



## Job Description

<b>Job Title:</b>	<b>Finance Administrator</b>
<b>Employer:</b>	<b>Dollar Academy</b>
<b>Reports to:</b>	<b>Finance Manager</b>
<b>Job Summary:</b>	<p>Working as part of a team of Finance Administrators at Dollar Academy playing a pivotal role in supporting the financial operations of the school. This position is responsible for ensuring smooth financial processes, maintaining accurate financial records, and supporting the financial needs of the Academy. The Finance Administrator's role will primarily support all billing and invoicing activities, track expenses, and ensure compliance with financial policies and regulations.</p> <p>Key responsibilities in this specific Finance Administrator role include:</p> <ul style="list-style-type: none"><li>• Processing and managing tuition payments, fees, and other financial transactions.</li><li>• Maintaining accurate records of financial transactions and producing reports as needed.</li><li>• Coordinating with other departments to ensure financial needs are met.</li><li>• Handling billing inquiries from parents, fee payers and staff in a timely and professional manner.</li><li>• Ensuring compliance with school policies, accounting standards, and applicable regulations.</li></ul>
<b>Key Responsibilities and Duties</b>	<ul style="list-style-type: none"><li>• Preparation of the termly fee billing and payment schedules for issue in a timely manner.</li><li>• Develop professional, courteous and helpful relationships with parents/ fee payers in person, by email, letter or phone.</li><li>• Prepare a weekly debt report for discussion, following up on income collection strategies as advised by the Finance Manager/Head of Finance to maintain the Academy's cashflow position.</li><li>• Ensure debt is managed in line with the Academy's Parent Contract, working with parents/ fee payers to ensure payments are made.</li><li>• Prepare the month end reconciliation of the billing ledger.</li></ul>



	<ul style="list-style-type: none"> <li>• Prepare the daily reconciliations of the bank accounts, posting and reconciling all fee income.</li> <li>• Prepare journals for approval and posting as required.</li> <li>• Provide support across the finance team for purchase ledger, payments and other finance tasks as and when required.</li> <li>• Assist in the production of monthly management accounts and end of year accounts.</li> <li>• Assist with the annual audits.</li> <li>• Support the administration of the ParentPay system.</li> <li>• Undertake other tasks to support Finance across the Academy commensurate with the grade.</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• Identify training requirements and undertake and support both personal and collegiate development as required.</li> <li>• Responsible for promoting and safeguarding the welfare of any children or young person during employment at Dollar Academy.</li> </ul>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to Accounting Technician /HND level in a relevant subject or equivalent qualifications plus relevant experience.</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Considerable experience in a similar or related role that involves data/financial information management in a complex organisation.</li> <li>• Proven experience of customer-focused delivery within a busy professional environment and of successful customer engagement to build strong working relationships.</li> <li>• Previous experience within school or education specific finance environment desirable.</li> <li>• Previous experience of the following is desirable:             <ul style="list-style-type: none"> <li>○ Banking reconciliations</li> <li>○ Credit control/debt management</li> <li>○ High volume invoicing/billing runs</li> <li>○ VAT (partial exemption)</li> <li>○ Gift Aid</li> </ul> </li> <li>• Previous experience of finance systems preferably within an educational finance environment.</li> <li>• Strong IT skills; confident working knowledge of MS Office with particular expertise in Word and Excel (applicants should be a strong user of Excel with an understanding of advanced formulae and data management techniques)</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Highly numerate</li> <li>• Strong attention to detail</li> </ul>



# Dollar Academy

- |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"><li>• Strong communication skills - written and spoken - including an ability to express financial matters in a clear, user-friendly way to a broad range of internal and external stakeholders.</li><li>• Ability to work independently and effectively as well as part of closely integrated team, exercising judgment to deal with unforeseen problems as they arise.</li><li>• Strong organisational skills, with the ability to cope with changing priorities, multiple tasks and deliver to tight deadlines.</li><li>• Comfortable producing streamlined reports to support business queries.</li><li>• Ability to work under pressure with attention to detail and a high degree of accuracy.</li><li>• Strong people skills with an approachable and enthusiastic manner, a "can do" approach to tasks presented, and a dedication to working collaboratively with team members and others across the Academy to deliver high quality outputs.</li><li>• Enjoy varied and challenging work, working outside own areas of comfort in support of wider team objectives if required.</li><li>• Work with integrity and confidentiality.</li></ul> |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|