



## ERSKINE STEWART'S MELVILLE SCHOOLS

<b>JOB TITLE</b>	Finance Administrator
<b>CONDITIONS OF ROLE</b>	<ul style="list-style-type: none"> <li>• Contract Type: Full Time, permanent</li> <li>• Hours of Work: Monday to Friday from 8.30am to 4.30pm with 45 minutes unpaid for lunch. A paid working week of 36.25 hours. Some occasional overtime may be required, as agreed with your line manager in advance.</li> <li>• Salary: £29,808 to £32,965, based on qualifications and experience. Support Staff salary scale G23 to G26</li> <li>• Holiday Entitlement: Entitlement is to 30 days annual holiday leave pro rata plus 10 days statutory holiday at Christmas and Easter, when the Schools are closed. The Schools' holiday year runs from January to December.</li> <li>• Location: The postholder will be based on the Ravelston site. Given the requirement to be able to process physical cash and manage the issuing of physical credit cards, this role is not immediately suited to compressed hours or hybrid working.</li> </ul>

<b>ROLE DETAILS</b>	
<b>PURPOSE OF THE ROLE</b>	The Finance Administrator will be responsible for managing core financial operations including oversight of payment systems, daily banking and cash management, and administration of corporate credit cards and staff expenses. The Finance Administrator will ensure accurate reporting, maintain credit accounts and support donation processing and fund transfers. Alongside these financial duties, the Finance Administrator will drive operational efficiencies by rationalising processes, adopting new technologies, and supporting the implementation of new systems and data migration. Additional responsibilities will be delegated by the Financial Reporting Manager.
<b>ACCOUNTABILITY</b>	The Finance Administrator is accountable to the Financial Reporting Manager for their day-to-day tasks.
<b>AUTHORITY</b>	The Finance Administrator has authority as delegated by the Financial Reporting Manager and Head of Finance.
<b>RELATIONSHIPS</b>	The Finance Administrator is required to have a good working relationship with a wide range of stakeholders both internally and externally.
<b>BUDGET RESPONSIBILITY</b>	<i>n/a</i>

<b>DUTIES AND KEY RESPONSIBILITIES</b>	<p><b>Operations</b></p> <ul style="list-style-type: none"> <li>• Drive process improvements by rationalising and increasing efficiency across operations and encompassing the adoption of new technology.</li> <li>• Support the implementation of new systems and manage data migration to new platforms.</li> </ul>
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	<p><b>Receipt &amp; Payment Systems</b></p> <ul style="list-style-type: none"><li>• Manage and oversee receipt and payment platforms (e.g., Equals, Sum Up).</li></ul> <p><b>Banking</b></p> <ul style="list-style-type: none"><li>• Post and reconcile daily bank transactions.</li><li>• Process supplier payment runs.</li><li>• Report daily cash balances to the Head of Finance.</li><li>• Complete month-end loan account reconciliations.</li><li>• Manage donations, restricted funds, and transfers to investment managers.</li><li>• Oversee sundry creditor accounts in collaboration with Finance staff and arrange payments where necessary.</li></ul> <p><b>Cash Management</b></p> <ul style="list-style-type: none"><li>• Process and deposit cheques and coins.</li><li>• Arrange travel currency.</li><li>• Administer and reconcile petty cash.</li></ul> <p><b>Credit cards and expenses</b></p> <ul style="list-style-type: none"><li>• Administer corporate credit card and prepaid expense card programmes.</li><li>• Reconcile monthly card statements.</li><li>• Process staff expense claims and update the nominal ledger.</li></ul> <p><b>General Duties</b></p> <ul style="list-style-type: none"><li>• Provide support to the rest of the Finance team as required</li><li>• Undertake additional responsibilities aligned with skills and delegated by the Financial Reporting Manager and Head of Finance</li></ul>
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<b>PERSON SPECIFICATION</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in Finance Administrator and accounts receivable roles in a commercial environment with high turnover</li> <li>• Experience of working with multiple budget holders and internal and external customers at all levels</li> <li>• Understanding of double entry book-keeping</li> <li>• Proficient user of accounting and finance systems, posting of journals, processing payments and direct debit uploads, and completing bank and other reconciliations</li> <li>• Supporting the implementation of new systems and technology</li> <li>• Driving efficiencies in processes and operations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in education or another professional commercial environment</li> <li>• Experience of using WCBS PASS, AccountIQ/iFinance/iSAMS or other accounting software</li> </ul>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Numerate, with Nat-5, GCSE, or Standard maths (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Accountancy training or qualifications</li> </ul>
<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"> <li>• Strong analytical capability, proficient Excel skills in data compilation and reconciliation</li> <li>• Good IT skills and in using MS Word, Outlook and Teams</li> <li>• Excellent communication skills both written and verbal with a commitment to delivering excellent customer service</li> <li>• Ability to manage different stakeholders confidently and diplomatically</li> <li>• Ability to multi-task and prioritise own workload with good mindfulness</li> <li>• Independent, self-motivated and organised; with the ability to work well as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Sales Ledger and Cashier functions, as well as other areas within a finance function</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Detail oriented, results driven and consistently strives to achieve targets</li> <li>• High professional standards</li> <li>• Team player</li> <li>• Commitment to continuous professional development</li> </ul>	