



# Finance Assistant Application Pack



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# About us

Gosfield School was established at Cut Hedge Park in 1929 when the daughter of the textile manufacturer, George Courtauld purchased the land and buildings from the executors of her late father's estate. Constance Cicely Courtauld started a Senior Boy's Boarding School the same year, with pupils relocating from Leigh Hall School in Southend. In 1944, Cicely gifted the School and estate to Headmaster John Turner who continued the work started by Cicely. In 1967, the School became a charitable trust and in 1986, the School became co-educational. A Prep School was opened in 1989 and we welcomed our first Sixth Form pupils in 1994. In 2006, Gosfield School Ltd purchased the freehold of the estate and buildings from the Turner family. In 2015, we opened Meadow Court, a purpose built Prep School, which is home to a Nursery, Reception Class up to Year 5, within the grounds of our 110 acre estate. We continue to develop and upgrade our infrastructure, we opened our Forest School and Cricket Pavilion in May 2017. Our Cricket Academy welcomed its first Scholars in Summer 2018, we opened our new Design Technology workshop in January 2019 and undertook the design led redecoration of the Manor House. The construction of our new Performing Arts Centre has recently been completed. We are committed to the development of our young people in an environment where all pupils feel valued and are able to achieve excellence in all aspects of life. We have non-academic entry criteria and consistently achieve outstanding outcomes when compared to Schools with academic entry criteria. Cicely's founding principles for the School were to create a family environment in which young people would flourish and we remain faithful to those principles today.

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# Our Principal

Mr Rod Jackson Mr Jackson became Principal of Gosfield School in September 2021. He has a wealth of experience, having spent more than 30 years working in Independent Schools in Africa, Australia and the United Kingdom. He is a passionate promoter of an entirely holistic approach to learning, in which a rigorous approach to academic education, an outstanding programme of extracurricular opportunities, alongside excellent pastoral care and personal development combine to create a world class educational experience for each child. Mr Jackson believes that it is essential not only that we educate our students to be global citizens but that we ensure they have the skills and the desire to change the world for the better, as future leaders.

Before joining Gosfield, Mr Jackson served as Head of The International Community School in Marylebone and prior to that he was Head of Secondary at The King Alfred School in Hampstead, earlier leadership roles include Head of Classics at Cranleigh School and Senior Housemaster at Aldenham School. Mr Jackson holds a BA (Hons) degree in Classics from the University of Adelaide and a MEd from the University of Cambridge.



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S C H O O L S  
A S S O C I A T I O N

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## ISA Awards 2023 Winner

ISA Award for Excellence and Innovation in Early Years

### Job Description

#### Position: Finance Assistant

**Line Manager: Finance Manager**

Remuneration: Highly competitive based on experience plus school fee remission

Hours of work: Full or Part time

#### Duties:

##### Accounts Receivable

- Raising and issuing all school & nursery fees invoices, ensuring current fees and remissions are applied for each student for each term within the recommended timelines.
- Liaising with Head of Admissions to ensure all current documents have been received for new students and all information is correct on Bromcom.
- Issue all additional invoices as required, for bus charges, exam fees etc
- All aspects of credit control – liaising with Finance Manager with regards to overdue fees, dealing with external debt collectors as required.

##### Purchasing

- Liaise with all staff with regards to raising purchase orders for all goods as required.
- Checking that goods being purchased are value for and within department spending limits / budgets.
- Liaise with Finance Manager on purchase of capital items or expensive items if not cover by budget.
- Process all purchase orders, ensure timely delivery and receipt of goods.

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## **Accounts Payable**

- Oversee the matching of invoices to delivery notes and processing of supplier invoices.
- Reconcile supplier statements.
- Prepare weekly supplier payments, and issue for authorisation.

## **Cash & Bank**

- Post all receipts and payments to ledgers for all bank accounts daily.
- Reconcile all accounts weekly.
- Liaise with relevant staff with regards to receipts and payments to/from Trips account, reconcile trip balances.
- Arrange cash floats and receive all cash takings from school events, post to ledger and bank as required.

## **Other Duties**

- Produce and distribute monthly departmental expenditure against agreed budget. Liaise with Finance Manager with regards to overspend.
- Assist Finance Manager with the collating of monthly timesheets, expenses etc for payroll processing.
- Work with the Finance Manager to develop and implement procedures for all finance related tasks.

## **Safeguarding and School Policies**

- Always promote safeguarding and the welfare of the children in the school's care, in accordance with the School's safeguarding policies.
- Be familiar with the School's policies and promote safe working practices.
- Ensure visitors and contractors are instructed in and follow safeguarding, child welfare and health and safety policies of the School.
- Ensure that all team staff uphold the ethos and values of Gosfield School.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.



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Person Specification	Essential	Desirable
<b>Qualifications:</b>		
Part Qualified / Qualified Accountant CCAB		√
A Level or equivalent education	√	
<b>Experience and knowledge:</b>		
Extensive use of Sage Accounting System or similar accounting software	√	
Extensive use of Microsoft Excel (pivots, vlookups etc.)	√	
Work experience within a school or college environment		√
Experience of customer invoicing and debt management	√	
<b>Skills and Attributes:</b>	√	
Highly organised, able to work accurately with attention to detail	√	
Excellent numeric and writing skills	√	
Team player willing to undertake additional duties	√	
Positive, enthusiastic and self-motivated	√	
Excellent interpersonal and communication skills	√	
Able to manage own workload and prioritise requirements	√	
Able to maintain confidentiality and apply discretion	√	







## How to apply

Download an Application Form from our website [[www.gosfieldschool.org.uk](http://www.gosfieldschool.org.uk)] and send together with a covering letter to Mrs Sara Bowles, EA to the Principal:

[Sara.Bowles@gosfieldschool.org.uk](mailto:Sara.Bowles@gosfieldschool.org.uk)

Deadline for applications: Noon, Friday 6th June 2025

Interviews: w/c 9th June 2025

Start Date: As soon as possible

\*Please Note to avoid disappointment applicants are encouraged to apply prior to the deadline as we reserve the right to consider applications as they are received and to appoint prior to the deadline.

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