



INFORMATION FOR CANDIDATES

Finance Assistant 0.6FTE

Temporary Position 3 – 6 months

Immediate start





Personal Assistant

Responsible to: Business Director

Responsible for: Accountable for fees and debtor management as well as providing support to the Business Director in financial reporting.

Hours of work: This is a part-time position. Hours are Monday, Wednesday and Friday 08:00 – 17:00 (days and times can be discussed). The post holder is eligible for 6 weeks annual leave pro-rata. This post is an on-site role, any working from home requests need to be agreed with the Business Director.

Key relationships: This role works alongside the Book-Keeping Assistant and directly for the Business Director. It requires a professional relationship to be built with parents and suppliers.

The successful candidate will be expected to present the school and the Business Director professionally and with integrity, upholding the values of the school at all times.





PRINCIPAL'S WELCOME



It is my privilege to lead an outstanding group of colleagues across the St Albans Education Group, all of whom are devoted to preparing young people in our care to live lives of consequence and make a meaningful impact upon the world.

We are a new and expanding independent schools' charity initially formed from the merger of the thriving STAHS – St Albans High School Senior and Prep Schools – and Stormont School in 2024.

Our vision is to become a sector leading group of schools delivering an innovative and impactful education where our pupils will benefit from excellence in academics, personal development, leadership and service in environments designed to nurture creativity, individuality, innovation and enjoyment of learning.

The excellent work of STAHS and Stormont schools is already realising this vision. Their progressive approaches deliver outstanding academic curricula, forward-thinking approaches to pupil wellbeing and exciting co-curricular opportunities for 1,300 children, enabling them to flourish and make a positive impact by leading happy, healthy and intentional lives.

We believe that excellent education is the bedrock of pupils' future success and happiness and want our schools to lead the sector in providing progressive, outstanding education for our learners. We have the highest of expectations for our pupils and our staff alike. In return, we offer an excellent working environment with competitive pay and benefits, where staff professional development is valued and encouraged and career progression is supported.

In a rapidly changing and challenging environment for schools the St Albans Education Group looks to the future with confidence.

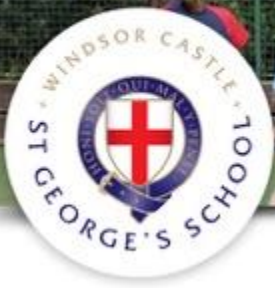
Mrs Amber Waite, BSc Rutgers, BSc TAMU, MSc Oxon
Principal, St Albans Education Group



KEY RESPONSIBILITIES

Due to the nature of the post, duties will be varied and it is not possible to provide an exhaustive list however the key responsibilities of the Finance Assistant are:

- Maintain the fees ledger including production of termly bills (including associated charges) and entries to/for the nominal ledger;
- Leading on dealing with fee queries from parents including sending holding reply to parents, contacting staff, resolving the query and responding formally to the parents;
- Reconciling the fees ledger with nominal ledger;
- Managing with Bursaries including working with the College of St George for Chorister bursary and payment support;
- Control and management of the debtors' list including being the first point of contact with debtors and the control of late payment interest charges;
- Regular reconciliation of the bank account;
- Processing of specific schemes including the School Fees Refund scheme and Pupils' Private Medical scheme;
- Processing of Government support schemes Including Early Years Funding and EHCP funding;
- Monthly Management Accounts production and analysis;
- Expenses processing (cash and credit card management); and
- Ad-hoc Finance support for the Business Director as is required.



PERSON SPECIFICATION

Skills - essential

- Attention to detail
- Financially numerate
- Organised and efficient
- Excellent written and oral communication skills
- Excellent IT and administrative skills with a working knowledge of Office, Excel & Google
- Commitment to sharing knowledge and collaboration with others
- Able to work dynamically, to adapt working practices and to work flexibly with a wider team (to include covering other Finance essential duties on occasion and where required)

Personal qualities - essential

- Kind, patient, loyal and thoughtful
- Discrete, approachable, personable, courteous and supportive
- An ability to work calmly under pressure with multiple tasks and tight deadlines
- A professional manner
- Able to work under direction and also able to use own initiative
- A desire to improve and self-reflect
- Willing to take ownership and responsibility
- Attention to detail and numerical proficiency

Experience - desirable

- Experience of working within a school environment
- Finance or accounting qualification
- Experience within a fast-paced work environment





SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants must be willing to undergo child protection screening appropriate to the post, including contacting past employers and the Disclosure and Barring Service, disqualification, prohibition and other checks relevant to the role.

REMUNERATION

This post attracts a salary in the range of £45,000 – £50,000 FTE pro-rata (dependent on experience and skillset) and annual holiday entitlement of 30 days pro-rata. Lunch is provided during school terms and parking may be available on site.

All completed application forms (which can be found on the school website) should be sent for the attention of:

Alex Chart, Business Director

by email to: recruitment@stgwindsor.org

Forms should be received no later than **12.00pm on Tuesday 8 September 2026**. Interviews will be held as soon as possible after this date. Early applications are advised. The school will review applications as they come in and reserves the right to make an earlier appointment.



St George's School Windsor Castle

Home to the Choristers of St George's Chapel

Our VISION - students become
'Real World Ready'.

Our MISSION - to ignite inquiry, instil a passion for learning and foster our Christian values. Through inspirational teaching, children develop the mindset and skills to navigate life's opportunities and contribute to global society.

Our VALUES - kindness, honesty, courage.

St George's School Windsor Castle is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

St George's School is an equal opportunities employer. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex or sexual orientation.