



# Durham Cathedral Schools Foundation

## FINANCE ASSISTANT

**Department:** Finance

**Line Manager:** Finance Manager

**Salary:** Dependent on experience

**Location:** Durham (on-site initially; up to 1 day per week remote working potentially available once established in the role)

**Hours:** 3 days per week, full year

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### About Us

Durham Cathedral Schools Foundation is an independent co-educational day and boarding school, committed to delivering high-quality education and strong pastoral care.

Effective financial management underpins everything we do. Our Finance team plays a key role in supporting pupils, families and staff by ensuring accurate, timely and well-controlled financial processes.

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### The Role

We are seeking a numerate, organised and adaptable Finance Assistant to join our Finance team. The role provides a broad range of financial support across cash management, purchase and sales ledger, and school fees administration.

This is a varied and fast-paced role requiring a high level of accuracy, strong organisational skills, and the ability to manage competing priorities. The successful candidate will interact with colleagues and, at times, external stakeholders, requiring a professional and courteous approach. The exact balance of responsibilities may evolve over time depending on team structure and the strengths of the successful candidate.

**We are looking to appoint as soon as possible.**

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### Key Responsibilities

#### Cash Management

- Banking and cash handling
- Daily reconciliation of bank accounts and Equals cards

#### Finance

- Processing purchase ledger invoices and supplier statements
- Managing equipment orders
- Supporting the sales ledger, including raising invoices
- Producing budget holder statements
- Assisting with VAT analysis and preparation of returns
- Supporting payroll processes, liaising with the external payroll provider and assisting with internal data preparation and checks
- Monitoring and responding to the Finance email inbox

## **Fees**

- Supporting the production of fee invoices
- Recording and allocating receipts
- Preparing debtor statements and related administration
- Responding to fee-related queries from external stakeholders in a professional and timely manner
- Providing administrative support to fee collection processes, working alongside the Credit Controller

## **Other**

- Working in accordance with the Foundation's financial regulations
- Complying with Foundation policies and procedures
- Undertaking other duties commensurate with the role

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## **Person Specification — Essential**

The successful candidate will:

- Be confident using accounting systems, with a logical and systematic approach
- Be able to work effectively in a busy environment with changing priorities
- Be highly organised and methodical, with strong attention to detail
- Communicate clearly and professionally, both verbally and in writing
- Be able to remain calm, courteous and professional when dealing with queries or sensitive situations
- Demonstrate sound judgement, discretion and a high level of confidentiality
- Be proficient in Microsoft Excel, with the ability to quickly learn school-specific systems (e.g. iSams, iFinance)
- Be adaptable and willing to take on a range of finance responsibilities as required

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## **Desirable (but not essential)**

- AAT qualification (part-qualified or qualified)
- Previous experience in a similar finance role
- Experience of iSams and/or iFinance

Please submit a completed application form to [hr@dcsf.org.uk](mailto:hr@dcsf.org.uk). The closing date for applications is 15 May; however, applications will be reviewed on receipt and we reserve the right to interview and appoint prior to the closing date.