



## Friends' School Lisburn

### Post of Finance Assistant

#### Information for Applicants

- 1 Five documents are included for candidates in the Application Pack:
  - Information for Applicants
  - Job Description
  - Personnel Specification
  - Application Form
  - Equal Opportunities Monitoring Form (Online Form)
  
- 2 Applications will be acknowledged by email and invitations to attend interviews will be sent by email.
  
- 3 Completed applications should be emailed to [recruitment@friends.lisburn.ni.sch.uk](mailto:recruitment@friends.lisburn.ni.sch.uk) by **12 noon on Monday 20 April 2026**. Only applications on the school's official form will be considered.
  
- 4 The Equal Opportunities Monitoring Form should be completed here - [Google Form](#) by **12 noon on Monday 20 April 2026**.
  
- 5 Canvassing disqualifies

*Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. The successful applicant will require an enhanced disclosure check which at present costs £33. Further details regarding the payment of this check will be issued with the contract of employment.*



## **Friends' School Lisburn**

### **Finance Assistant**

#### **General Information**

Friends' School Lisburn is a co-educational, Voluntary Grammar School, with an enrolment of 1091 at post-primary level and a further 165 in the Preparatory Department and Pre-Prep. The school was founded by the Religious Society of Friends in 1774 and celebrated its 250th anniversary last year. To mark this milestone, the school opened two legacy projects, an activities trail and an outdoor performance space, and run a programme of events for the wider school community. Friends' has also been granted significant capital funding to develop the school buildings, which will enable the school to enhance provision for future generations.

The school is set in 20 acres of mature grounds and enjoys excellent facilities. The oldest building on site is the listed Middle House, which dates from 1880 and which was refurbished in 2015. In the last decade, two floodlit Astro turf hockey pitches have been laid and a state-of-the-art Maths and Music block has been constructed. Friends' has also been granted significant capital funding from the Department of Education which will enable the school to continue to enhance provision for future generations of pupils.

The school ethos, which is rooted in its Quaker heritage, places an emphasis on the value of each individual and encourages a sense of service to others. The acronym ASPIRE is used to promote the values of Adventure, Sustainability, Peace, Integrity, Respect and Equality, which are based on the Quaker testimonies and are central to the school's identity.

#### **The Post**

The Finance Office comprised the Bursar, Assistant Bursar and Finance Officer. As a Voluntary Grammar School, the Finance Office plays a vital role in the operations of the school. The role of the Finance Assistant is to support the work of the Finance Office, and support more general administration as the need arises.

#### **Hours of work**

- 8.30am to 4.30pm Monday to Friday
- Morning Break: 15 minutes
- Lunch: 1 hour

This post is 52 weeks a year, so will involve work outside term time. Full time staff have a total of 43 days annual leave, including school closures and statutory holidays. The leave year runs from 1 September to 31 August. Annual leave must be taken outside term-time.

The post may also be required on a number of school occasions outside of the hours of work, including occasional Saturday mornings such as open morning. Attendance in addition to the normal hours of work attracts additional remuneration.



## **Friends' School Lisburn**

### **Finance Assistant**

#### **Job Description**

**Post:** Finance Assistant

**Salary scale:** NJC pts 11 – 14 (currently £28,142 - £29,540)

**Responsible to:** The School Principal through the Bursar

#### **Main Duties and Responsibilities:**

##### **Financial Administration**

- i. Processing and posting of purchase ledger invoices;
- ii. Assist in the preparation and issuing invoices for all school fees and with managing debtors;
- iii. Assistance in the implementation of direct debits;
- iv. Posting of income from all sources, including but not limited to Grant Income, Invoicing, ParentPay and cashless payments;
- v. Management of cash, preparing lodgements and including provision of cash floats and cashless terminals when required;
- vi. Monitoring shared finance inboxes and managing incoming queries;
- vii. Administration of Gift Aid;
- viii. Monthly reconciliations, including bank accounts and credit cards;
- ix. Assistance in the administration of childcare vouchers and equivalent schemes;
- x. Assistance in the management of school meals;
- xi. Assistance with the administration of school trips;
- xii. General financial administration to support the running of the Finance Office and to support the wider school operations, such as purchasing items and booking buses.

##### **General Administration**

- i. General Reception duties, including responding to email, telephone and personal enquiries as required, welcoming visitors, fielding enquiries from parents, pupils, staff, Governors, external organisations, other schools and prospective parents and pupils

Any other relevant duties as appropriate (under the direction of the Bursar).

## Personnel Specification

### Essential

- 1.1 A minimum of 5 GCSEs at A\*-C, including English and Maths;
- 1.2 Experience of working in an office environment
- 1.3 Excellent people skills and a warm, approachable manner;
- 1.4 The ability to work harmoniously with others;
- 1.5 The ability to work autonomously;
- 1.6 Excellent organisational skills;
- 1.7 The ability to meet deadlines and the capacity to cope well with periods of pressure;
- 1.8 Good communication skills;
- 1.9 Good literacy and numeracy skills;
- 1.10 Excellent IT skills, including high levels of proficiency with Microsoft Office programmes (including Word, Excel and Outlook) and the willingness to undertake training in applications such as SIMS.
- 1.11 Discretion and the ability to handle confidential information;
- 1.12 A high level of reliability, dependability and personal and professional commitment.

### Desirable

- 2.1 A minimum of 2 A-levels (or equivalent);
- 2.2 Experience of working in a Finance Office;
- 2.3 Experience of working in a school;
- 2.4 Experience in the use of Management Information Systems such as SIMS.

*The above are the minimum criteria required for the post. They may be enhanced to enable the appointments panel to draw up a short list.*

*Written communication skills will be assessed from the application form. Applicants must also address each of the above criteria in this application – only applicants who address the criteria will be considered for the shortlist.*