



## The Coombes Church of England Primary School

*A love of learning grows here*

### Finance Assistant

The Coombes CE Primary School are seeking an efficient and enthusiastic Finance Assistant to join our friendly team.

This is a 20 hour part-time, permanent, term time only contract. Monday to Friday 4 hours a day.

**Grade:** 4 - Scale point 7 - 11 FTE £24,294-£25,979 (subject to pay body review)

**Actual Annual Salary** £10,958 - £11,717

**Start date:** ASAP

The role includes:

- Managing the purchasing of school resources and updating the accounting system for all purchase orders. Receiving deliveries and checking them against the orders
- Processing purchase and sales invoices
- Processing of cash book journals
- Monitoring the collection, reconciliation and banking of any monies received by the school from, pupils and parents
- Debt Management
- Preparing timesheets and inputting timesheets on to the payroll system and preparing absence returns
- Ensuring the school personnel database is updated. Supporting the Operations Manager in maintaining the schools personnel records and files and issuing documentation to payroll for appointments, variations, terminations etc.

The successful applicant should have:

- NVQ level 3 or equivalent
- Knowledge of finance accounting packages
- Knowledge of HR packages
- Knowledge of spreadsheets and word processing packages
- Good general communication skills
- Good telephone manner
- Good organisational skills – able to prioritise workload
- Tact, diplomacy, confidentiality and sensitivity are paramount to this post

We can offer you:

- A well-resourced primary school with strong links with the wider community
- An experienced and dedicated team of staff
- Active and supportive parents and governors
- Relevant training opportunities
- A happy school with strong links with the church and other schools within The Keys Academy Trust

We welcome and encourage visits to our school. To arrange a visit please email the Operations Manager, Joanna Hardy, email: [operations@coombes.wokingham.sch.uk](mailto:operations@coombes.wokingham.sch.uk). Application forms can be found in the work for us section of the school website: <https://www.thecoombes.com>

Applications must be submitted by email with a letter of application to [operations@coombes.wokingham.sch.uk](mailto:operations@coombes.wokingham.sch.uk)

Applications will be considered upon receipt with final submission date of 24<sup>TH</sup> May.

**No CVs will be accepted.**

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*The Keys Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service enhanced criminal records check.*