

# Finance Assistant

Information for Candidates



**Queen Margaret's  
School for Girls**

Escrick Park, York

# Welcome to Queen Margaret's

On arriving in Queen Margaret's School you are immediately struck by the warm, welcoming atmosphere, the strong community spirit, and the kindness and openness of girls and colleagues, not to mention our beautiful environment at Escrick Park.

In our all-girls, perfectly sized, nurturing environment, every girl flourishes and self-belief thrives. We are committed to our boarding ethos for all - whether full, weekly or flexi boarders, or day girls, girls enjoy the value-added of our full boarding days. In our small class environment, every girl can be supported and challenged to achieve her best through a highly personalised approach.

Life at QM is busy - girls work hard and play hard and the rich opportunities open to them are down to the dedication and care of our incredibly committed staff team. Teachers at QM are much more than teachers - they nurture, inspire, challenge, guide and teach - in the classroom, in tutoring, in enrichment activities, in the boarding houses.

There is a strong culture of participation with many girls competing on the sports field, playing or singing in a musical ensemble, acting on stage, and of course focusing on their academic studies! We should never underestimate what students are capable of achieving and with the perfect balance of support and challenge through school, QM girls leave school with the self-belief, independence and open mindset to look forward to bright futures.

If you are excited by the opportunity to become part of our QM community and throw yourself into the busy life of this very special school, we would love to hear from you.

**Nicola Dudley**  
**Head**

## Working at QM

We are an equal opportunities employer and actively seek applications from candidates of all genders and all backgrounds. We employ around 150 staff and the majority of staff live within 30-45 minutes of the school including York, Hull, Leeds and Harrogate.

Working in a boarding school is an experience like no other. The sense of community is very strong and the opportunity to get to know both girls and staff is more apparent than would be the case in a day school. There are lessons on a Saturday morning and our term dates are shorter than schools in the state sector, although we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

Most girls stay at school after their lessons finish each day, either because they are boarders or because they are involved in activities. There are a variety of enrichment activities and clubs on offer including horse riding, squash and tennis coaching plus clubs as diverse as debating, fashion, philosophy and swimming. We have extensive sports facilities and all girls play hockey, lacrosse, netball and rounders as well as an array of other sports. Day girls are able to stay until 19:30.

## Job Description

The Finance Team at Queen Margaret's is made up of the Finance Manager and two part-time Finance Assistants.

### Key Responsibilities of the Finance Assistant:

- Registering, authorising, coding and processing purchase ledger invoices
- Setting up new supplier accounts and maintaining existing accounts
- Reconciling supplier statements and requesting copy invoices
- Filing and archiving supplier invoices online
- Processing finance post
- Processing monthly catering journal
- Recording signing in and out of school prepayment cards
- Checking itemised receipts and charge sheets are returned with the prepayments cards
- Reconciling and processing school prepayment cards
- Placing orders for departments
- Scanning credit card receipts, reconciling and processing credit card statements
- Reconciling taxi charges
- Processing charges for billing
- Processing facility hire invoices on to the sales ledger
- Credit control for facility hire invoices
- Maintaining the petty cash tin, dealing with requests for payment and reconciliation at month end
- Dealing with supplier and staff queries
- Answering Finance office phone calls
- Communicating with the Finance team to ensure a smooth running of the department
- Assist with annual audit as required
- Work effectively with the other Finance Assistant to ensure cover during absence and assistance as required
- Any other work as requested by the Finance Manager

### Working Hours

24 hours per week, spread over 5 days per week, year-round.

## Person Specification

The Finance Assistant should:

- Be able to work accurately and efficiently
- Be well organised and capable of managing his or her time effectively
- Have high standards of discipline and integrity
- Have good interpersonal skills; oral and written communication skills
- Be computer literate
- Be aware of the importance of Safeguarding of young people
- Be prepared to undergo appropriate training
- Be able to exercise total discretion and uphold confidentiality.

## Benefits of Working at QM

- Outstanding setting in a rural location
- Friendly staff team
- Free meals during working hours
- Free onsite parking
- Free staff swimming sessions on site

## How To Apply

All applicants must complete the school's official application form, available via this link to our website <https://queenmargarets.com/careers>, providing a full career history and names and contact details for two referees. Completed application forms should be returned to: [recruitment@queenmargarets.com](mailto:recruitment@queenmargarets.com).

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service and will be asked to bring certain documents to interview to confirm their identity.

Candidates should be aware that, in compliance with statutory guidance, as part of the shortlisting process the school will consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.