



KNIGHTSBRIDGE SCHOOL

Job Title: Finance Administrator

Reports to: Bursar

The Finance Administrator is an essential part of the school's finance team. It is a pivotal role that ensures the school maintains a strong financial position and maintains a robust working relationship with parents. It is for this reason that the right applicant will possess strong diplomatic and empathetic skills, balanced against the ability to provide confident advice, options and an ability to interact with all types of people. It is expected that the candidate will also possess strong financial acumen and qualifications and/ or experience in bookkeeping/accounts and payroll.

Reporting to the Bursar, the role is responsible for all invoicing, the successful recovery of fees, sales transactions within the general ledger and bank reconciliations. It is the main finance point of contact for parents concerning fees, and staff with the day-to-day management of the payroll. As part of a small team, they will be expected to support, when required, finance administration to the wider school.

Main Duties and Responsibilities

School Accounts and Billing

- Work closely with the Admissions team to ensure they are up to date with pupil joiners and leavers. Collection of pupil deposits and other financial information required, including signing fee payers to direct debit.
- Reconciliation of pupil information to ensure the accuracy of the billing process. Issue termly bills and ensure payments are received on a timely basis.
- Calculate and prepare bills and return deposits.
- Administration and maintenance of Billing Ledger, including posting of fees and extra charges, the preparation / production of fees invoices and recording appropriate changes to billing ledger account profiles.
- Calculate and process monthly and termly direct debit collections.
- Produce correspondence in respect of outstanding school fees when required. Provide the Bursar with monthly reports on outstanding fees and act as a lead in the collection of outstanding fees.
- Investigate and reply to parent queries on a timely basis.
- To assist with management of the Early Years Funding Scheme, ensuring timely claims and refunds are made.

- Ensure month end procedures are carried out on a timely basis including a reconciliation of debtor control account.

Bank Reconciliations

- Agree receipts and refund pupil deposits.
- Process and allocate direct debit collection re school fee payments.
- Follow up unpaid direct debits and deal with on timely basis.
- To compile daily and month-end bank reconciliations, ensuring all "out-of-date" items are written back to the nominal ledger.

Other Sales Ledger Responsibilities

- Support invoices raised for wider school activities. (facility hire, hospitality events etc.)
- Manage and collate all extra curriculum activities and ensure that they are properly invoiced.
- Credit control - issue late payment reminders, send follow-up communications via e-mail and telephone and manage payment of fees for parents experiencing difficulties, as agreed by the Bursar.

Purchase Ledger Support

- Input approved invoices to the Purchase Ledger.
- Create regular payment runs in respect of the Purchase Ledger ensuring suppliers are paid in a timely manner.
- To match invoices to purchase orders and ensure invoices are posted to the correct nominal accounts.
- To circulate invoices to staff for authorisation.
- To maintain the purchase ledger in the School's computerised accounting system Xero
- Prepare BACS payment runs where appropriate.
- To handle all queries relating to the purchase ledger, liaise with suppliers, reconcile supplier statements on a monthly basis and ensure that the school's payment policy is adhered to.
- To monitor budgets and liaise with budget holders as instructed by the Bursar.
- Assist staff with purchase orders and online ordering using the School credit card and purchasing cards.
- Reconcile the School credit cards and purchasing cards on a monthly basis and ensure costs are posted to the appropriate nominal accounts.

Other Responsibilities

- Provide additional support to the school administrative and support team, where appropriate and as required.

This job description is not exhaustive; it is subject to review and may be amended to meet the changing needs of the school.

Person Specification

- Demonstrable experience in a similar role
- Strong attention to detail, and the ability to work accurately to tight deadlines
- Able to get things done correctly and on time with minimal direction
- Strong IT skills with intermediary Excel skills
- Experience of working with financial packages, specifically Xero, ApprovalMax and Dext, would be distinctly advantageous
- Excellent interpersonal and communication skills
- A strong team player
- Initiative, energy, enthusiasm and commitment
- Have a commitment to safeguarding and promoting the welfare of children and young people and adhere to and comply with the School's Child Protection Policy statement at all times.

Qualifications and Experience

- AAT/ ACA or higher or working towards these qualifications
- Experience in a school is desirable.
- Knowledge of iSAMS and Evolve is desirable.

This is a full time all year round job.