



BERKHAMPSTEAD SCHOOL

Job Description

Job Title:	Finance Administrator
Reports to:	Finance Manager, Bursar, and ultimately, the Executive Headteacher

The Finance Administrator's principal responsibilities include:

- The operation of the Purchase Ledger of the School and Day Nursery
- Maintaining the bank records for School and Day Nursery
- The operation of the Holiday/Wrap-around Club Fees Ledger and additional income
- Administrative support to the Bursary Team

RESPONSIBILITIES AND DUTIES:

Purchase Ledger - School and Nursery:

- Processing incoming invoices
- Checking for authorisation and chasing this as required
- Dealing with all supplier and staff queries
- Preparation of payment runs including staff expense claims
- Processing staff credit card payments
- Maintaining and updating supplier data

Maintaining the bank records for School and Day Nursery

- Allocation and posting of cash receipts and other adjustments
- Management of the School and Day Nursery credit card statements, including payment of creditor card balances
- Processing interest charges correctly from bank statements
- Processing inter-group charges such as insurance, rent and management charges

Holiday/Wraparound clubs fees booking system and additional income:

- Allocation and posting of cash receipts and other adjustments to Holiday/Wraparound club income on the finance system
- Ensuring weekly cash reconciliations are performed between the bank and booking system
- Assist year end entries in the accounts for accruals (booking system)
- Entry of receipts from childcare voucher providers onto the booking system
- Ensuring regular reconciliation of childcare vouchers between the bank and the booking system
- Processing of refunds and liaison with customers over invoice and payment queries
- Liaison with staff over late bookings, late collections or any additional charges arising



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- Raise invoices to external organisations
- Operation of credit control procedures including statements, chasers and communication with parents/external organisations (childcare vouchers/late bookings).

Administrative support to the Bursary Team

- Providing support to the Bursary team with administrative duties including filing, post and any other such work that is required
- Supporting the Finance Manager with tasks required as part of the financial audit
- Assisting the Finance Manager in preparing the management accounts and budgets where required
- Other ad hoc tasks as required

This is not an exhaustive list of tasks. This job description is subject to regular discussion and review. The post holder will be expected to adopt a flexible attitude towards these duties, which may have to be varied subject to the needs of the school.

Person Specification:

Essential:

- Highly proficient user of Word and Excel
- Ability to work on own initiative and as part of a team
- Attention to detail, accuracy and confidentiality
- Ability to work under pressure and meet deadlines
- Flexibility and adaptability
- Consistent and reliable
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Good sense of humour

Desirable:

- Financial/bookkeeping qualification
- A minimum of 2 years practical accounting/ bookkeeping experience
- Experience of working in a prep school or independent school
- Experience of working in a busy, demanding environment

Hours: Between 24 hours and 32 hours per week, (depending on the successful candidate's wants), Permanent

Closing Date: 17th April 2024

Interviews: Week commencing Monday 22nd April 2024

To apply:

Please complete the School Application form along with a covering letter and return to Mr T Denmead

Bursar

Berkhampstead School, Pittville Circus Road, Cheltenham GL52 2QA

Email: admissions@berkhampsteadschool.co.uk



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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.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The safeguarding responsibilities of the post include: being alert to issues of safeguarding children and child protection; promote the welfare and safety of pupils and report any child safety/protection concerns to the Head of Department and DSL immediately, adhering to safeguarding policies, procedures and practices.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."