

## Erskine Stewart's Melville Schools



### **Finance Administrator (Temporary until May 2025)**

#### **Purpose of Job**

The Finance Administrator's main function is to check and process all cash transactions including direct debits, and faster payments. The Finance Administrator also manages credit cards in issue, petty cash transactions and is responsible for the processing of expense claims.

#### **Accountability**

The Finance Administrator is accountable to the Head of Finance for their day-to-day tasks.

#### **Authority**

The Finance Administrator has authority as delegated by the Head of Finance.

#### **Key Relationships**

The Finance Administrator will work closely with the wider finance team, as well as collaborating with a wide range of people both internally and externally.

#### **The Post:**

#### **Key Responsibilities:**

#### **Vision and Values**

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community
- Fostering an environment that supports the development of these values among students and staff

#### **Working with Others**

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning, delegation and support of responsibilities
- Developing a culture of high expectations for all and taking action when performance does not live up to these
- Taking responsibility for personal development, both personally and of team members.

## **Community**

- Positive relationships with parents and the wider ESMS community
- Working in collaboration with other independent schools to promote effective initiatives and share good practice

## **Learning**

- Leading a culture of challenge and support to allow every student to be the best they can

## **Safeguarding**

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount

## **Supporting the leadership of the Schools/ Duties and Responsibilities:**

### 1. Banking

- Post and reconcile bank transactions daily
- Process daily payment runs to suppliers as required
- Report cash balances to Head of Finance daily
- Month end reconciliation of loan accounts
- Manage receipt of donations and transfer funds to restricted funds and investment managers
- Manage sundry creditor accounts in tandem with Finance staff

### 2. Cash

- Process and bank cheques and coin
- Arrange travel currency as required
- Manage and reconcile a petty cash imprest system

### 3. Credit cards and expenses

- Administration of corporate credit card programme
- Reconcile monthly credit card statements for 20+ users
- Process payments to staff for expense claims, including updates to nominal ledger

### 3. General

- General office duties as required by the Head of Finance
- Any other responsibilities as may be in line with the skills and experience of the post holder and delegated by the Head of Finance

## **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous finance administrator/cashier experience.</li> <li>• Experience of working with multiple budget holders and internal and external clients 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 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 PASS 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> <li>• Understanding of Purchase Ledger function to better work in tandem with PL staff.</li> </ul>
<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"> <li>• Good IT skills using MS Word, Excel, Outlook and Teams.</li> <li>• Excellent communication skills both written and verbal with a focus on customer service.</li> <li>• Ability to manage different stakeholders confidently and diplomatically.</li> <li>• Ability to multi-task and prioritise own workload with good attention to detail.</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Team player.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of job share.</li> </ul>

## Personal Qualities

- Boundless energy and resilience to allow challenges to be viewed as opportunities
- Dealing with every situation calmly and professionally
- Strong commitment to seeing and bringing out the best in students
- A desire for fairness, dignity, and respect in every interaction
- Excellent oral and written communication skills
- Excellent self and time-management skills
- Active listening and authenticity
- The highest level of personal integrity
- Ability to deliver constructive feedback.

### **Development of Self and Empowerment of Others**

- Appreciates the impact of change on the school and individuals
- Challenges, influences and motivates others
- Nurtures professional interpersonal relationships with staff and students
- Develops individuals' capabilities
- Empowers and sustains an effective team
- Uses courage, care and curiosity to deal with conflict.

### **REMUNERATIONS AND OTHER CONSIDERATIONS**

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

<b>The post</b>	This is a temporary, full-time position available immediately (subject to satisfactory pre-employment checks) until May 2025.
<b>Hours of Work</b>	The hours of work will be Monday to Friday 8.30am-4.30pm with an unpaid break of 45 minutes. A paid working week of 36.25 hours. 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. Some occasional overtime may be required, as agreed with your line manager in advance.
<b>Salary</b>	Salary will reflect qualifications and relevant experience. The salary range is £29,226 - £32,001 per annum (ESMS Support Staff G Scale).
<b>Holiday</b>	Entitlement is to 30 days' annual holiday leave plus 10 days' statutory holiday (pro rata if part time) when the schools are closed. The Schools holiday year runs from January to December.
<b>Location</b>	The postholder will work across both sites at Ravelston and Queensferry Road.

<b>Eligibility</b>	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
<b>Pension</b>	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
<b>Staff Benefits</b>	Staff are offered a range of benefits including: free school lunch during term time, use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

**The closing date for applications is 12pm on Friday, 25 October.**

**Interviews will take place as and when suitable applications are received. Due to this, the Recruiting Manager has the right to close the vacancy early if an offer of employment is accepted.**