



Job Description

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role: Finance Administrator

Reporting to: Head of Finance

Summary role:

To provide comprehensive support to the finance departments of Exeter School and Exeter Pre-Prep School. The role is primarily responsible for managing the purchase ledger, supporting departmental budget control, contributing to the preparation of monthly management accounts, and performing general finance and administrative duties as required.

Key Tasks:

Purchase ledger and supplier management

- Receive and accurately code supplier invoices, ensuring appropriate VAT treatment and timely import into the accounts system.
- Manage the electronic invoice approval system.
- Monitor invoices for capitalisation levels and manage the electronic invoice approval system.
- Ensure invoices are authorised by relevant budget holders and prepare supplier payment runs.
- Reconcile supplier statements, investigate discrepancies, and resolve credit balances.
- Analyse utility invoices and raise queries with the Head of Operations.

Expense/credit card management and banking

- Process and verify staff expense claims and credit card transactions.
- Manage petty cash requests, arrange floats, and reconcile cash upon return.
- Oversee the use and management of card payment machines.
- Process cash book payments and receipts, including cheque banking and card transactions.

Budgeting and financial reporting

- Distribute departmental budget reports, address queries, and flag potential overspends.
- Circulate annual budget templates to departmental heads, liaising with senior academic and co-curricular leads as needed.
- Assist in the preparation of monthly management accounts, including accruals, prepayments, and variance analysis.
- Process monthly departmental recharges (e.g. catering, stationery, transport).
- Perform balance sheet reconciliations as required.

Audit and year-end support

- Prepare purchase ledger documentation and other required information for the annual audit.
- Respond to auditor queries and support the Head of Finance as needed.
- Review/reconcile selected balance sheet accounts (e.g. suspense, charity) ahead of year-end.

Forms, systems and documentation

- Maintain and update finance-related forms.
- Ensure proper filing and archiving of financial records.
- Manage general finance email inbox and respond to queries.



Safeguarding

This role will require some limited interaction with pupils which equates to regulated activity with children. The post holder must at all times act with due regard to the school's child protection and safeguarding policies and procedures and the school's code of conduct.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

General responsibilities:

- To ensure all duties are carried out in accordance with health and safety regulations
- To undertake any training and development for the better fulfilment of the post
- To undertake any *ad hoc* duties or projects as requested
- To undertake any other duties and responsibilities as determined by the Bursar.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all responsibilities tasks and duties. The jobholder's actual responsibilities, tasks and duties might differ from those outlined in the job description and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

This job description is subject to review in line with the developing needs of the school.

Person Specification

	Essential	Desirable	Evidence/ Assessed By
Qualifications & training	<ul style="list-style-type: none"> • Good literacy and numeracy skills (GCSE English and Maths grade A* to C or equivalent) 		<ul style="list-style-type: none"> • Application • Certificates
Experience	<ul style="list-style-type: none"> • Experience of accounting/financial administration • Experience of working in a busy office environment • Good level of IT skills including <ul style="list-style-type: none"> - Excellent knowledge of Excel - Sound knowledge of Microsoft Word and Outlook - Experience of a computerised accounting system 	<ul style="list-style-type: none"> • Experience of working in an educational setting • Good understanding of confidentiality issues and data protection 	<ul style="list-style-type: none"> • Application • Interview • Tasks • References
Personal Qualities	<ul style="list-style-type: none"> • A friendly, mature and approachable manner and smart appearance • Ability to work in a team • Flexible and adaptable – able to balance constantly changing demand and prioritise on own initiative • Confident to ask questions 	<ul style="list-style-type: none"> • Ability to manage own professional development needs 	<ul style="list-style-type: none"> • Interview • Tasks • References



	<ul style="list-style-type: none"> • Commitment to School's vision and ethos • Able to learn quickly and be willing to undergo training • Ability to remain calm • Likes to create and maintain a tidy environment 		
Skills and Attributes	<ul style="list-style-type: none"> • Excellent organisational skills • High degree of attention to detail and accuracy • Excellent inter-personal skills and able to quickly establish good relationships with pupils, parents, staff and the wider community face to face and by telephone • Able to receive and assess information and pass on accurately as appropriate • Able to maintain a high level of confidentiality and discretion at all times • Effective listening, verbal and written communication skills 	<ul style="list-style-type: none"> • Excellent problem-solving skills • Methodical • Able to prioritise own workload according to relevance 	<ul style="list-style-type: none"> • Application • Interview • Tasks • References

Exeter School is an equal opportunities employer and welcomes applications from any appropriately qualified person.

Exeter School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy before applying. Applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.