



## JOB DESCRIPTION

**Role:** **PART-TIME FINANCE ASSISTANT**

**Hours:** 8.30am – 4.30pm (2 days per week), alternatively 10.00am – 2.00pm (3 days per week); plus, a further eight days to be arranged during the school holidays

**Report to:** Finance Manager

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**Role Overview:** To assist the Finance Manager in providing all staff a wide range of financial and administrative support.

This role is perfect for someone who is organized, has strong attention to detail, and is eager to develop their financial skills in a fast-paced environment.

### Key Responsibilities:

- **Bank Reconciliation:** Managing bank reconciliations and resolving discrepancies.
- **Data Entry:** Maintaining and updating financial records, ensuring data accuracy and completeness.
- **Financial Reporting:** Assisting in the preparation of monthly, quarterly, and yearly financial reports.
- **Fixed Asset Register:** To maintain the fixed asset register and perform physical verifications
- **Payroll Support:** Assisting with payroll processing, ensuring all data is correct and submitted on time.
- **VAT Returns:** Assisting in the preparation and submission of VAT returns.
- **Supporting Audits:** Assisting with external audits by providing necessary documentation.
- **Ad Hoc Duties:** Assisting with additional financial tasks and projects as needed by the finance department.

### Key Requirements:

- **Experience:** Previous experience in a finance or accounting role (1-2 years desirable).
- **Education:** AAT qualification or working towards it (preferred but not essential).
- **IT Skills:** Proficient in Microsoft Excel and experience with accounting software.
- **Attention to Detail:** Strong numerical skills and a high level of accuracy in work.
- **Time Management:** Ability to manage multiple tasks and meet tight deadlines.
- **Communication:** Strong verbal and written communication skills.
- **Team Player:** Able to work collaboratively within a fast-paced environment

**Other:**

- To attend staff training as required.
- Any additional tasks given by the Finance Manager commensurate with this role.

*Please Note: Bute House is committed to safeguarding and promoting the welfare of children. The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure and Barring Service Check before he/she starts work at the school as well as taking up references before interview.*