the checking of monthly bills; reviewing the contract for the supply of call charges and seeking the cheapest London Borough of Lambeth Lambeth Town Hall, Brixton Hill, London SW2 1RW Telephone: 020 7926 000 [lambeth.gov.uk](http://lambeth.gov.uk) deals; dealing with maintenance and development of the school's telephone system.
- To deal with whole-school insurance matters when required at the request of the School Business Manager. To manage the insurance scheme for musical instruments.
- To complete the annual P11 D return to HMRC for employees in receipt of the school's private healthcare scheme.
- To undertake any other duties consistent with main purpose of the job as requested by the Finance Officer or Headteacher commensurate with the level of the post.
- Development of budgetary control, compliance, policies and processes.
- Champion efficiency and value for money, performance and a solutions-focussed approach.
- Develop effective working relationships with all key school and Local Authority key stakeholders.
- To conduct detailed financial operations: raise POs, pay invoices, carry out all financial reconciliations (including bank, payroll), calculate appropriate central recharges and music payments. • Collect any debt owed to the school.
- Support the School Business Manager with contract, leases and licences.
- Support the School Business Manager with Governor and local authority financial reporting as required.
- Ability to challenge and question spending not in line with budget.
- Other duties commensurate with this role and level of responsibility.

## Person Specification

### Qualification

- To have attained at least Grade A\*-C in English and Mathematics GCSEs or equivalent.
- Financial qualification (CIPFA/AAT) or studying towards one

### Skills and Knowledge

- Ability and experience in using Accounting Computer Software Xero and school finance systems, strong IT and Excel skills
- Ability and experience in counting cash and recording income accurately, issuing receipts as applicable and preparing income for banking.
- Ability and experience in dealing with supplier queries, orders and invoices, checking monthly supplier statements.
- Ability to liaise and communicate with outside agencies, suppliers, school staff, governors and the local education authority, both in writing and by telephone, fax and email.
- Ability and experience in prioritising tasks according to deadlines.
- The ability to absorb information readily in a pressurised environment.
- Ability to work cooperatively as part of an effective team.
- Knowledge/experience of working in maintained schools, and understanding school accounts
- High level of attention to detail and accuracy
- Experience of school budget setting, budget monitoring and closure of accounts
- Ability to interpret financial data/information, apply logic and judgement
- Good communication skills and ability to establish good working relationships
- Ability to learn new information at a fast pace

### General Requirements

- A current enhanced satisfactory Criminal Record Bureau disclosure check.
- A clear commitment to working with the whole school community.

- A clear and appropriate communication style, both orally and in writing.
- A good work ethic, ability to meet the demands of a busy accounts department.
- An ability to understand the needs of different groups of people (staff, parents, students, outside agencies etc.)
- A commitment to and understanding of implementing the school's ethos and Equal Opportunities Policy.
- To maintain confidentiality at all times, in respect of all matters relating to the school.

## Equal Opportunities

Elm Wood and Kingswood Primary Schools are equal opportunity employers. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability or age. All applications are treated on merit.

## Safeguarding

Elm Wood and Kingswood Primary Schools along with Lambeth council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure for this authority.

## Health and Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

## Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.