



**ST EDMUND'S  
SCHOOL**  
CANTERBURY

# CANDIDATE PACK

**FINANCE ASSISTANT  
PERMANENT  
MAY/JUNE 2026**



[WWW.STEDMUNDS.ORG.UK](http://WWW.STEDMUNDS.ORG.UK)



# THE SCHOOL

## OVERVIEW

We are a co-educational independent day and boarding school for pupils aged 2–18, offering a warm and supportive environment that values the individual and encourages pupils to explore a wide range of opportunities, whatever their interests or strengths. Located on St Thomas Hill, just five minutes from Canterbury city centre, the School enjoys an attractive setting with far-reaching views across the city. Academic ambition is balanced with a strong emphasis on co-curricular involvement, helping pupils to develop confidence, curiosity and character.

Pupils are respectful of one another and work together to create a cohesive, inclusive and happy community with a strong family atmosphere at its heart. The School is proud of its rich performing arts heritage, including an award-winning Drama Department, a thriving music programme and St Edmund's Choral Society, all of which play an important role in school life.

The Junior and Senior Schools all share the same site, creating a connected and vibrant whole-school community.



# OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking

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A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'

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Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel

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Every pupil here is known and understood

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The school's education of children from ages 2 to 18 helps foster the strong family atmosphere and close-knit sense of community that are at the heart of school life.

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St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future

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Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom

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Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking

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Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

# DETAILS ABOUT THE POST

<b>TITLE</b>	Finance Assistant
<b>TYPE OF POST</b>	Full-Time, 37.5 hours per week (To be worked over 5 days)
<b>GRADE</b>	Pay Range £28,398 - £32,572
<b>START DATE</b>	Immediate

## POST & DEPARTMENT

<b>Advert</b>	St Edmund's School Canterbury is seeking to employ a diligent and skilled full-time Finance Assistant to join our Accounts team. The Finance Assistant will play a crucial role in managing the school's finances, ensuring accurate and timely processing of transactions and contributing to the smooth running of the finance department
<b>Department</b>	The Accounts Team is an integral part of the school working closely with the Heads of Departments and all staff School wide.
<b>Role</b>	The purpose of the role is to provide high quality purchase ledger, fees ledger administration and operational management combined with procurement order management
<b>Hours of work</b>	The position is permanent. The usual hours of work for the post are 8:30am to 4:30pm, 5 days a week (37.5 hours net of 30-minute lunch per day)

# THE ROLE

## KEY RESPONSIBILITIES

- Accurate and timely data entry of supplier invoices
- Complete Monthly Reconciliations of supplier statements
- Ensuring supplier invoices are settled in accordance with due dates via BACS payment runs, international transfers and bank transfers where applicable
- Processing purchase orders and training new budget holders to raise purchase orders
- Ensuring the school is utilising the most cost effective suppliers and identify and implement cost saving solutions
- Produce termly fee invoices and issue them to families
- Processing of bank receipts and reconciliation of bank accounts
- Monitor and pursue unpaid school fees directly with families in an appropriate and timely manner

Specifically, duties and processes include:

- Entering invoice data onto accounts purchase ledger software
- Manage receipt of goods onsite matching delivery notes to goods received and original orders
- Liaise with stakeholders across the school to process orders and seek approval of invoices
- Reconciliations of pupils attending the school and raising termly invoices
- Processing charges onto termly fee invoices
- Ensuring the correct level of remission are applied to fee termly invoices where applicable

# PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
<b>QUALIFICATION</b>	<ul style="list-style-type: none"> <li>GCSE in English and Maths – min C grade or equivalent</li> <li>Accountancy Qualification – min AAT or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Educated to first degree level (BA, BSc etc), or equivalent professional qualification</li> <li>Full clean driving licence, including D1 category</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>An understanding and experience of multiple IT systems</li> <li>Experience of working in purchase ledger management</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in debt management</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Excellent organisational and planning skills</li> <li>Ability to prioritise workload and meet deadlines</li> <li>Confidence with Excel spreadsheets – you will need to be able to manipulate data</li> <li>Strong attention to detail</li> <li>Able to reason logically – with a methodical approach to tasks</li> <li>Able to operate independently and anticipate requirements</li> <li>Willingness to be able to perform important but often repetitive tasks, e.g. making entries</li> <li>Proven ability to work under pressure</li> <li>Demonstrable ‘can do’ attitude seeking continuous improvement in tasks</li> </ul>	
<b>BEHAVIOURS</b>	<ul style="list-style-type: none"> <li>Strong interpersonal and communication skills</li> <li>Professional and self-motivated</li> <li>A team player but with the ability to work independently and on own initiative</li> <li>Confidence to liaise and influence a range of stakeholders</li> <li>Reliable and trustworthy</li> <li>Be flexible</li> <li>Sensitive to user’s needs</li> </ul>	

# CONDITIONS OF SERVICE

## **BENEFITS**

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme, free dining hall lunch provided during term time.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

## **SAFER RECRUITMENT**

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

## **UK GDPR**

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

## **APPLICATIONS**

The deadline for receipt of application 9.00am Monday 18th May 2026. Applications should be emailed to [recruitment@stedmunds.org.uk](mailto:recruitment@stedmunds.org.uk).

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

# ST EDMUND'S VALUES



We Value....

## EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value....

## INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We Value....

## EXCELLENCE

Commit to being the best we can be

We Value....

## INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning



We Value....

## SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

