

**JOB DESCRIPTION**

**1. JOB DETAILS**

Job Title: Junior Finance Assistant

Required: September 2024

Location: Frognal, Hampstead, NW3 6XH

Contract: Permanent

Full-time (Monday to Friday 9am – 5pm)

**2. JOB PURPOSE**

We are seeking a Junior Finance Assistant to join our finance team at UCS. The ideal candidate will manage the school credit card system, oversee VAT treatment and assist the financial accountant with return preparation, handle VAT-related queries, cover fees and finance assistant duties during school holidays. This role requires a keen eye for detail, strong analytical skills, and the ability to work collaboratively within the finance team.

**3. KEY RESPONSIBILITIES**

School Credit Card Management:

• Oversee and manage the school credit card system, ensuring all transactions are accurately recorded.

• Analyse and post credit card transactions in a timely manner.

• Reconcile monthly credit card statements and resolve any discrepancies.

Assisting VAT Preparation:

• Work closely with the financial accountant on VAT compliance, ensuring that the VAT treatment on all financial transactions are compliant with current regulations.

• Assist in accurate VAT returns submissions following HMRC guidelines.

VAT-related Parent Queries:

• Address and resolve VAT-related queries from parents promptly and professionally.

• Provide clear and accurate information to parents regarding VAT charges and refunds.

Fees and Finance Duties During non-term time:

• Cover some of the fees and finance assistant duties during school holidays, ensuring continuity of service.

• Manage bank postings and banking activities.

Additional Duties:

• Perform any other tasks assigned by the Head of Finance to support the department's objectives.

• Participate in continuous improvement initiatives to enhance the efficiency and effectiveness of the finance function.

**4. Person Specification**

**EXPERIENCE:**

* Minimum one year’s experience in a finance or accounting role.
* Experience with VAT preparation and submission would be an advantage.
* Experience of working in an educational setting would also be an advantage.

**SKILLS:**

* Strong analytical and numerical skills.
* Proficiency in financial software and MS Office, particularly Excel.
* Excellent communication skills, both written and verbal.
* Ability to manage multiple tasks and prioritise effectively.
* Strong attention to detail and problem-solving abilities.
* A team player with a collaborative approach to work.

**5. TERMS:**

Salary £25,000 - 30,000 per annum, dependent upon experience. Benefits include 40 days of leave (inclusive of bank holidays and 7 days close down period over Christmas and Easter) and a contributory staff pension scheme. Lunches are provided for free and there is a subsidised gym on site.

UCS is committed to the welfare and safeguarding of children. The successful applicant will be required to undertake an Enhanced check for Regulated Activity from the Disclosure and Barring Service (DBS). This is a requirement as the position is within a school working with children under 18 years of age.