

De La Salle College



FINANCE OFFICER (Purchase ledger)

Required for January 2026 (or earlier)

Dear Applicant,

Thank you for your interest in the post of Finance Officer at De La Salle College, Jersey (DLS).

This is a full time, site based, 52-week post and some flexibility of working hours will be anticipated in light of the role and responsibilities it entails.

The Salary for this post on a DLSCS07 – (£45,153- £50,836 pa)

We are seeking to appoint a Finance Officer reporting to and advising the Head of College. The primary focus of this role (along with other tasks) will be on the purchase ledger and payroll management aspect of the Finance (Bursar) office. (The sales ledger focus is provided by the other Finance officer working in the Bursar's office.) This is an exciting time to take on this role at the College. The Bursar's office has engaged with our specialist external accountancy provider to ensure that we work to the highest standards of efficiency. We have introduced new ledger systems such as XERO and DEXT over the past year. The successful applicant would work closely with our external partners to facilitate a change culture efficiently helping the Bursar's office embrace new software and methodology.

The post holder will have proven experience in managing a purchase ledger & organising payroll, coupled with excellent administrative skills, computer literacy and be highly efficient and organised. They will be articulate & able to deal sensitively with a variety of situations as they support our clients. The ability to be clear whilst remaining calm, composed, tactful and flexible is essential. It is anticipated that the successful applicant will be able to gain an understanding of the other role in the Bursar's officer to ensure effective cover during staff holidays etc.

I am in my twenty fourth year as Headteacher here and consider it a privilege and delight to lead a school with such enthusiastic, intelligent and caring boys and a truly dedicated and supportive staff. We are very much a family and a team at DLS; my colleagues work exceptionally hard to help each student to achieve their potential and they also support each other. We were inspected by ISI in May 2025, please read the report on our website and you will see why I am so proud of our staff and students. I appreciate the time taken to assemble an application and thank you in advance for your interest in the post and our fantastic school.

Kind regards

Jason Turner
Head of College.

Our Ethos is very important to us and we believe it makes us unique. The young men we nurture are outstanding ambassadors for the younger generation and invaluable contributors to the local community.

The Ethos of the school creates our strong sense of community:

- Our culture is one of caring for others;
- reaching for excellence by trying one's best;
- and recognising that success can be measured academically and in a wide variety of other ways.

De La Salle College is committed to safeguarding and promoting the welfare of the young people in our care and expects all staff to share in this commitment. Our vision statement is an excellent summation of who we are:

“Be happy in the Lord, achieve excellence, we are one LaSalle- undivided!”

De La Salle College

The School Grounds are set on a hill overlooking the principal town of St Helier. Our College is centred around a beautiful Victorian villa “The Beeches” (see below), that now serves as the main administration block.



The campus has developed on the woodland and lawns of the original estate and comprise buildings from the 1930's to the very recent.

We are a very successful single sex boys' day school of 500 students aged from 3 to 18. De La Salle College is a fee-paying private school. We take boys of all abilities.

JOB TITLE: FINANCE OFFICER- purchase ledger & payroll

REPORTS TO: HEAD OF COLLEGE

Key tasks

The Finance officer (FOs) will:

- work with our external providers and the other finance officers in the Bursar's office to support the financial management of the College;
- manage and control supplier payments, ensuring that the correct procedures and authorisation is in place before payments are made.
- support the Head of College in the delivery of our strategic and operational plans.

Accounts

All the accounting and financial recording and reporting responsibilities are supported by our external accountancy provider (Allsorted). The FOs will work as part of the Bursar's office and our external accountancy provider to:

- i. liaise with the College external auditors (Moore Stephens) as required during the year and the course of the audit of the financial statements, in connection with the drafting of annual financial statements and the auditors' audit management letter, and the drafting of letters of representation from the College to the auditors
- ii. provide proper documentation and control of all revenue items connected with the purchase ledger and work with the FO- sales ledger (FOp) to provide proper documentation and control with regards to the purchase ledger, i.e. employment costs, supplier purchases and invoices.
- iii. prepare annual financial statements which conform to all relevant regulatory requirements.
- iv. Ensure financial systems as used for College purposes are soundly operated, secure and based on appropriate computer systems.
- v. Advise the Head of College on financial best practices.
- vi. Work with the Head of College in the preparation of multi-year strategic financial plans and an annual financial budget and cash flow.
- vii. Contribute to the development and implementation of long-term financial strategies for the College.
- viii. Prepare management accounts and related information on the agreed regular cycle and in the agreed format.
- ix. Advise the Head of College on the management of cash resources and maximise safe returns on cash reserves.
- x. Ensure Xero, Dext and AccessPay are up to date.

Client Management

The FOs will:

- Take direct responsibility (to the Head of College) for the purchase ledger
- Oversee the purchase accounts (nominal accounts) for employees with responsibility for a designated budget.
- Management and maintenance of contractors and liaison with our external providers, AllSorted, with regards to purchase invoices.
- manage the College's fund raising and trips account to ensure accurate recording of income and expenditure.
- Overall control and management of purchases received by the College
- Recommendations to the Head of College (as required) or members of the SLT for tenders for work to be considered particularly for the maintenance of buildings etc.
- liaise with the College's Insurance Brokers when necessary.
- Work with our external providers and the Head of College to provide HR information regarding payroll, pensions, holiday and family leave entitlement
- Have effective working knowledge of the role of finance officer (sales ledger) to provide a degree of cover for staff absence.

Reporting

- Preparing relevant paperwork at least monthly to inform the Head of College of the purchase ledger, payroll and any other pertinent matters.
- provide regular budgetary and other financial reports to Department Heads and Committees to ensure that accurate management decisions can be made.

Payroll

Ensure adequate provision of payroll management systems, preparation of payroll data and compliance with relevant legislation, the FOs must maintain appropriate knowledge and understanding of this to step in to complete this task if required.

This involves:

- Preparation of payroll data and compliance with relevant legislation.
- manage the monthly payroll for full-time, part-time and supply staff, approximately 100 staff. across three pay groups.
- Maintain a spreadsheet with changes in employees starting or leaving dates, pay, ITIS rates etc as required.
- Supervision and management of the College's pension, ITIS, Social security obligations etc.
- manage returns and payments required for Income Tax, Social Security, Teachers' Superannuation and Prudential Executive Pension Plan are completed accurately and within the deadlines.
- To manage and control personnel records, including contracts of employment, to ensure compliance with relevant legislation and availability of information to complete statutory returns, and staff absence records are updated.
- To manage Manpower returns are completed accurately and within the deadlines.
- Management of Death in Service scheme.

Support for Bursarial staff

The FOs will:

- Advise the Head of College of training and professional development needs of the bursar's office.
- Coordinate training from the third-party providers for the bursarial team.

Other roles and responsibilities

- Providing effective financial management to College Catering Manager, in ensuring that the canteen is a self-funding entity.

We are looking for suitably qualified candidates from all backgrounds.

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application

Attributes we seek

Area	Essential	Desirable
Qualifications	i. Have a recognised financial management qualification.	i. Hold a recognised accounting qualification which includes but not restricted to ICAEW, ACCA, AAT, CIMA, CIPFA, ICAS etc
Experience	i. Operational finance background. ii. Managing a purchase account ledger. iii. Risk management and operational IT experience. iv. Knowledge of regulatory compliance.	i. Proven record in managing staff with responsibility for a delegated budget. ii. Knowledge and understanding of Private School sector. iii. Working with external accountancy and audit providers.
Knowledge & Skills	i. Excellent mathematical skills. ii. Ability to build good working relationships with suppliers, the Head of College etc iii. Excellent IT Skills; iv. Excellent organisational skills, with the ability to juggle competing tasks, to organise your time and to prioritise effectively so nothing slips through the cracks; v. A high degree of personal integrity and the demonstrable ability to deal with confidential information with discretion and professionalism;	vi. Excellent team-working skills which embody proactivity, enthusiasm and a hands-on approach;

Personal Qualities	i. Suitability to work with children and satisfactory Enhanced Disclosure with DBS. ii. Personal warmth to engage positively and gain the confidence and trust of staff and suppliers; iii. Reliability and flexibility with a 'can-do' approach to all duties and responsibilities within a fast-paced role with quickly changing priorities; iv. The ability to actively reflect on your own practice, and the willingness to undertake training and take on board advice and constructive feedback v. High standards in dress, attendance and punctuality.	vi. Sense of Humour vii. Understanding of working in a Catholic school. viii. Understanding and experience of the Lasallian vision of education would be an advantage but is not essential so long as the candidate is willing to be committed to it.
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Safeguarding:

- To have due regard for, and demonstrate a commitment to, the safeguarding and promotion of the welfare of children and young people
- To follow and adhere to the College's safeguarding policy, the statutory guidance 'Keeping Children Safe in Education' and all other relevant guidance and legislation in respect of safeguarding children.
- To maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, exercising sound professional judgment which always focuses upon the best interests of the students and the school.

Special Conditions of Service:

- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on the application form and are expected to disclose such information at the appointed interview. Because this post allows substantial access to children, you are required to undergo an enhanced DBS (Disclosure and Barring Service) check.
- You will be expected to carry out all duties in the context of and in compliance with the College's Equal Opportunities Policies. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together and Keeping Children Safe in Education documents in relation to child protection and safeguarding children and young people as this applies to your role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your role.
- To ensure that your line manager is made aware, and kept fully informed, of any concerns which you may have in relation to safeguarding and/ or child protection.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the College to carry out appropriate duties within the context of the job, skills and grade.

TERMS OF APPOINTMENT

JOB TITLE:	Finance Officer (Purchase ledger & payroll)
REPORTS TO:	Head of College
GRADE:	DLSCS07 – (£45,153- £50,836 pa)
HOURS:	37 hours per week. (Flexi hours to include one-hour unpaid lunch)
CONTRACT:	This is a permanent contract

The main benefits are likely to include:

- Holiday entitlement for the duration of this contract of 24 days plus statutory bank holidays;
- Fee reduction for children at the College.
- Contributory pension scheme;
- Death in Service benefit;
- Free use of the Fitness Suite at designated times;
- On-site parking;

De La Salle College is an equal opportunities employer. It is our policy to employ the best qualified personnel and we are committed to providing equal opportunity in recruitment and employment to all individuals who meet our criteria for the role advertised. We will consider candidates without regard to race, ethnicity, gender, religion, sexual orientation and identity, national origin, age, military or veteran status, disability, or any other legally protected status. This list is not exhaustive, and candidates will also be considered without discrimination based on socioeconomic, marital, parental or caregiving status, or any of the previously listed characteristics or statuses.

We value the diversity of our staff and do not tolerate any form of harassment, discrimination or victimisation. We achieve this by creating and maintaining a work environment and culture where people from different backgrounds, and with varying lifestyles, interests, opinions and responsibilities, treat each other with dignity and respect. Our working environment is such that our staff feel safe and are inspired and motivated to be their best.

Our College is dedicated to sustaining and promoting diversity with respect to recruitment, promotion, training, and general treatment during employment. We are actively seeking to extend the diversity of our staff.

THE APPLICATION PROCESS

Interested candidates are invited to contact the Head of College's PA on headofcollege@dls-jersey.co.uk in the first instance, to arrange a confidential discussion with Jason Turner.

The deadline for receipt of applications is 7th November 2025

Applications should be made electronically to headofcollege@dls-jersey.co.uk.

You should submit:

- A completed application form (available to download from our website).

If you have any questions about sending us your application documents, please contact Murielle Nicolas at m.nicolas@dls-jersey.co.uk.

The process is as follows:

- When you submit your application, you will receive an email from Murielle Nicolas confirming that we have received it.
- If you have not received the email, contact us by telephone on 01534 754112
- Interviews will take place at the School.
- Early application is actively encouraged. Suitable candidates may be called for interview early and we reserve the right to close the position at any time.