

**Job Profile: Finance Administrator**

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| **Job Title:** | **Finance Administrator** |  | **School/Department:** | **Sherfield** |
| **Reports To:** | **Bursar** |  | **Location:** | **Sherfield-on-Loddon** |

**Hours:** 40 hours per week, covering 8am–5.00pm, Monday to Friday, 1hour unpaid lunch break.

**Terms:** Permanent full time, all year role, 25 days’ annual leave plus bank holidays (to be taken during the school holidays), pro rata’d if part time.

**Salary range**: Competitive – dependent on experience

**Benefits:** Meals are provided free of charge when on duty and when the school’s kitchen is open during school holiday periods;

Contributory Pension Scheme;

In-house training;

Up to 50% discount on school fees for 2 children attending Sherfield School, pro-rata’d if part time.

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**Purpose of the Job:**

To provide financial and administrative support to the school by the accurate maintenance of locally maintained records using Accounts IQ, Microsoft Excel / Google Sheets, ISAMS, ParentMail, and other systems.

*This job description should be seen as indicative of the type of responsibilities included within the role and not as a comprehensive list.*

**Principal Accountabilities:**

* To assist in the preparation of school fee invoices, including the invoicing of additional activities e.g. school trips, transport, and after school clubs etc.
* Answering and resolving any queries from parents concerning school fee invoices.
* Dealing with all external accounts enquiries and referring as required to the Bursar or other colleagues as relevant.
* Processing invoices from suppliers, matching with purchase orders and forwarding to head office finance team for payment
* Ensuring that the financial and booking elements for school trips are correctly costed, organised & billed to parents in conjunction with teaching staff.
* Dealing with enquiries from suppliers, developing good working relationships with them.
* Accurate processing of information in line with financial regulation and as agreed with Head Office.
* Advising staff on finance matters where appropriate.
* To perform any reasonable administrative tasks as assigned by the Bursar.
* To be aware of employee responsibilities for Health & Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and pupils.
* Every member of staff has a duty to commit to the safeguarding and welfare of all pupils at the school.
* To participate in staff programmes for training, in particular safeguarding and Health & Safety.
* To be fully aware of and strictly adhere to security procedures of the school regarding keys, ID badges, stock and property.
* Petty cash management.
* Managing the purchase ledger, including placing orders, recording the receipt of goods and services, checking for accuracy against original order & managing creditor reports.
* Prepare the suggested payment runs and payment files on our accounts system.
* Managing the sales ledger, including debtor management.
* To assist in the preparation of month end, including bank reconciliation, credit card reconcialtion, and petty cash.
* Any other related and reasonable request from either the Bursar or any member of the SLT.

*May 2021*

**PERSON SPECIFICATION**

**Skills and knowledge**

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| Well organised, able to approach work methodically, prioritise and meet deadlines. | Essential |
| Excellent written and verbal communication skills. | Essential |
| Excellent organisational, interpersonal and team working skills | Essential |
| High level of numeracy and literacy | Essential |
| Effective communication skills. Good collaborative skills, able to quickly establish effective internal and external working relationships with key people across different departments | Essential |
| Ability to develop innovative and practical solutions to challenges | Essential |
| Knowledge of challenges facing an independent school | Desirable |

**Qualifications/Attainment**

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| GCSE grade A\* - C in English and Maths or equivalent. | Desirable |
| AAT Level 2 or similar | Desirable |

**Experience**

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| Working with young people, ideally in an educational environment. | Desirable |
| Experience of working in an accounts environment  | Desirable |
| Customer Service & Administration Experience  | Desirable |

**Attitude/approach**

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| Able to form good working relationships with colleagues, and to relate appropriately to pupils. | Essential |
| An enthusiastic and professional attitude and commitment to learning new skills. | Essential |
| Discreet and able to deal with confidential information. | Essential |
| Able to respond flexibly to the demands of working in a school environment. | Essential |
| A forward thinking approach. | Essential |
| Calmness and ability to respond effectively when under pressure. | Essential |
| An understanding of safeguarding within an educational setting. | Desirable |

*May 2021*