



SURBITON

HIGH SCHOOL

Job Description

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| Job Title: | Finance Administrator |
| Job Purpose: | To support the Finance Team by providing efficient financial and clerical assistance |
| Reporting Line: | Head of Finance |
| Start Date: | As soon as possible |
| Tenure: | Permanent, Full-Time hours, Part-time Weeks (40 weeks of the year) Monday to Friday; 37.5 hours per week (8.00am - 4.00pm or 9.00am - 5.00pm) (working pattern is flexible and will be discussed at interview) |
| Salary: | £27,385 - £34,548 (FTE), Actual Salary £24,235 - £30,574 |

Key Responsibilities:

- To assist the Head of Finance in the day to day financial operations
- To process purchase invoices and assist with the upload of the bi-monthly supplier payrun lists to Head Office
- To assist in preparing the monthly and annual financial returns for United Learning, in accordance with agreed timescales
- To maintain departmental budget expenditure records and distribution to budget holders on a monthly basis
- To liaise with Head Office Access Support to request the addition of new suppliers / new users
- To maintain the accounts filing system, suitable for audit purposes
- To assist with the billing of extra charges to parents
- To reconcile monthly School Credit Card Statements
- To post various month end journals
- To be responsible for specific Business Account transactions
- To raise sales invoices, as requested by the Head of Finance on an ad hoc basis
- To maintain a list a current prepayments
- To assist with the School's petty cash and recording monies collected for charities
- To ensure that Radio, TV and other School licenses and all Copyrights are kept up to date
- To assist parents and suppliers with queries
- To carry out such duties as may be reasonably requested



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Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications:

- Good First Degree (or equivalent professional experience)
- Relevant Financial Qualification (or equivalent professional experience)

Experience:

- Demonstrable success in a financial or finance-related role
- Experience using Access Dimensions would be an advantage, but not essential
- Evidence of supporting colleagues to improve performance
- Record of developing and sustaining positive working relationships

Skills and Abilities:

- Highly organised, efficient and able to multi-task
- Excellent ICT skills and proficient user of Excel and Word
- Excellent communication skills
- The ability to work under pressure in a busy and fast-paced environment
- Enthusiastic team player
- High levels of personal and professional organisation, integrity, discretion and confidentiality
- Energy, enthusiasm and a high degree of self-confidence
- Personal warmth to engage positively and gain confidence of internal/external parties
- Resilience, sound judgement and the ability to consult to resolve issues effectively
- Commitment to the use of current and emerging technologies to enhance the educational offering and administration of the School
- A passion for excellence and a commitment to the ongoing development and implementation of the School's vision



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To Apply

Please apply online via the link on the TES or our School [website](#)

Closing date for Applications: 10 March 2024
Interviews to be held week commencing: 11 March 2024

*Please note that the School reserves the right to appoint at any stage during the recruitment process.
For any queries relating to the role or your application, please email recruitment@surbitonhigh.com*



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Teachers' Pension Scheme Membership
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1,600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: www.surbitonhigh.com



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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.