

JOB DESCRIPTION

Post: Finance Assistant

Responsible to: Bursar

1. Purpose:

The Bursar, who reports to the Head on a day-to-day basis and directly to the Governors on legal matters, is responsible for all the non-academic areas of the school, including financial management and various other support functions. There are around 100 support staff in total, both full and part-time, covering areas such as the Headmasters' Office, the Bursary, Grounds, Property, Catering, Cleaning, Matrons and the Medical Centre.

The Bursary deals with the financial operation of the school and comprises of an HR Manager, Finance Officer, Compliance Manager and the Finance Assistant. The Finance Assistant would provide support to both the Finance Officer and the Bursar on a number of key responsibilities.

2. Duties and Responsibilities

Primary duties:

- Control and operation of the purchase ledger, including processing all invoices and preparing the twice-monthly payment run
- Ad-hoc supplier payments
- Analyse expense claims
- Management of company credit card
- Stationery orders for staff and school shop
- Management of the company Amazon and eBay accounts
- Manage monies received for trips and events
- Prepare daily banking
- Analysis and posting of daily bank transactions
- Complete the monthly bank reconciliation
- Sort and distribute daily post within the Bursary

In addition, the following duties will be undertaken in support of the Finance Officer. Experience would be desirable but not essential as training will be provided.

- Prepare the monthly management accounts.
- Process monthly journals.
- Reconcile nominal ledger accounts.

- Administration and reconciliation of donations received.
- Gift aid claims.
- Production of invoices for lettings.
- Create and process termly charge sheets.
- Assist with the production of the termly fee invoice run.
- Produce ad-hoc invoices and credit notes for sales ledger.
- Co-ordinate invoices and financial information for Short Stay students.
- Send invoices to parents and deal with queries.

Hours of Work

The Bursary is staffed 5 days per week for 52 weeks per year and the office is open daily between the hours of 8.00 a.m. and 5.30 p.m. The Bursary works on some Saturdays and on special days where the Department's presence is either essential or desirable. Examples are Speech Day and Sports Day in the summer term. The Finance Assistant will work flexibly Monday to Friday (plus the additions referred to above) and do not less than 37½ hours per week excluding breaks.

This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.