



JOB TITLE	Finance Administrator
DEPARTMENT	Accounts
REPORTS TO	The Bursar
LINE MANAGES	n/a

JOB SUMMARY:

The Finance Administrator is a key member of school support staff and will liaise regularly with the Bursar and members of the Senior Management Team. The Finance Administrator will ensure that all aspects of finance across the school are dealt with in a timely and efficient manner.

The role is a permanent, full time position with 5 weeks holiday and an additional 2 weeks holiday when the school is closed at Christmas. The successful candidate will work 35 hours per week, 5 days per week. During school holidays the post holder is able to finish work at 1pm, apart from the first and last days of the three main school holiday periods.

KEY DUTIES AND RESPONSIBILITIES:

Core duties include the items listed below. The list is not exhaustive and you may be required to undertake other responsibilities and training as requested by your line manager.

- Liaise with the Admissions Registrar and add new pupil starters and joiners to the MIS system for billing. You will be expected to keep the Billing Ledger up to date at all times, so that it accurately reflects the number of pupils in school
- Record all deposits paid in respect of new pupils and arrange refunds for leavers, where applicable
- Prepare and process all fee invoices
- Prepare and process direct debits in respect of fee payments
- Prepare and process the termly report for School Fee Plan, a scheme which enables parents to pay fees on a monthly basis
- Maintain all payroll records, ensuring that tax codes, pension payments and other deductions are correct.
- Process payroll for all staff on a monthly basis, working closely with the Bursar
- Produce all regulatory reporting in respect of payroll and pensions including real time HMRC and pension reporting, P60s, P45s and the Year End Pension Certificate
- Upload payslips to the staff payroll portal and deal with any staff queries in respect of pay
- Input the annual budgets for the various departments in school and provide budget holders with regular updates showing spending and funds available
- Deal with petty cash requests from members of staff, making sure the expenditure has been signed off by the budget holder/line manager
- Deal with all banking, including charity collections, fees payments etc.
- Prepare cheque payments for signature by Bursar or Headmaster (and a Governor where required).
- Be the first (of 2) authorisation for payment by electronic banking
- Maintain the accounting entries in the Nominal Ledger



- Manage trip finances including reviewing costs, booking receipts, funding and post trip reconciliations.
- Account for accruals and prepayments
- Liaise with the St Aubyn's School Society (parents association) processing payments and allocating funds received via PayPal. This also involves preparing reports to show the activity generated by their events
- Maintain parent records in Parent Pay, setting up payment options and allocating funds received to the correct department
- Maintain computerised records of expenditure against budget for all cost centres;
- Support the Bursar in the preparation of annual budgets and the audited accounts
- Assist in the provision of monthly financial reports for the Bursar to submit to Governors
- Archive financial records ensuring that they are securely stored and disposed of according to the legislation and best practice within the GDPR
- Attend training courses as required
- Attend relevant INSET courses
- Undertake other reasonable duties as required from time to time

SAFEGUARDING:

- The postholder will be required to submit an Enhanced Disclosure and Barring Check (DBS).
- The postholder is responsible for promoting and safeguarding the welfare of all children and young person's they are responsible for, or come into contact with.

ST AUBYN'S POLICY AND PROCEDURE

- The postholder is required to actively follow and abide by all St Aubyn's policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department/Section.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.