

Finance Assistant

Closing Date: Thursday 24 Mar 2016 (Noon)

Job Start Date: April 2016

Contract/Hours: Permanent, Full-time

Salary Type: Support Staff

Salary Details: £15,621 to £17,583 FTE (Actual salary £13,704 to £15,425) dependant on experience

Hours of Work: 37 hours per week, term time only (+ 1 week summer holidays)

Location of Role: Basingstoke

Job/Person Summary

Dove House is an outstanding school (Ofsted 2015) for children with moderate learning difficulties and autism. We converted to an academy in November 2011 and have enjoyed many benefits from the autonomy this brings. Dove House is also an accredited Teacher Training Provider (SCITT) but above all it is a school which makes a difference to all those who are connected with it.

We are recruiting for a Finance Assistant to join our friendly Business & Finance Team. The successful candidate will ideally have some experience working in a finance role with AAT qualifications being desirable but not essential for the right person, exhibiting a high level of attention to detail.

Main duties will include:

- Petty cash
- School dinners
- School income (using Tucasi)
- Purchase ledger
- Banking

You would work closely with the Finance team, assisting with grant bid administration and efficiency projects. You would also be expected to provide cover for reception / answering telephone.

As an Academy, we follow accounting procedures in line with company and charitable accounts and so training and professional development in this area would be provided although experience using Civia or a similar accounting package (eg SAGE) would be an advantage.

Application Procedure

If you would like further details or an application pack, please contact Cheryl Abdi on 01256 351555 or email c.abdi@dovehouse.hants.sch.uk. Please visit our website at www.dovehouseacademy.com Visits to the school are warmly invited.

Dove House School 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.