



TONBRIDGE
SCHOOL

FINANCE ADMINISTRATOR



THE DEPARTMENT

Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected internationally. Founded in 1553, the School combines a rich history with a forward-thinking approach, offering an exceptional education to around 800 boys, aged 13 to 18 at its Tonbridge campus and around 300 boys at its preparatory school, The New Beacon, in Sevenoaks.

The Finance Department provides a complete budgetary, financial processing and reporting function for the Tonbridge School Group comprising Tonbridge School (Tonbridge), The New Beacon (Sevenoaks), a trading subsidiary, Tonbridge Services Limited, and a fundraising charitable trust, The Tonbridge School Foundation, as well as a number of other related charities and funds. The Group's activities are diverse and stimulating, incorporating both a senior and preparatory school at its heart, with a private members' sports club, Recre8 educational courses, a thriving theatrical venue, Events programming and a School Shop forming part of its developing commercial activities.

The Finance team is based on the Tonbridge campus and comprises a dedicated team of accountants and administrators providing a professional and comprehensive service to parents, members and customers throughout the year.



JOB DESCRIPTION

Job Title	Finance Administrator
Reporting to	Financial Controller
Main Purpose	To support financial processing across all Group Entities

MAIN DUTIES

Foundation Awards Administration

To support the Foundation Award (Fee Assistance) Assessment process for the Group to include:

- Coordinating the annual assessment of new and existing Award applicants via an external on-line portal.
- Manage the assessment timetable to ensure that applications are processed in a timely manner to meet internal assessment deadlines.
- Maintain relevant templates and standard communications to ensure that the correct communications are issued to parents.
- Support parents through the on-line assessment process.
- Liaise with Bursary Administration Limited (BAL) as and when required.
- Summarise assessment recommendations for review by the Director of Finance.
- Liaise with the Director of Finance's P.A. with regards to the communication of final awards.
- Liaise with the Fees Manager with regards the communication of final awards.

Billing Ledger

To support the Billing Ledger processing for the Group to include:

- Assisting with pupil administration and Billing Account set-up and maintenance.
- Supporting the Fee Manager with the issue of first term deposit, trip and ad-hoc fee invoices.
- Processing Registration and Admission Fee receipts.
- Supporting the Fee Manager with the import of pupil recharges and clearance of recharge control accounts each billing cycle.
- Processing Billing Ledger cash receipts.

Trip Financial Processing

To support the Trip Billing and processing across the Group to include:

- Liaising with the School Administration Assistant, Trip Organisers, Fees Manager and Insurance Administrator on Trip administration, updating the Evolve System as required, and acting as the principal contact for trips within the Finance Team.
- Review the Trip Budget as submitted by the School Administration Assistant for approval by the Financial Controller.
- Allocation of nominal ledger accounts to trips.
- Liaising with the Fee Manager to coordinate the billing of trips, raising charges as part of the termly billing cycle, or interim bills outside of this process as required.
- Collecting interim trip fee invoices via Direct Debit or bank transfer.
- Checking and approving supplier invoices for trips against budget, raising queries with the Financial Controller.
- Requesting currency and Caxton Card support for trips as required, coordinating the issue and return of currency and cards, and reconciling expenditure to receipts.
- Producing the final trip account promptly (within 2 months) of the trip completion date and closing the corresponding nominal ledger account.
- Coordinating the refund of trip surpluses to parents or additional billing as required.

Credit Cards

To support the Corporate Credit Card processing for the Group to include:

- Responsibility for the monthly reconciliation of individual/Departmental Credit Card statements.

- Matching of transactions with valid invoices/receipts and credit card statement for review by the Accounting Manager prior to processing.
- Liaising with card holders on card administration.

Cash Book

To support the processing of cash book receipts and payments to include:

- Posting of ad-hoc receipts and payments, as necessary.

Other

- Filing and archiving as necessary.
- Supporting Budget Holders in the administration of their budgets.
- Assisting with the Year End Audit process.
- Supporting Group VAT reporting through timely and accurate processing.
- Supporting Finance team members in their roles, providing cover as and when required.
- To undertake any other duties as required by your Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Experience and Knowledge

- A minimum of three years' experience of working in an outward facing financial processing role.
- Experience of working with high volume processing.
- Experience with WCBS (PASS) system would be an advantage.
- Experience within a similar department in an educational environment would be desirable but not essential.

Skills and Abilities

- Excellent verbal and written communication skills with an ability to deal with a wide range of people in a professional and friendly manner.
- Fully computer literate and confident with various computer systems (Microsoft Office – and in particular a high level of Excel proficiency – , OneDrive, Teams etc.)
- Excellent standard of numeracy, accuracy and attention to detail.
- Proven organisational and time management skills and a 'can do' attitude.
- Highly efficient with the ability to work under pressure and to tight deadlines.
- Ability to use own initiative and to take direction, as required.

Personal Attributes

- Team player with willingness to support others in their roles.
- A commitment to excellence.
- Self-motivated, flexible and pro-active.
- Efficient, well organised, with a flexible and professional approach, and a good sense of humour.

- Honest and trustworthy with the ability to exercise discretion, understanding and confidentiality in the execution of all duties.
- Hardworking, dependable, punctual and professional in approach to work.
- Willingness to participate in continuous training and development.

HOURS OF WORK

This is an all-year-round post of nominally 36.25 hours per week, Monday to Friday from 9am to 5.15pm, with a 1-hour unpaid lunch break.

REMUNERATION AND BENEFITS

Competitive annual salary dependant on skills and experience, and generous benefits package including:

- Pension scheme
- Generous annual leave plus statutory bank holidays
- CPD opportunities
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Applications forms should be accompanied by a current cv.

Apply via our online application form or, send your completed application form and accompanying documents to:

hrdept@tonbridge-school.org
01732 365555

Closing Date: Monday 23 June 2025 at 10am

Interviews will be with the Director of Finance and the Financial Controller. First interviews may take place via Teams.

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

**TONBRIDGE
ONLY CONNECT**

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TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press