



## 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, Temporary, initially for 6 months, with the possibility of extension.</li> <li>Start Date: 25 August 2025 (subject to satisfactory pre-employment checks).</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: £29,226 - £32,001, based on qualifications and experience.</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's main functions are to check and process all cash transactions including direct debits and faster payments. They also manage credit cards in issue, petty cash transactions and are responsible for the processing of expense claims. The remit also includes processing the billing and receipt of non-fee income and to manage the related elements of the financial systems.
<b>ACCOUNTABILITY</b>	The Finance Administrator is accountable to the Deputy Head of Finance for their day-to-day tasks.
<b>AUTHORITY</b>	The Finance Administrator has authority as delegated by the Deputy Head of Finance.
<b>RELATIONSHIPS</b>	The Finance Administrator will work closely with the other members of the Finance team and provide cover for other roles in the Department as and when required. They are also 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>	<b>Banking</b> <ul style="list-style-type: none"> <li>Post and reconcile bank transactions daily</li> <li>Process daily payment runs to suppliers as required</li> <li>Manage daily transfers between bank accounts</li> <li>Month end reconciliation of loan accounts</li> </ul>
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	<ul style="list-style-type: none"> <li>• Manage receipt of donations and transfer funds to restricted funds and investment managers</li> <li>• Manage sundry creditor accounts in tandem with Finance staff.</li> </ul> <p><b>Cash</b></p> <ul style="list-style-type: none"> <li>• Process and bank cheques and coin</li> <li>• Arrange travel currency as required</li> <li>• Manage and reconcile a petty cash imprest system.</li> </ul> <p><b>Credit cards and expenses</b></p> <ul style="list-style-type: none"> <li>• Administration of corporate credit card and prepaid expense card programme.</li> <li>• Reconcile monthly credit card statements and prepaid expense cards.</li> <li>• Process payments to staff for expense claims, including updates to nominal ledger.</li> </ul> <p><b>Extras</b></p> <ul style="list-style-type: none"> <li>• Set up and manage accounts for new trips, events and activities.</li> <li>• Post and match receipts, direct debits, bank transfers and cheques against extras charges daily.</li> <li>• Manage the list of pupils associated with each trip, event and activity.</li> <li>• Generate and send extras bills as required.</li> <li>• Manage correspondence received from parents and amend extras bills as required.</li> <li>• In conjunction with the fees desk, manage the shared inbox.</li> <li>• Process direct debits for extras bills.</li> <li>• Answer queries from teaching staff on the administration of chargeable activities.</li> <li>• Assist in reconciling billing accounts and proactively follow up on outstanding debt to ensure timely payments and accurate financial records.</li> </ul> <p><b>Billing Ledger</b></p> <ul style="list-style-type: none"> <li>• Provide support to the Financial Reporting Manager for sales invoicing and trading company activities.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• General office duties and ad-hoc activities as required by the Deputy Head of Finance</li> <li>• Any other responsibilities as may be in line with the skills and experience of the post holder and delegated by the Deputy Head of Finance</li> <li>• Provide support to the fees desk as required and directed, especially during billing processes.</li> <li>• Provide cover to all finance functions to provide additional capacity for holidays/absences.</li> </ul>
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 1-2 years' 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> </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 software and/or iFinance</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>	