

Highfield  Brookham

FINANCE ASSISTANT

NURSERY ♦ PRE-PREP ♦ PREP

LIPHOOK, HAMPSHIRE



Our School

Highfield and Brookham is a highly successful co-educational Nursery, Pre-Prep and Prep School in Liphook on the borders of Surrey, Hampshire and West Sussex. We offer a delightful working environment set in 175 acres of beautiful grounds in the South Downs National Park.

We are surrounded by stunning countryside yet we are only an hour from London. We are proud to have around 500 pupils at the school ranging from 2 years to 13 years old. Our aim is to provide a coherent academic journey from Nursery through to Year 8, delivering a dynamic, seamless and rich education.

We are broadly speaking a non-selective school. We celebrate our diverse community and welcome children of all abilities, nationalities and religions. It is this varied community that brings Highfield and Brookham its vibrancy. We regularly feed around 30 senior schools and enjoy an outstanding record of scholarship and Common Entrance success. In recent years we have been averaging 15 major awards annually, including regular academic scholarships to Winchester, Wellington, Marlborough, Canford and Bryanston as well as Sports, All-Rounder, Art, Music and Design Technology Scholarships.

Our teaching looks beyond the core curriculum to skills learnt through a diverse range of co-curricular activities. We have a broad spectrum of sport, drama, music, art and DT lessons on offer for our children.

Our approach to sport recognises that it is more than simply competing. Children learn about the positive effects of physical activity on the body and its benefits to their own health and wellbeing. We offer a wide range of sporting options including rugby, football, netball, hockey, cricket, swimming, cross country and athletics.

Our drama provision is enviable. We stage a production for every year group, right from Nursery every single year, and all children from Year 3 onwards are taught by a subject specialist drama teacher in their weekly drama lesson. We focus on developing performance skills which in turn builds confidence and self-esteem.

Music is very much at the heart of our school and children have the opportunity to perform on many occasions. We inspire everyone to find their musical passion with numerous choirs, ensembles, a rock club and concerts.

Art is treasured and our fantastically well-equipped art studio is an encouraging and inspirational environment, led by our equally inspirational specialist teachers. The DT workshop similarly is a hive of creativity as the children get to use our amazing tools such as the 3D printer, laser cutter and an abundance of wood and metalworking equipment.

Our extensive and beautiful grounds are made up of multiple sports pitches, acres of woodlands and forest school as well as four netball and tennis courts, full-sized astro and a 9-hole golf course. Our indoor facilities are just as enviable with three modern science labs, a fully equipped DT workshop, an airy art studio, a spacious dance drama studio, two packed libraries, state-of-the-art music school and traditional Chapel. These amazing facilities provide our children with the most inspirational learning environment.

We are extremely proud of our most recent addition to our facilities – The Beehive. The Beehive is a safe and welcoming wellbeing hub at the heart of the school site. Children are able to self-refer and the hub is a place where children can relax, reset and regulate their emotions when they need to. It is a friendly and positive space and home to some of our popular wellbeing activities.

Boarding at Highfield and Brookham is extremely popular but also optional. Our boarding provision has always been an integral part of the Prep school and perhaps the continued popularity reflects how well we do it. Over 100 pupils choose to board each term and the overwhelming majority of pupils in Years 7 and 8 opt to board. This is in sharp contrast to the decline in boarding numbers experienced in many similar schools. We offer a bespoke boarding option for children in Year 3 to Year 5. Our Junior Boarding House is home to up to 18 children who live together between four dorms on the first floor of the house. Our Senior Boarding House is home to up to 130 children in Year 6 to Year 8 and is found on the top two floors of the main school building.



Job Description

We are looking to recruit a Finance Assistant to assist with the efficient day to day running of the school's Finance Department.

Key Responsibilities

- Processing orders submitted by all staff, including price checking to ensure best price is being paid.
- Assist all staff with all/any queries/orders.
- Management and ordering of all school stationery.
- Processing authorised credit card purchases either online or over the phone, once you have established there are no better deals available.
- Coding of all invoices prior to issuing for approval and ensuring nominal codes are included on invoices before processing and filing.
- Chasing and collating authorised invoices for processing.
- Processing approximately 100 supplier invoices per week, within defined credit terms.
- Reconciliation of key supplier statements and undertaking checks to ensure no duplicate payments are made.
- Supplier analysis and investigation to ensure best value for money and service.
- Keeping complete and updated records of credit card usage to reconcile against monthly statements.
- Processing of monthly credit card statements.
- Prepare and process two payment runs per month, and any ad-hoc payments as required by the school.
- Daily processing of all payments and receipts from bank statements.
- Banking and collection of cash for all organisations within the group and monthly reconciliation of petty cash.
- Reconciling the offertory account on a monthly basis.
- Daily and monthly bank reconciliation.
- Assisting on a termly basis with all aspects of billing and statement of accounts to include working with the sales ledger clerk to ensure relevant product codes are created and maintained on Sage.
- Reconciliation of recharge accounts.
- Assisting with parent queries regarding their termly bill and extras.
- Maintaining and updating the Sage package with new change of address details, email addresses and bank details for Customer and Supplier ledgers.
- Update and maintain curriculum budgets on a monthly basis.
- Maintain the school's sum-up machines and accounts.
- To undertake any other duties as requested by the Bursar or Finance Manager.

Previous experience is preferable, but not essential.

This role is for 20 hours a week, preferably worked over 5 days, but some degree of flexibility is available. You will work 39 weeks per annum (term-time plus 5 weeks).

The salary for the role is circa £13,000 - £14,000 per annum, based on a full-time equivalent salary of £29,000 - £30,000.

Applications should be addressed to: HR Manager, Highfield and Brookham School, Highfield Lane, Liphook, Hampshire, GU30 7LQ or sent via email to: hr@highfieldschool.org.uk

Closing date for applications: Monday 27th April, although we reserve the right to interview and appoint before this date.

We are an I.A.P.S. co-educational boarding and day Pre-Prep and Prep School for pupils aged 2 to 13. We are committed to safeguarding and promoting the welfare of children and applicants are expected to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Employer Online Service regarding prohibition orders issued by the Secretary of State and the Disclosure and Barring Service (DBS). Highfield and Brookham is an Equal Opportunities Employer.





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