 

**The Falcons School for Girls**

**Finance Officer**

**Part time 0.5, term-time plus (39 weeks/year)**

Falcons School for Girls provides independent education for girls aged eight to eleven years. The newly opened Peregrines Pre-Preparatory offers education to boys and girls aged three to eight.

We are a warm and caring school, taking great pride in developing our children into happy, confident individuals ready to meet the challenges of their senior schools. We have a reputation for academic excellence, creativity and a love of learning. We have high expectations of our pupils with learning tailored to individual needs. Our pupils win places at the country’s top Day and Boarding schools in the 11+ examinations at the end of Year Six, and leave Falcons School for Girls as resourceful, self-aware and inquisitive individuals.

The Post  
We are looking for a career minded and enthusiastic Finance Officer to work in our busy school. This will be a permanent, part-time, term-time plus position. The contracted hours will be from 8.30am until 12.30pm five days a week.

The role requires a committed and efficient administrator who has proven accounting experience. S/he must have excellent people skills as well as ensuring that the financial elements of the school run smoothly; that all fees are paid on time; and that all costs are cross referenced to relevant budgets. S/he must have a good knowledge of Microsoft Office packages. Experience of working with SIMS and in the education sector is desirable.

The part-time Finance Officer will be line managed by the Head and work closely with the Finance Department at Alpha Plus Head Office in terms of processes and training.

Remuneration

The salary for the position will be £14,706 (fte £35,000) which includes 5 weeks paid holiday.

**Job Description**

**Main Duties**

**Invoice Preparation and Credit Control**

* Termly billing run
* Responding to queries from parents and fee payers
* Credit Control
* Assisting with the collation of files for referral to debt collecting agency

**Managing direct debit payment system on a day-to-day basis**

* Sending direct debit mandates to parents for completion and return, checking paperwork before it is sent to the bank
* Acting on all BACS rejects

**Purchase Ledger**

* Preparation of supplier invoices for authorisation
* Recording costs on budget sheets
* Liaising with suppliers on outstanding invoices

**ParentPay**

* Keeping track of payments
* Loading charges
* Sending activation letter to parents
* Sending ParentPay breakdowns to Head Office

**Cheque Requisitions**

* Raising cheque requisitions and submitting to Head Office

**Bank Reconciliations**

* Completing monthly bank reconciliation and submitting to Head Office

**Banking and Cash Management**

* Day-to-day banking of cheques and cash
* Posting receipts to SIMS

**Cost Control**

* Assisting the Head to ensure school operating costs are contained within authorised budgets

**Personal Expenses**

* Assisting staff with preparation of claim form, record costs on budget sheets

**Credit Card Expenses**

* Matching receipts to monthly statement, record costs on budget sheets

**Petty Cash**

* Maintaining and reconciling petty cash

**General Administration**

* Filing
* Opening and sorting daily post

**Falcons School for Girls is committed to safeguarding and promoting the welfare of children. The successful applicant will need to obtain an enhanced disclosure via the DBS and have DBS (Disclosure & Barring Service) clearance.**

References will be taken up and will be carefully checked.