The Role

Title:	**Finance Assistant**
Contract:	**Permanent**
Hours:	**Full-time vacancy** (37 hours per week) Term time plus 2 weeks (5 days to be worked during the summer holidays)
Grade:	**6**
Pro-rata Salary:	**£26,824 – £28,902 (£29,741-£32,045)**
Start Date:	**ASAP**
Closing Date:	**26th November 2026 at midday**
Interview Date:	**Tuesday 1st December 2026**

An exciting opportunity has arisen for a highly motivated and efficient Finance Assistant to join our busy school finance office, working alongside the Finance Officer.

USH is a heavily oversubscribed community school with just over 1050 students and 140 staff. We are incredibly proud of our family ethos and our success in delivering value-led education. Our students are vibrant, aspirational and well-behaved. We are known for our excellent career progression routes, and we attract professionals who are willing to contribute to our sustained success.

USH is a Leading-Edge School, consistently ranked high in Hampshire schools for overall achievement. USH is pleased to be an SSAT Leadership Delivery Partner. The school was delighted to be awarded SSAT accreditation for Engaging with Evidence and Research in 2026 and for Transforming in Professional Learning in 2025.

We are looking for someone who has:

- Energy and enthusiasm, with a flexible, proactive and “can do” approach to their work.
- Strong administration and computer skills.
- Excellent interpersonal skills, enabling effective communication with students, staff, parents and the wider school community.
- Can provide reliable support as school Receptionist in times of increased demand or reduced staffing.
- A keenness to be part of the wider USH community, supporting whole school activities and events.
- A desire to help our students to progress and develop.

What we offer:

- Local Government Pension Scheme
- Generous annual leave entitlement
- Access to employee wellbeing support
- Continuous professional development and training
- Free on-site parking

APPLICATION PROCEDURE

We positively encourage prospective candidates to enquire about our school prior to applying. Please contact our recruitment team via email or telephone on 02380 325333. Full details and application forms can be downloaded from our website: http://uppershirleyhigh.org/staff_vacancies.

Please return your completed applications to recruitment@ushschool.org.

To give your application the best chance at being short-listed, where at interview you can demonstrate suitability for the role, please ensure you read the person specification and job description and give examples in your application. Should you be new to the education sector or do not have direct examples related to the person specification, do please provide examples from a similar experience.

Please submit your application as soon as possible as we may invite candidates to interview before the closing date.

SAFEGUARDING

All schools within the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE JEFFERYS EDUCATION PARTNERSHIP

The Jefferys Education Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ ***outstanding*** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

01 CPD

Excellent CPD opportunities to support you through all stages of your career.



02 INDUCTION

An individual induction progamme for all new staff to support your transition to USH.



03 NETWORK

We have strong network groups for all staff across the city and Hampshire to support all roles.



04 FLU JABS

FREE Flu vaccinations for all staff on site.



05 APPOINTMENTS

Flexible and generous approach to appointments and family events.



06 vivup

Vivup provides benefits and discounts for cinema trips, leisure activities, days out, travel bookings, high street vouchers and more.



07 EYE TESTS

Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses.



08 WELLBEING

Free confidential telephone and face to face counselling for staff and family members. Access to the Trust Health and Wellbeing pages.



09 FLEXIBLE TIME

All teachers are able to manage their PPA time flexibly and work off-site if they choose.



10 WELLBEING GROUP

A dedicated staff group looking at workload and wellbeing, meets regularly to review workload and develop the USH Wellbeing Charter.



Job Description

Title:	**Finance Assistant**
Grade:	**6**
Responsible to:	**Finance Officer & School Business Manager**

Job Summary:

To assist the Finance Officer by undertaking a variety of financial duties to support the school's financial administration

Main duties and responsibilities

Core Financial Duties:

- To be the primary point of contact for calls & queries relating to financial issues from pupils, parents, teachers & suppliers
- Handling of financial databases and records, handling confidential information on Bromcom and PSF
- To receive all cash payment made to the school,
- To process payments of cash & record online payments for trips & sales income through Bromcom/MCAS.
- Collection, reconciling of all money collections and charity events
- To ensure the security of all cash at all times.
- To issue authorised petty cash and to maintain the petty cash float, ensuring that it is replenished as required
- To process orders and send them to suppliers by email, online & post, process goods received notes, and invoices through PS Financials, once authorized.
- Liaising with suppliers/creditors/debtors to answer queries regarding invoices and payments
- Monitor and maintain the outstanding orders
- To be responsible for the filing of delivery notes against Purchase orders and all other financial documentation.
- To ensure that approved processes & procedures are followed in ordering, receipting and authorising purchases of goods and services
- To process journals on PSF as needed
- To process all other financial transactions, as required
- Using reports from the photocopiers, process monthly journals for reprographics recharges to departments and maintain an accurate and effective audit trail for future queries
- Distribute PSF budget reports to Budget Holders on a monthly basis
- Distribute online/cash order reports of products to Subject Leads.
- Support all budgetary heads regarding purchases and investigate suppliers/product replacements/alternatives when necessary
- To liaise with our uniform provider to provide free school uniform vouchers for eligible students
- Role in the financial management of trips:
  - With the Finance officer, liaising with relevant staff re PP students attending trips, agreeing any discounts (in line with Policy) and maintaining finance records
  - Setting up new trips and activities on Bromcom/MCAS
  - To arrange and agree transport for school trips and hire when necessary
  - Issuing payment reminders/invoices for missed instalments of trips: continue to chase for unpaid instalments
- Role with cashless catering:

- Connect/reconnect revaluation unit each day to allow students to add funds and oversee the machine throughout the day, assisting where necessary
- On a weekly basis, empty the revaluation units, reconcile cash in machines against Trust-e report
- Answer any queries and check pupil cashless catering accounts online, and where necessary, liaising with parents around account queries
- Liaising with kitchen staff in providing lunch for students with zero or minus balances
- On a weekly basis, using Bromcom, reconcile any in-school cash transactions and manual cash top-ups through Trust-e

- Providing support and training to any Business Admin apprentice whilst they are working in the finance department
- To receive goods and deliveries to the school and undertake general stock control duties as required
- To maintain financial records and filing systems, ensuring that they are ready for audit.
- Check and update content on the USH website relating to finance
- Using USH social media channels to provide relevant financial information and updates to parents, prospective parents and students
- To answer the telephone and undertake reception duties, when required.
- Maintaining confiscated mobile phone records, updating behaviour points and notifying parents.
- Where necessary, ensure the purchase of new equipment is added onto the School Inventory
- To carry out any other administrative or clerical procedure, within the responsibility level of the post, as directed by the Head Teacher or Business Manager.
- To assist in external and internal audit

Supporting the Finance Officer

- To prepare monies received for banking
- Check supplier statements and chase for any missing invoices
- Offer training to budget holders to ensure financial procedures followed.
- Assist the Finance Officer/Business Manager with the effective monitoring of our Pupil Premium spend
- In conjunction with the site team, organise the maintenance and repair of our school minibuses
- To book training courses for staff, once authorised
- Assisting Trip Leaders with the costings of trips (e.g. ticket price, entry fee, transport) in order to calculate the per-pupil price or voluntary contribution
- With the Finance officer, ensuring Trip Leaders understand that the spend of any foreign currency is accounted for with relevant invoices/receipts, which are returned with any remaining cash

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Provide reliable support as school Receptionist in times of increased demand or reduced staffing
- Assisting with social media content and updates to help promote school activities and achievements
- Provide support for all Duke of Edinburgh Award administration and liaise with both parents and students when required.
- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

Other Duties

- To carry out lunchtime and break time duties as directed.
- The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

  The postholder must:

  - Ensure that trust policies and procedures are implemented and followed;
  - Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety

Person Specification

Title: **Finance Assistant**
Grade: **6**

Skills/ ability/ experience	To do what?	How well? Now or with training?	How important at the time of appointment ?
Knowledge & Understanding:			
Administrative skills and experience	To carry out basic financial administration tasks for the school (ordering, payments, banking, record keeping, petty cash, journals)	Now – with training in specific school systems and processes	5
Knowledge of School financial management systems *(experience of PS Financials is desirable)*	To input financial transactions	Now	4
GCSE Grade C (or equivalent) in English and Maths	To demonstrate a satisfactory level of numeracy and literacy to assist children's learning	Now	5
Mental Skills:			
Ability to analyse and interpret information	To run report, analyse data and recharge to relevant departments	Now	4
Interpersonal & Communication Skills:			
Ability to work well as a member of a team	To support colleagues and maintain effective working relationships	Now	5
Ability to communicate basic information effectively to a range of audiences, through reasonable written and oral communication skills	To develop and maintain effective working relationships with colleagues, pupils and parents	Now	4
Financial Responsibility:			
Experience of cash handling and recording on payments onto systems including PS Financials, Tucasi and Bromcom	To ensure that payments and financial transactions are processed, recorded and reconciled accurately and that agreed systems and procedures are adhered to	Now with training on specific systems given	4
Initiative & Independence:			

Working within established procedures, to use own judgement and initiative	To deal with unexpected/unusual situations or problems	With support	4

Mental Demands:

Ability to concentrate for short periods of time	To count cash and record payments with accuracy	Now	5
Ability to deal with interruptions and unexpected peaks in workload	To cope with situations where several children require attention at the same time	Ability now	4

Responsibility For People:

Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the school To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information	Good understanding now – training given in specific school procedures	4