



TWYFORD
SCHOOL

JOB DESCRIPTION

FINANCE ASSISTANT



The School: Twyford is a successful co-educational, independent day and flexi-boarding prep school for pupils aged two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 30 acres of mature grounds, with a beautiful 18th Century Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.

Job Purpose: The Finance Department is currently going through an internal review and reorganisation and is in need of some short-term assistance. This role will help the current team in maintaining the finance support for the School.



Contract: Fixed Term for 3 months

Working hours: 25 Hours per week

Salary: £25,000 per annum, actual annual pro rata salary £16,666

Paid Holiday: 28 days pro rata

Start Date: As soon as possible.

Reporting Line: Finance Manager

DUTIES AND RESPONSIBILITIES

- Assist with the processing of purchase invoices.
- Maintain accurate financial records and ledgers.
- Assist with the administration of school trips, events, and fundraising accounts.
- Monitor and record petty cash transactions.
- Liaise with suppliers and staff regarding payments and queries.
- Assist with ad hoc and irregular invoicing.
- Assist with chasing debtors.
- Reconcile bank statements, supplier accounts, and school credit card transactions to ensure financial accuracy and compliance.
- Assist with the preparation, update and distribution of the monthly budget reports to the budget holders.
- Maintain record of staff training.
- Ensure the franking machine is maintained, outgoing post is appropriately franked and taken to the post office.
- Liaise with staff and suppliers to resolve queries and maintain accurate records for audit and reporting purposes.
- Liaise with the Registrar regarding pupil registration fees, confirmation fees, new starters and leavers to ensure timely and accurate records are maintained.
- Maintain the School's stock of general stationery.
- Ensure compliance with internal financial controls and procedures, assist with updating as appropriate.
- Provide general administrative support to the finance department.

All staff are expected to:

- Follow the School's safeguarding policy and procedures and ensure the wellbeing of all pupils is their highest priority
- Contribute to the day-to-day running of the School and comply with its policies and procedures, having due regard for the Health and Safety of self and others.
- Treat each pupil and each other as individuals with courtesy and respect.

- Take part in relevant training programmes identified by the School.
- To work in a co-operative, diplomatic and flexible manner.
- To carry out any other reasonable duties as requested by the Headmaster or Bursar.

Person Specification

- Maths and English minimum level 4 or equivalent
- Excel skills
- Good communication and interpersonal skills
- Experience in an office environment, preferably within accounts
- Accuracy and attention to detail
- Ability to work under pressure

September 2025

Additional Information:

The School also provides a range of benefits for staff including:

- Access to Employee Assistance Programme.
- Free lunch and hot beverages during term-time.
- Free parking on site
- Staff swimming sessions in our indoor swimming pool.

For more information about the School and an application form (CVs alone will not be considered) please visit our website, www.twyfordschool.com. For further information, please contact Mrs Vanessa Chapman, HR Manager on 01962 712269 or recruitment@twyfordschool.com.

The closing date for applications: 9.00am on Monday 15th September.

This vacancy may close prior to the stated date and interviews will take place as a suitable field of candidates is obtained. Early submission of applications is recommended.

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

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).