



HEATHSIDE SCHOOL  
HAMPSTEAD

### **Finance Administrator**

Exciting opportunity for an outstanding Finance Administrator to play a pivotal role in the finance department and development at one of the leading schools in the UK.

Heathside School has the highest ambitions for our pupils' intellectual and academic experience at all age levels. Our aspirations mean that we are not just looking for an outstanding Finance Administrator, someone who has the vision and energy to help the School in achieving its vision.

The Finance Administrator would be reporting to The Head of Finance and support in attaining the schools aims and objectives.

The Finance Administrator is expected, through strategic thinking, to take decisions on a day-to-day and on a long-term basis which underpin the school's aims and objectives. Such decisions include: planning and prioritising, allocating and organising work, developing and using new technology, monitoring performance and taking remedial action as required. If you are an experienced professional who will not settle for less than excellence, we would be delighted to hear from you.

**Closing date: December 2023**



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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.

Summary of the role	<p><b>Job Title:</b> Finance Administrator</p> <p><b>Location:</b> Heathside Preparatory School, Hampstead</p> <p><b>Location:</b> 84 Heath Street, London NW3 1DN</p> <p><b>Reporting Line:</b> The Head of Finance</p> <p><b>Hours:</b> Part Time</p> <p><b>Salary:</b> School's own salary scale</p> <p><b>Role Summary:</b> The Finance Administrator will be responsible to the Head of Finance for the conduct of financial affairs, business management and material state of the premises and to administration of the school.</p>
Line management responsibility for	Finance and IT team
Main duties and responsibilities	<p><b>Specific Duties and Responsibilities</b></p> <p><b>Finance and Accountancy</b></p> <ul style="list-style-type: none"><li>• The key responsibilities and duties detailed below are intended for the purpose of detailing core responsibilities of the role, which can be subject to change in accordance with the needs of the School and pupils.</li><li>• Ensure requests for orders are completed following the correct financial procedures and authorisation.</li></ul>



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- Place all School orders in a timely manner for items such as academic equipment, stationery etc.
- Check invoices against their order forms, liaising with academic and administrative staff and ensuring they are signed off as per financial procedures.
- Pay invoices in a timely and accurate manner to reflect our prompt payment policy and procedures.
- Maintain accurate and up to date monthly purchase and nominal ledger accounts, all on Xero accounting software.
- Maintain monthly academic and administration accounts wherever required.
- Accurately produce school fee invoices and send to parents each term via Xero.
- Chase unpaid school fees in a timely manner, ensuring fees are not carried over to the following term.
- Liaise in a timely and effective manner with the School offices on extra subject invoicing and after school care.
- Assist the Finance Manager during audit (October half term).
- Work with the Admissions team on billing new parents and entering new payments received.
- Assist academic staff on financial matters as required, including the paperwork for all educational visits such as school trips, outings, workshops etc.
- Manage the bookings of residential trips and coaches.
- Book training courses as agreed by the Head and HR Manager.

**All staff are expected to:**

- Uphold the School's principles, aims, ethos, policies and procedures.
- Support the Headmistress and the School loyally and to maintain and enhance the School's reputation.
- Maintain good practice and set high expectations and standards in terms of your own attendance, self-discipline and professional attitude within the School.
- Work in a co-operative, diplomatic and flexible manner and use initiative to manage any unforeseen events.
- Foster and maintain good working relationships, acting as a courteous, friendly and professional member of the School team.
- Foster an attitude of collaborative team work and share pastoral duties on a rota basis as required within your role.
- Participate in team meetings to support and enhance the team, your role and the School as a wider network.



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- Attend and contribute positively to school events, such as school fairs, concerts, parents evening, open days etc.
- Promote excellent standards of pastoral care to the children.
- Be vigilant on any issues regarding health and safety, safeguarding and financial matters, and to inform the Headmistress of any matters that are concerning.
- Be well informed regarding the statutory guidelines of Keeping Children Safe in Education, as safeguarding is paramount and at the forefront of education.
- Work collaboratively with the wider School and administrative team to maintain the smooth running of the School on a day-to-day basis and on special events, with particular attention for your phase.
- Ensure that there are equal opportunities for all and adhere to the School's commitment on inclusion and respect for all individuals.
- Attend courses and take an active interest in your own personal development and professional skills - Devonshire House supports the development and well-being of its staff.
- Attend INSET days where you are required to do so.

**Pastoral Care**

- Be fully conversant with, and apply, the School's child protection policy and all related issues
- Promote good attendance and monitor it in accordance with School policy
- Promote the general progress and well-being of pupils

**Professional Standards**

- Support the aims and ethos of the School and carry out the school's strategic plan
- Treat all members of the School community with respect and consideration
- Treat all pupils fairly, consistently and without prejudice
- Set a good example to pupils in terms of appropriate dress, punctuality and attendance
- Participate in the School's extracurricular programme
- Take responsibility for personal professional development within the School's CPD programme



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	<ul style="list-style-type: none"><li>● Attend all departmental and staff meetings, and ensure that all deadlines are met as published in the School calendar</li><li>● Undertake duties that may be reasonably assigned by the Head (directly or indirectly)</li></ul> <p><b>You are expected to act in accordance with the aims, policies and administrative procedures of the School. Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, along with being reviewed through the appraisal process.</b></p>
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You may also be required to undertake such other comparable duties as the School requires from time to time.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**