



THE BEACON

Guiding the next generation



FINANCE ASSISTANT

Part-time, 52 week working basis

Permanent

April 2025 (or as soon as feasible thereafter)



INTRODUCTION

The Beacon is a leading independent day school for boys aged 3-13, set on an 18-acre site within the Chilterns countryside, located in Chesham Bois, Amersham.

The school was founded in 1934 by its first Headmaster, Stanley Fieldhouse, opening on its current site with just 5 boys. Today, The Beacon has circa 510 pupils from Nursery to Year 8.

GUIDING THE NEXT GENERATION

The Beacon prides itself on academic excellence, abundant opportunities and our ability to identify an individual's potential; preparing them for what's now, what's next, and wherever life may take them.

ACHIEVE ACADEMICALLY. PROSPER PERSONALLY.

From the first steps to the last exam, our team of inspiring teachers and staff deliver best-in-class education in an enriching and enlightening environment.

We ensure that every experience at The Beacon is about becoming a Beacon boy for life.

THE BEACON VALUES

Our values are embedded into Beacon Life.



WELCOME FROM THE HEADMASTER



Dear Applicant,

Thank you for your interest in our role of [Finance Assistant](#) at The Beacon.

We are seeking a friendly and highly organised individual to join our Finance Team.

The role will be part-time, all year round, assisting with general finance duties and other administration. The post becomes available from April (subject to satisfactory vetting procedures).

The Beacon is a large prep school for boys aged between 3 and 13, with superb facilities and resources that support a forward-looking educational environment. The school is accessible by Chiltern Railways and Met Line, located close to Amersham town.

To give you a flavour of life at The Beacon, please look at our website beaconschool.co.uk. Here, you will find our Safeguarding and Child Protection Policy among other useful policies on the 'policies' page.

We are encouraging early applications, and we would like all applicants to state in their covering letter when they would be able to start.

The Beacon is an exceptional school, and we seek exceptional people. I look forward to hearing from you.



Nick Baker

Headmaster

IMPORTANT NOTE:

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy*
- *The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack*
- *The post is exempt from the Rehabilitation of Offenders Act 1974.*



JOB SPECIFICATION

Job Title: Finance Assistant

Reporting to: Finance Manager

Hours: 52 week working basis, ideally:

- Term time - 28 hours per week across 4 days
- Non term time (Beacon School Holidays) – 14 hours per week
- (There may be potential for further flexibility, subject to ability to meet school needs)

Benefits: 5% employer pension contribution
Life assurance and income protection insurance
6 weeks annual leave to be taken during non-term time

MAIN DUTIES & RESPONSIBILITIES:

- Processing purchase ledger transactions, including supplier set up, and following up approval processes to ensure timely payments
- Tracking down and uploading direct debits to accounting systems
- Processing Amazon orders
- Processing of staff expenses for payment
- Filing of financial documents
- Opening, sorting and distribution of incoming emails/mail
- Management of stationery supplies including orders
- Other ad hoc tasks
- In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values and principles that we wish the boys to learn.

The above list is a guide to the nature of the Finance related administration work - you may be required to undertake such other duties as may be required from time to time to enable the smooth running of the Director of Finance (DFO) remit and School as a whole.



SAFEGUARDING

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; following the school's safeguarding policy at all times and using the internal systems/contacting the DSL for monitoring safeguarding, wellbeing and pastoral issues

Please Note:

- *The role may bring you into contact with children and as such a level of responsibility for children. The role constitutes regulated activity with children.*
- *In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.*



PERSON SPECIFICATION

| | Essential | Desirable |
|-----------------------|--|--|
| Qualifications | <ul style="list-style-type: none"> Maths and English GCSE Grade C | |
| Experience | | <p>Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> purchase ledger administration |
| Skills | <ul style="list-style-type: none"> Highly organised and efficient Numerate Strong attention to detail Strong Excel spreadsheet skills | |
| Other | <ul style="list-style-type: none"> Able to quickly settle into new environments Commitment to maintaining the highest standards of work Friendly and approachable Ability to remain calm and professional in all situations Self-motivated and versatile Excellent role model Highly professional with positive outlook Team player Excellent attention to detail. Hard working, well-motivated, and a positive 'can-do' attitude. Willingness to take on a variety of tasks as required. | <ul style="list-style-type: none"> Registered on DBS Update Service Awareness of iFinance Working in a school setting |



THE PROCESS

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

There is a requirement to complete the school's Application Form. Please download from the website and send a copy of your completed Application Form and covering letter by e-mail to recruitment@beaconschool.co.uk 'cc'ing the Director of Finance & Operations at dfo@beaconschool.co.uk

Closing date for receipt of applications is 13 April 2025. Interview date to be confirmed.
We would encourage you to submit your application early as we reserve the right to close vacancies earlier than the deadline – if, for example, we receive a number of applications of interest early on.

Please note: CVs cannot be accepted. Whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification.

CONTACTS

Address: The Beacon, 15 Amersham Road, Chesham Bois, Amersham, Bucks, HP6 5PF

Telephone: 01494 736165

Email: recruitment@beaconschool.co.uk

Website: beaconschool.co.uk

