



Job Description for role of

# Finance Receptionist

*Bold & Loyal*  
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# Role Description: Finance Receptionist

Reporting to: Financial Controller

## Purpose:

Finance reception is the first point of contact for many of the College's employees, visitors, pupils, and pupils' parents and so requires high standards of accuracy and service at all times. Due to the nature of the role, it is essential that all financial and student information is dealt with in the strictest confidence.

The ideal candidate will possess excellent organizational and communication skills. They will demonstrate a willingness to take initiative, the ability to multi-task and contribute to a culture.

## Key Responsibilities:

- Greet and welcome clients, students, and visitors to the Finance Building, making sure to log them in and out in accordance with our security policy.
- Deal courteously and efficiently with incoming calls to the Finance Department Reception.
- Maintain a tidy and organized reception area.
- Be the first point of contact for receipt and distribution of all incoming/outgoing mail. This includes the receipt and organisation of parcels delivered for all pupils and staff.
- To manage office supplies through ordering, stock taking, and recording receipt of goods ordered.
- Support the Finance Team with various administrative tasks including filing, photocopying, and scanning.
- Ensure confidentiality and security of sensitive financial information.
- Any other tasks as reasonably requested by the Financial Controller and the College.

## As a member of the Wycliffe Community:

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage its staff and pupils to follow this example.
- Promote actively the College's corporate policies and values.
- Comply with the College's Health & Safety, Safeguarding and Data Protection policies and undertake risk assessments as appropriate.

# Person Specification

The person specification focuses on the knowledge, skills, experience, and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate the following:

	Essential	Desirable
<b>Qualifications</b>	Good standard of general education including English and Maths to GCSE Grade C/5 or equivalent	
<b>Experience</b>		Proven experience as a receptionist, administrative assistant, or in a similar role.
<b>Knowledge, skills and abilities</b>	<p>Ability to use own initiative.</p> <p>Good written and verbal interpersonal and communication skills</p> <p>The ability to work well with others as part of team.</p> <p>Excellent organisation and accuracy skills with good attention to detail.</p> <p>Awareness of business practices and data protection.</p> <p>Ability to develop and maintain effective working relationships with stakeholders.</p> <p>Flexibility, creativity and committed to continuing professional development.</p>	Microsoft Excel skills (creating spreadsheets and using financial functions).

# Terms of Appointment

This is a permanent position offered on a full time, all year-round basis.

Working hours are from Monday to Friday from 8.30am to 5.00pm with hour unpaid for lunch each day.

**Salary £23,537 per annum**

Other benefits available include:

- contributory pension scheme
- cycle to work scheme
- free meals during school term-time
- free use of gym, sports facilities, and swimming pool at certain times
- training and development opportunities
- free on-site parking
- subsidised coffee-shop

## Safer Recruitment Statement

All members of staff are subject to an enhanced Disclosure & Barring Service in accordance with our child protection requirements.

In accordance with our vetting policy, the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared.