



## Application Pack

Finance Assistant (Revised)

Closing Date for applications:  
**Midnight, 3<sup>rd</sup> November 2017**

Interview to be held:  
Week commencing 13<sup>th</sup> November 2017

Danesmead, Fulford Cross, York YO10 4PB

Tel: 01904 654983

[maurice@yorksteinerschool.org](mailto:maurice@yorksteinerschool.org), [www.yorksteinerschool.org](http://www.yorksteinerschool.org)

Charity Reg. No. 511974, Company No. 1591107



DANESMEAD, FULFORD CROSS, YORK YO10 4PB  
TEL: (01904) 654983

Dear Candidate,

### Finance Assistant

Thank you for your enquiry about the above post. This is a vital role to the success of the School as a whole. You will be a member of the admin team reporting to the Finance Manager and contributing to a range of finance duties, including taking lead responsibility for payments and receipts as well as managing petty cash.

This post requires you to have excellent organisational skills, be customer-focused and have a good understanding of basic accounting. Much of the work will be confidential with tight deadlines to be adhered to. You must be able to work well under pressure maintaining a high standard of accuracy at all times. While good team work is essential so is the ability to work effectively and efficiently without constant supervision.

It is the responsibility of all support staff to ensure a consistently high standard of work and professionalism approaching all activities with sensitivity, co-operation and friendliness.

In this application pack you will find information specifically about this position and the school in general. I ask that you read the job description and person specification carefully to see how your skills and experience matches what we are looking for. The successful candidate will find York Steiner School an incredibly rewarding and enjoyable place to work. I look forward to receiving your application.

Good luck,

Maurice Dobie  
School Administrator



### The Key Details Of This Role

Working hours: 28hrs per week, term time only (hours to be negotiated with successful candidate), plus work week, training days and approximately of 10.5 days during the school holidays (to be discussed at interview).  
Job share considered

Salary: £16,018 pro-rata (equivalent to £10,103pa)

Position: Permanent, subject to a one year probationary period

Start Date: immediate or as soon as possible.

If you have any queries or need further information please do not hesitate to contact Maurice Dobie, the School Administrator on 01904 654983 or [maurice@yorksteinerschool.org](mailto:maurice@yorksteinerschool.org).

## Information About The School

York Steiner School has been inspiring and nurturing children for almost forty years at our current site in Fulford. Self-reliance, a sense of truth and creativity are among the corner stones of a York Steiner education, along with social responsibility and independence of thought.

Our students go on to achieve wonderful things in business, academia, sport and creative industries. We give our children the tools they need to maintain calm and focus in a fast-paced world.

The school offers a unique education from the age of three to fourteen in two distinct stages — Kindergarten and Main School. Each stage has its own distinct character and curriculum, working closely to support the emerging intellect of the developing child.

In 2015 we were shortlisted for the TES Creative School of the Year and won a silver Pearson Teaching Award for Teacher of the Year in a Primary School.

We are inspected by the Schools Inspection Service and our most recent inspection report can be viewed at <http://www.schoolinspectionsservice.co.uk/> or on the school website (under reports & policies).

## **Rudolf Steiner (1861-1925)**

Rudolf Steiner (1861-1925) was an Austrian philosopher who turned his attention to education at the end of the First World War. Like many of his contemporaries, Steiner was shocked at the carnage of that war and at the unimaginative response to it by political leaders. He asserted that both were the result of miseducation, and that a better world could be created only if schooling were refashioned upon wholly new principles.

He accepted an offer from the Waldorf Astoria company to establish a school for the children of its workers, and thus to put his ideas into practice. The first Waldorf School was opened in Stuttgart in 1919; there are now over 1000 schools world-wide, and their number is growing at a rapidly increasing rate.

Steiner observed that most education of his day was directed solely towards the pupils' intellectual faculties. Not only were their minds guided along very narrow channels, but vital areas of feeling and will were wholly ignored. He therefore outlined a curriculum that would enliven the whole human being, not simply the intellect. With remarkable clarity and insight, he charted a person's development from earliest childhood to adulthood, and selected subjects at each stage to meet his or her intellectual, emotional and volitional needs. Since the first Waldorf School was established, teachers have found his indications remarkably helpful and profound, and the curriculum remains highly pertinent to today's child.

## **Our Philosophy**

Our approach is dramatically different from the norm in this country, having closer ties with the education in other European countries.

Whilst many of our children go on to great success in the halls of higher learning, our primary concern is not to turn out academics on some educational production line. We aim, instead, to help each child develop their own inner confidence and to do everything to the best of their ability.

We like them to explore as much of the world as we are able to show them and eventually to make conscious decisions about what they want to do in life.

Our educational process is designed to promote emotional balance, social awareness and intellectual curiosity. Based on the work of Rudolf Steiner, it focuses equally on the intellectual, artistic and practical in the curriculum.

This approach allows a balanced and comprehensive unfolding of the child's natural abilities and interests.

Excellence in learning is encouraged, and teachers work to generate self-discipline and genuine enthusiasm for learning, thus rendering competition and streaming unnecessary.

For further information on Rudolf Steiner and Steiner Waldorf education, you may like to visit the Steiner Waldorf Schools Fellowship website.

## PERSON SPECIFICATION

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications, Training and Experience</b>		
GCSE (A-C) (or equivalent) in English and Mathematics	X	
A school education to 18		X
Experience of using accounting software		X
Previous experience of working in a finance environment		X
Previous experience of working for a charity		X
Legally entitled to work in the UK	X	
<b>Skills &amp; Knowledge</b>		
An understanding of basic accounting and business processes	X	
Good interpersonal skills and an understanding of customer care	X	
Excellent written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils, parents and outside agencies	X	
Good Literacy and Numeracy skills	X	
An excellent level of computer literacy, with demonstrable experience in the design, creation and maintenance of MS Excel Spreadsheets	X	
Organisational and time management skills	X	
An ability to work in a neat and tidy manner	X	
An ability to manage and satisfy multiple demands	X	
Experience of designing and producing timely and relevant financial information that is understandable to and can be used by non-financial personnel		X
Experience of cash handling		X
Demonstrable experience of process improvement		X

<b>Personal Qualities</b>		
Ability to work as part of a team (including non-finance personnel)	X	
Resilience and a sense of humour in times of pressure	X	
Attention to detail, neatness and accuracy	X	
Warm, friendly and approachable	X	
Calm and unflustered manner	X	
A tidy personal appearance	X	
A desire and drive to continually improve the level of service you provide to all customers	X	
The ability to prioritise your own workload and work under pressure	X	
Agreement with the financial contribution ethos of the school	X	

<b>Other Requirements</b>		
An understanding of the need for confidentiality in various aspects of the role	X	
A willingness to undergo training to learn new IT applications, systems and/or processes	X	
A willingness to be flexible in one's work schedule	X	
To be committed to Continual Professional Development	X	
A commitment to the safeguarding and welfare of young people	X	

Duties and responsibilities

### Processing of School Accounts & Financial Transactions

The Finance Assistant will take lead responsibility for this area.

- Enter purchase invoices
- Make payments
- Enter cash book items on Sage
- Raise internal invoices
- Deal with supplier queries
- Bank reconciliations
- Processing of customer invoices
- Customer account adjustments
- Ensure Sage is up to date.

### Processing salaries

An obviously vital role

- Deal with staff queries
- Process timesheets and resolve problems
- Complete and provide information to accountant
- Autopay
- Process NEST pensions
- Managing PAYE and HMRC payments and filing

### Manage accounts payable (including)

- Solve any purchase invoice queries
- Answer customer account queries

### Manage monies owing to school

- Process invoices onto Sage
- Process direct debit payments
- Solve any queries regarding BACS payments
- Keep track of Class Trip balances
- Create room hire invoices & follow up payments

### Prepare monthly and annual cash flow forecasts

- Monitor cash flow to ensure:
  - Payments are ok to make
  - Appropriate balances are maintained

### Managing expenses & petty cash

- Process expense claims from staff and parents
- Dealing with and resolving any queries
- Manage petty cash and ideally take cash to the bank when required

### Parental Accounts

- Preparation of accounts for:
  - issuing of parental statements
  - Invoicing parents
- Deal with queries where appropriate

	<p><u>Other tasks</u></p> <ul style="list-style-type: none"> <li>• Gift Aid claims</li> <li>• HMRC reporting</li> <li>• Assisting the Finance manager in preparation for fundraising events e.g. Advent &amp; Spring fair</li> <li>• Contact suppliers re class trip deposits and balances</li> <li>• Set up timesheets</li> <li>• Create staff timetable for Kindergarten</li> <li>• Support the wider Admin department</li> <li>• Be involved with and support process improvement</li> <li>• Support the Finance Manager &amp; School Administrator as required</li> <li>• Produce internal reports as required</li> </ul>
<p><b>York Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b></p> <p><b>Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and passing an enhanced DBS check.</b></p>	
Line Management	This post reports through the Finance Manager to the School Administrator, School Management Group and the Board of Trustees.

York Steiner School is an equal opportunities employer and is committed to ensuring that every job applicant or employee receives equal treatment irrespective of sex, marital status, age, race, nationality, disability, sexuality or religious belief