



The Forest School



The Forest School
Robin Hood Lane
Winnersh, Wokingham
RG41 5NE

T: 0118 978 1626
E: office@forest.academy
W: www.forest.academy

Headteacher
Ms Shirley Austin B.Ed.(Hons);
B.A.(Hons); B.Sc.(Hons)

Finance Assistant – Management Accounts and Payroll

Grade 3 Scale Point 5 to 6 (salary negotiable depending on qualifications/experience)

We would consider part time or full time. Term time only.

To start as soon as possible

Do you have accountancy or finance background and wish to work during school hours? Do you enjoy a varied job and working as part of a team? If this sounds like you, you would be perfect for our Finance Assistant role. The role includes processing orders, invoicing, payments, on line lettings and assisting with preparation of monthly and annual accounts, so no two days are the same.

A person with a finance background and/or accounting qualifications is preferred, as we are looking for a knowledgeable team player with excellent communication skills, who is competent in IT. A working knowledge of accounts packages would be an advantage, although training is given. We welcome international accountancy qualifications, particularly those from Hong Kong and China.

We are a co-educational school starting from September 2024 for Year 7 (with boys in Years 8-11) and a co-educational Sixth Form. The school has a newly refurbished subject block and subsequently every classroom across the school now has a ViewSonic interactive screen. In addition, we have invested in our all facilities across the school: new heating system reducing our carbon footprint, revamped technology including food room, whole school repainted, new interactive whiteboards, in addition to sporting facilities; upgraded our indoor swimming pool, invested in our sports hall and conditioning centre, all weather pitches: MUGA, an all-weather football dome and our new performance and conditioning centre of excellence, available to both staff and students. Academically the school has a positive progress measure and the students achieve above national average. Our curriculum is clearly mapped and was a strong “good” as part of our Ofsted 2021.

To get a glimpse of our vibrant school community and facilities, check out our school video [\[here\]](#), showcasing our students, staff, and the dynamic environment you'll be a part of.

The Forest School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced Disclosure & Barring Service clearance being received.

For all information, please visit the [school website](#), and to apply please complete the Support Staff Application Form returning it to <mailto:recruitment@forest.academy>. Unfortunately, CVs will not be accepted.



The Forest School Academy Trust, a charity and limited company registered in England and Wales under company number 08563159, registered office The Forest School, Robin Hood Lane, Winnersh, Wokingham, Berkshire, RG41 5NE



The Interview Process

If selected, the interview process will test and assess your fulfilment of the requirements for this position. The interview process will include consideration of your suitability to work with children and the interview panel will ask questions on safeguarding children/young people.

Please apply as soon as possible as shortlisting/interviews will be ongoing up until the closing date. Should a suitable candidate be appointed, the advert may close early.

The school will complete online searches on all shortlisted candidates and reserves the right to do so on receipt of all applications.

CLOSING DATE FOR RECEIPT OF APPLICATIONS is Monday 18th November 2024 at midday.

It is our normal procedure to request references on shortlisted candidates prior to interview.

The Forest School Support and Professional Development

A range of support and professional development opportunities are available at The Forest School from working with all other local schools through the secondary federation, the local School Alliance Association and Wellington College. We offer many staff CPD opportunities through the National Qualifications. CPD and Staff wellbeing are highest on our agenda.

- Highly effective behaviour and inclusion system with a supportive Centralised detentions to reduce teacher workload
- Superb CPD including from our outstanding 'Teaching and Learning Team'
- OFSTED 'good' (June 2021)
- Friendly and supportive working environment
- An active Staff Association and wellbeing team
- A comprehensive Induction programme for ECTs and new staff Allocation of a professional mentor (ECTs)
- A comprehensive CPD opportunity with National Qualifications

Please note, we may consider and interview as applications are received; we have the right to appoint a suitable candidate on receipt of application. This is policy procedure as we are aware of the competitive market and wish to recruit the correct person. Submissions from agencies will not be accepted.

We look forward to hearing from you.

THE FOREST SCHOOL ACADEMY TRUST
FINANCE ASSISTANT – MANAGEMENT ACCOUNTS AND PAYROLL

Role	Finance Assistant	Reports to	Business Manager
Purpose	To ensure the effective support for the Business Manager in the day to day operation of the Finance Office.		
Dimensions	Main contacts: Students, Parents, School Staff, Trustees and external professionals	Staff:	Financial/budget:
Accountabilities and main tasks	<ol style="list-style-type: none"> 1. To be responsible for all the processing of the monthly payroll, ensuring all staff are paid correctly. 2. To access all income and pro-forma monthly bank reconciliations 3. To assist the Business Manager in the preparation of the monthly and annual accounts and liaison with external auditors. 4. Dealing directly with queries from parents via email and telephone. 5. To manage the school's online letting system from a financial perspective including matching all monies paid by BACS, chasing outstanding debts and posting a monthly lettings journal into the accounting system. 6. To maintain the Contracts Register. 7. Preparation of the quarterly VAT return. 8. Banking of all cash received. 9. To assist with and to provide cover for the 6th Form Cafe as and when required. 10. To support the Head teacher and Business Manager with Human Resources and Marketing as required. 11. To manage the financial aspects of the Chromebooks scheme. 12. Any other similar duties that may be allocated from time to time. 13. Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school team and attend and participate effectively in relevant meetings, as required. 		
Person specification			
Criteria	Essential	Desirable	

Knowledge/Qualifications:	Good numeracy	An AAT qualification or equivalent financial/bookkeeping qualification is desirable. Knowledge of accounting packages (Access Finance - desirable but not essential)
Experience	Finance experience. Experience of working within a busy, diverse environment.	Experience of working in a school would be an advantage.
Skills/Abilities:	Excellent IT skills; use of Word, Excel. Good general communication skills and telephone manner. Numerical accuracy. Attention to detail. Good organisational skills; able to prioritise workload. Able to identify customer needs quickly and deal effectively with enquiries. Tact, diplomacy, confidentiality and sensitivity. Ability to set up and maintain record and filing systems.	Ability to use Google docs. Knowledge of Tucasi, Access Finance.
Personal attributes:	A flexible approach to work. A sense of responsibility. Tact, diplomacy and being able to maintain confidentiality. Integrity. Good team player. Commitment to continuing professional development; willingness to learn. Able to identify own training needs and actively seek learning opportunities.	
Special factors:	To follow statutory guidance and school policies including child protection and safeguarding. Any other duties as reasonably required by the Headteacher.	Driving licence with business insurance cover.