

**Job Description - Finance Administrator (school based)**

**Salary range**

£25-30k per annum pro rata (0.6 / 3 days per week), 52 weeks per year

**Responsibilities**

Responsible for the timely entry of all accounting transactions in the accounting system for the school, for each month-end close prior to production of management accounts by the Head Office accounts team / the Finance Business Partner (FBP).

**Person qualifications**

Experienced Accountant / Bookkeeper / Administrator

Experience of independent school / childcare nursery is desirable but not essential.

AAT (Association of Accounting Technicians) or similar qualification preferred but “Qualified by Experience” welcome to apply.

Experienced and confident user of accounting and billing systems software and IT generally.

Strong Excel skills.

Self-starter, able to carry out complex account reconciliations

Payroll experience welcome.

Willing to take on varying projects and other administrative tasks, as required, in a small office team.

Pleasant, professional manner in dealing with colleagues, parents, suppliers etc.

Accounting software, for which training will be given, includes: Accounts IQ, iSAMS, Kefron, Magicbooking, Edupay, Google Drive / Google sheets, Gmail, etc.

**Sales ledger / Credit control**

Collate information required for school fee run.

Reconcile customer accounts to ensure outstanding balances are complete and accurate.

Send statements to bill-payers and correspond to chase any unpaid debt (by phone, email, letter etc) on a weekly basis

Ensure appropriate action is taken regarding any unpaid fees e.g. referral to group debt collection service.

Deal with parent / bill-payer queries and requests.

Raise and send termly SEN invoices to LEA

Manage termly early years funding submissions

**Purchase ledger**

Ensure the “Purchase-to-Pay” process is correctly followed by the school.

Purchase Orders are raised and approved using “Kefron” PO software. Ensure correct G/L coding and adequate description.

Supplier invoices are scanned and matched with the PO. Once authorised, invoices interface to the Accounts IQ purchase ledger.

Ensure all credit card transactions are fully processed, with invoices / receipts scanned and processed via Kefron.

Reconcile supplier accounts to ensure outstanding balances are complete and accurate.

To download monthly utility and telecom bills

Liaise with suppliers to deal with any queries.

Liaise with Head Office purchase ledger team.

**Payroll**

Assist / run monthly payroll submission process. Ensure all necessary pay changes are implemented. Liaise with the Head Office payroll team.

Assist with staff pay queries.

Reconcile payroll control accounts monthly (Net pay, PAYE/NI, Pensions etc).

**Bank and cash**

Liaise with the Head Office treasury team to ensure correct posting and allocation of bank, credit card and cash transactions.

Occasional cash banking to local branch

**General ledger**

Collate and provide information for monthly journals for example: accruals, deferred income, prepayments, accrued income etc.

Provide information and answer queries of FBP or Head Office team as required.

**Revision of Job Description**

The above list is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may be reasonably expected within the scope of the post. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post.

**Other benefits**

Membership of a private pension scheme

Holiday allowance of 5.6 weeks pro rata (plus 1 week’s closure at Christmas)

Generous pupil fee remission if you choose to send your own child(ren) to Edenhurst Preparatory School

Access to Perkbox - a discount and rewards scheme that partners with hundreds of high-street brands

Free school lunches during term time

**How to Apply**

To apply, please complete and submit the [Application Form.](https://docs.google.com/forms/d/e/1FAIpQLSe9BrquO7cWL3pdHzmJpVHcqTzqS4zcskekAeDDs0qHpFSnOQ/viewform?usp=sf_link)

For further information about Edenhurst Preparatory School school, please visit <https://www.edenhurst.co.uk>