



# **THE MOUNT SCHOOL YORK**

## **APPLICATION PACK FOR**

### **FINANCE ASSISTANT**

***The closing date for applications is 30 January 2026***

*We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.*

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



## **LIFE AT THE MOUNT SCHOOL YORK**

The Mount School York is situated in the beautiful and historic city of York, only 10 minutes' walk from the railway station and city centre. Consistently listed in the UK's top five places to live, York is an accessible, innovative city in North Yorkshire, which is celebrated as the most beautiful of all English counties.

As one of the UK's largest tourist destinations, York has all of the modern amenities of a truly cosmopolitan city, bustling with quality activities and shopping. But pass inside the walled city and around the world-famous Minster, and York's extensively rich history becomes a delight to explore.

The Mount School educates boys and girls in the prep school, and girls in the senior school, with approximately 220 pupils in total. The Mount offers a comprehensive boarding programme for senior school girls.

The ethos and curriculum of The Mount School promote the Quaker values of simplicity, truth, peace, equality, social justice and sustainability, although fewer than 5% of our pupils come from Quaker families. We expect our staff to be in overall sympathy with the Christian outlook and aims of Quakers and know (or be prepared to find out) something of what that means. The Morning Meeting for Worship is an integral part of school life in which all academic staff and pupils participate. In our position as a successful and well-resourced community, we place great emphasis on service to others. Many schools claim that their pupils fulfil their potential; at The Mount, we believe our pupils discover potential they never knew existed.

Quakers were pioneers in girls' education and we have been educating girls here at The Mount since 1785. We believe that every child is unique and that the purpose of education is to unlock the potential within. Our community is diverse and we welcome children from all faiths and no faith to share in the opportunity to discover their gifts and to become independent thinkers.

The Mount is an academically selective school and academic success at both GCSE and A Level is high. Sport, Music and the Arts provide opportunities for the girls to develop their individual strengths and talents, not only in School but at county and national level too. We are pleased that all the girls fulfil their potential and have the results they need for the next step in their education.

The Mount School provides an environment in which pupils are heard and encouraged to find the strength to speak their minds and challenge injustice when they see it. Our pupils are equipped with the skills to shape their own future. They grow at their own pace, free from pressure to conform to stereotypes. They become themselves and they become confident and happy children. The Mount School produces a very special kind of girl; mature, quietly confident, comfortable to be herself, to think independently and be socially considerate. Our ethos is to encourage and develop the individual within a small, caring community. We pride ourselves on our welcoming atmosphere.

The Mount enjoys excellent facilities. Subjects are taught in specialist rooms with full access to modern technology. There is a purpose built Sixth Form Centre, a multi-purpose Sports Hall, a 25-metre indoor Swimming Pool, a Fitness Suite and hard and grass Tennis Courts.



## **APPLICATION AND RECRUITMENT PROCESS INFORMATION AND GUIDANCE**

- The Mount School York is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Candidates should be aware that all posts in the School involve some degree of regulated activity and responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.
- Recruitment and selection at The Mount School is designed to meet the requirements of best practice and of legal obligations.
- If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children, including any in which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer may be asked about those issues.
- All offers of employment are conditional, including requiring a satisfactory enhanced DBS disclosure, medical clearance, two satisfactory references, proof of any declared qualifications, documentary evidence of your identity and evidence of your right to work in the UK.
- You should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if you have been selected and possible referral to the Police.
- Recruitment processes run in accordance with the School's Employee Equal Opportunity Policy.
- All posts will be advertised internally and usually externally. The school is not obliged to advertise externally where there are candidates of merit and ability already within the School.
- All appointments are made by the Head.

### **Invitation to Interview**

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or certified copy of certificates, diplomas etc. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- A current passport and a photocard driving licence as a form of photographic id
- A full birth certificate
- An original utility bill or financial statement showing the candidate's current name and address (dated within the last three months).
- Where appropriate, any documentation evidencing a change of name.
- Documentary evidence of right to work in the UK, such as birth certificate, passport, home office documentation.



## INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

- Applications will only be accepted from candidates completing The Mount School York Application Form in full. A CV will **not** be accepted in substitution for completed application forms.
- Applications should be addressed to Michael Aldridge, Head of HR and sent by post to The Mount School, Dalton Terrace, York YO24 4DD or email to [recruitment@mountschoolyork.co.uk](mailto:recruitment@mountschoolyork.co.uk)

### Rehabilitation of Offenders Act 1974

This post is exempt from the Rehabilitation of Offenders' Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, and therefore all convictions, cautions and bind-overs, including those regarding as 'spent', must be declared.

Where appropriate, the successful applicant will be required to complete a disclosure from the Disclosure & Barring Service at an Enhanced Level, depending on the post.

### Previous Employment

Please provide within the application form a full history of your previous employment, in chronological order, since leaving secondary education. Include any periods of post-secondary education and training, part-time and voluntary work as well as full-time employment, with start and end dates. Please account fully for any gaps in employment, education and training. Please use no more than two additional sheets as necessary.

### References

One referee **must** be your current or most recent employer and someone with a line management responsibility over you. References will not be accepted from relatives or from people writing solely in the capacity of friends. Referees must be able to comment on your professional capabilities. We may approach previous employers for information to verify particular experience or qualifications. Unless otherwise specified, references for shortlisted candidates will be requested prior to the interview.

### Online Checks

Please note that for the successful candidate The Mount School York completes online checks in line with DfE guidance.

### Safeguarding Policy

As part of the Safer Recruitment Process stipulated by the guidelines in Keeping Children Safe in Education, applicants are required to be aware of the School's Safeguarding Policy. Please click on the link below to download the Policy.

<https://www.mountschoolyork.co.uk/wp-content/uploads/2023/10/Safeguarding-and-Child-Protection-Policy.pdf>



## **BENEFITS AND SALARY FOR FINANCE ASSISTANT**

The Mount School York enjoys a very pleasant working environment close to the historic city centre of York. The benefits package includes:

- The salary range based on experience is from £28,285- £32,424
- Use of the School's excellent facilities including reduced rates to use the Fitness Suite
- Free on-site parking
- Subsidised quality meals and refreshments during term.
- Salary paid monthly into a bank account on the 25th day of each month.
- Pension Scheme.

We are seeking to appoint a reliable and detail-oriented Finance Assistant, supporting the Bursar in ensuring the smooth running of the school's financial systems and processes.

You will assist with core financial duties including processing invoices and payments, maintaining accurate financial records, supporting payroll and month-end procedures, reconciling accounts, and responding to internal and external queries in a professional manner.

This is a full-time, all-year round position, working 37.5 hours per week, Monday to Friday, 8.30am to 4.30pm (including a half-hour unpaid lunch break). Actual working hours may vary according to the needs of the School. The role carries 28 days' annual leave plus bank holidays.

This job description gives an overall indication of the areas of responsibility of the position but is by no means all-encompassing or fixed. The post holder may be required to undertake any other reasonable task requested by the Head which falls within the capabilities of the successful applicant, are within the general responsibilities of the post and which are in accordance with the usual practice of an independent boarding and day school.

The Mount School, York is an equal opportunities employer.

<b>Job Description: Finance Assistant</b>	
<b>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.</b>	
<b>Job Title</b>	Finance Assistant
<b>Reporting To:</b>	Bursar
<b>Main Purpose of the Role</b>	<ul style="list-style-type: none"> <li>To support the Bursar in ensuring the effective, accurate and compliant management of the School's financial systems and records.</li> <li>The post holder will play a key role in day-to-day finance operations and month-end and year-end processes, including the preparation of prepayments, accruals and journals, and providing support during the annual audit.</li> <li>This role is well suited to a <b>Level 4 AAT-qualified finance professional</b> (or someone actively studying towards it) who is looking to apply technical accounting knowledge within a busy school environment.</li> <li>At all times, the post holder will promote and uphold the School's ethos, values, policies and procedures.</li> </ul>
<b>Main Responsibilities and Duties:</b>	<p><b>Financial Accounting &amp; Month-End Support</b></p> <ul style="list-style-type: none"> <li>Prepare and post prepayments and accruals in line with accounting standards and internal procedures.</li> <li>Process journals, including corrections, reclassifications and month-end adjustments.</li> <li>Assist with month-end close, ensuring accurate and timely financial records.</li> <li>Support the preparation of schedules and working papers for year-end accounts.</li> <li>Assist the Bursar with information required for management reporting and budget monitoring.</li> </ul> <p><b>Audit Support</b></p> <ul style="list-style-type: none"> <li>Act as a key point of support during the annual external audit.</li> <li>Prepare audit schedules, reconciliations and supporting documentation as required.</li> <li>Respond to auditor queries promptly and accurately under the guidance of the Bursar.</li> <li>Support the implementation of audit recommendations and improvements to controls.</li> </ul> <p><b>Purchase Ledger &amp; Banking</b></p> <ul style="list-style-type: none"> <li>Administer the purchase ledger, including: <ul style="list-style-type: none"> <li>Matching purchase orders, delivery notes and invoices</li> <li>Processing invoices and preparing BACS payment runs</li> <li>Ensuring compliance with procurement and authorisation procedures</li> </ul> </li> <li>Maintain accurate supplier records and resolve queries in a timely manner.</li> <li>Reconcile bank accounts regularly and investigate reconciling items.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage petty cash and School credit cards, including reconciliation,</li> </ul> <p><b>Sales Ledger &amp; Income</b></p> <ul style="list-style-type: none"> <li>• Raise invoices for non-fee income for the School and Mount School York Estates Ltd.</li> <li>• Monitor non-fee debtors and follow up outstanding balances professionally.</li> <li>• Assist with termly school billing processes as required.</li> </ul> <p><b>Payroll Support</b></p> <ul style="list-style-type: none"> <li>• Support the monthly payroll process, including: <ul style="list-style-type: none"> <li>○ Starters, leavers and contract changes</li> <li>○ Understanding statutory deductions (PAYE, NI, pensions, SMP/SSP)</li> </ul> </li> <li>• Respond to staff queries where appropriate.</li> </ul> <p><b>Systems &amp; Controls</b></p> <ul style="list-style-type: none"> <li>• Use and maintain financial systems including Accounts IQ, Staffology Payroll, iSAMS and Microsoft Excel.</li> <li>• Contribute to the continuous improvement of finance processes, controls and documentation.</li> <li>• Ensure compliance with internal policies, audit requirements and relevant legislation.</li> </ul> <p><b>General Administration</b></p> <ul style="list-style-type: none"> <li>• Provide administrative support to the Bursar as required.</li> <li>• Assist with general office administration.</li> </ul>
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*The post holder may be asked by the Head or Bursar to carry out other such reasonable duties as may be required for the benefit of the School.*



## PERSON SPECIFICATION FOR FINANCE ASSISTANT

	Essential	Desirable
AAT Level 4 (or working towards)	√	
Experience of using financial software	√	
Excellent IT skills, including the use of Excel and Word	√	
Experience of working in an office environment	√	
Ability to demonstrate personal honesty and integrity	√	
Sympathy for the School's Quaker ethos and values	√	
Ability to work within a team	√	
Strong organisational skills	√	
Ability to type efficiently and at speed		√
Ability to communicate well with staff, parents and students, both orally and in written form		√