



EATON HOUSE SCHOOLS

Providing an outstanding education since 1897

Eaton House Schools, 58 Clapham Common North Side, London SW4 9RU | Tel. 020 7924 6000 | Email. admin@eatonhouseschools.com

Finance Officer (required January 2025)

Eaton House Schools

The Eaton House Group of Schools is a group of Independent schools, all situated in London. It is composed of the Eaton House the Manor Nursery, Eaton House the Manor Pre-Preparatory, Eaton House the Manor Preparatory, Eaton House the Manor Girls' School, Eaton House Belgravia Pre-Preparatory, and Eaton House Belgravia Preparatory. The schools have provided outstanding, single sex education since 1897.

The staff body at Eaton House is made up of bright, passionate and experienced people, who are ambitious in all they do and promise to do their very best for our pupils, to be their guides and supporters, and to offer the very best in pastoral care. Working together, we encourage our pupils to strive and persevere to be their best selves and to develop into well-rounded young men and women, respectful of each other and aware of their responsibilities.

This role would suit someone who is newly qualified (ACCA/CIMA or similar) or towards the final stages of qualification. We welcome applications from all those who believe themselves to possess the desire, knowledge and skill to thrive in a busy office environment.

Person Specification

Essential	Desirable
Bachelor's degree in Finance, Accounting, or a related field. ACCA/CIMA part-qualified, or equivalent, with significant progress toward qualification	ACCA/CIMA qualified or newly qualified
Proven experience in a financial administrative or supervisory role	Proven experience in a financial administrative or supervisory role in the education sector
Experience of managing a payroll function and pension schemes	Experience managing Teachers' Pensions Scheme and working in payroll (both in-house and outsourced)
Strong IT skills, including proficiency in accounting software and Excel	Advanced Excel capabilities
Excellent attention to detail and the ability to manage multiple priorities effectively	Experience and knowledge of processing company returns (VAT, Corporation tax etc.)
Strong interpersonal skills with a warm, approachable, and professional demeanour	Familiarity with safeguarding responsibilities in an educational environment
Demonstrated problem-solving abilities and a proactive approach to improving processes	Strong knowledge of VAT accounting
Strong written and verbal communication skills	Exceptional stakeholder management and experience of mass comms (mail merge, School Post etc.)
Proactive, accurate, extremely organised and effective in detailed accounting functions	Experience in system integration/workflow automation

EATON HOUSE BELGRAVIA

Eaton House School Belgravia Limited (Trading as Eaton House Belgravia Pre-Preparatory School & Nursery) is incorporated and registered in England & Wales with its registered office situated at Eaton House The Manor 58 Clapham Common North Side, London SW4 9RU and with registered number 07227840.

EATON HOUSE THE MANOR

Eaton House School Limited (Trading as Eaton House The Manor School) is incorporated and registered in England & Wales with its registered office situated at Eaton House The Manor 58 Clapham Common North Side, London SW4 9RU and with registered number 02807294.



EATON HOUSE SCHOOLS

Providing an outstanding education since 1897

Eaton House Schools, 58 Clapham Common North Side, London SW4 9RU | Tel. 020 7924 6000 | Email. admin@eatonhouseschools.com

Responsibilities and Duties

- Provide guidance, training, and support to Finance Assistants. Reviewing their work to ensure accuracy and compliance with policies.
- Oversee the day-to-day running and operations of the Finance Department.
- Delegate tasks effectively to manage workloads and meet deadlines.
- Oversee purchase ledger process, ensuring supplier invoices and staff expense claims are paid accurately and timely.
- Oversee sales ledger process, ensuring the accuracy and timeliness of termly billing and following the credit control flowchart for overdue fees.
- Supervise the reconciliation of bank accounts, control accounts, and intercompany accounts.
- Prepare monthly departmental budgets and liaise with budget holders.
- Work closely with HR and the schools' payroll bureau to process two payrolls for 200 staff every month.
- Act as a key point of contact for finance-related queries and provide exceptional service to internal and external stakeholders.
- Work closely with the Head of Finance on implementing improvements and efficiencies to the department's processes and internal controls.
- Responsible for working with the team to complete month end tasks by a tight deadline.

Salary

The salary for this role will be competitive and dependant on experience.

Safeguarding and Child Protection

Eaton House Schools 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 check.

EATON HOUSE BELGRAVIA

Eaton House School Belgravia Limited (Trading as Eaton House Belgravia Pre-Preparatory School & Nursery) is incorporated and registered in England & Wales with its registered office situated at Eaton House The Manor 58 Clapham Common North Side, London SW4 9RU and with registered number 07227840.

EATON HOUSE THE MANOR

Eaton House School Limited (Trading as Eaton House The Manor School) is incorporated and registered in England & Wales with its registered office situated at Eaton House The Manor 58 Clapham Common North Side, London SW4 9RU and with registered number 02807294.



EATON HOUSE SCHOOLS

Providing an outstanding education since 1897

Eaton House Schools, 58 Clapham Common North Side, London SW4 9RU | Tel. 020 7924 6000 | Email. admin@eatonhouseschools.com

Job Description

The Finance Assistant role is part of a team of three assistant roles, with a direct report to the Head of Finance. This is an ideal opportunity for someone that is currently working towards their ACCA or CIMA qualification. The ideal candidate will have a degree that has a focus on accounting. All Finance Assistants within the team are expected to be cross-trained in all key functions and their responsibilities include, but are not limited to:

- Managing purchase ledgers
- Managing the sales ledger, ensuring that all income is correctly attributed
- Notifying parents of any over under/overpayments in relation to fees via telephone or email
- Regularly reviewing supplier pricing and maintaining positive supplier relationships
- Processing BACS/DD/cheque payments and making occasional bank runs
- Recording all charity collections from school events/fundraisers and processing the donations
- Accurately reconciling all bank accounts and school fund accounts
- Accurately reconciling all control and intercompany accounts on a regular basis
- Posting accrual and pre-payment journals
- Processing monthly payroll for 200+ staff
- Monitoring and reconciling of the schools' budget cost centres
- Administering petty cash and reconciling the petty cash control account
- Managing the Direct Debit setup process for the payment of school fees
- Producing and managing termly billing for school fees
- Recording of school fees receipts and overdue fees follow up
- The ability to share the workload with, and provide cover for, others on the Finance Team
- Supporting the Head of Finance in other accounting and administrative tasks, as required
- Supporting internal and external enquiries and requests related to the Finance department
- Continuously learning the latest financial best practices to improve workplace efficiency
- Generally answering the phones and taking all Finance related calls

Applications

Any queries about the specifics of the role should be addressed to the HR Assistant, Miss Amelia Smallwood, on 0207 924 6000 or asmallwood@eatonhouseschools.com.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Head.

EATON HOUSE BELGRAVIA

Eaton House School Belgravia Limited (Trading as Eaton House Belgravia Pre-Preparatory School & Nursery) is incorporated and registered in England & Wales with its registered office situated at Eaton House The Manor 58 Clapham Common North Side, London SW4 9RU and with registered number 07227840.

EATON HOUSE THE MANOR

Eaton House School Limited (Trading as Eaton House The Manor School) is incorporated and registered in England & Wales with its registered office situated at Eaton House The Manor 58 Clapham Common North Side, London SW4 9RU and with registered number 02807294.