

RAMBERT SCHOOL

JOB DESCRIPTION / PERSON SPECIFICATION

POST:	Finance Assistant (Part-time, 0.4 FTE)
REPORTING TO:	Finance Director
SALARY:	£11,400 – £11,700 per annum, commensurate with experience
HOURS:	16 hours a week (2 days), preferably Tuesday & Thursday 9am to 5pm
TO APPLY:	Email CV, cover letter & monitoring form to hr@rambertschool.org.uk
DEADLINE:	5pm, Wednesday 5th December
INTERVIEWS:	w/c Monday 10th December
START DATE:	Monday 14th January, at the latest

PURPOSE OF THE POST

Effectively and proactively, administrate all aspects of the finance department, working in collaboration with the Finance Director. The post holder plays a key role in providing a professional image of the school at all times, both externally and internally.

KEY WORKING RELATIONSHIPS WITHIN THE SCHOOL

- Finance Director
- Head of Administration

KEY WORKING RELATIONSHIPS OUTSIDE THE SCHOOL

- Payroll services provider
- The School's bankers
- The School's suppliers
- The Conservatoire for Dance and Drama (CDD)

JOB DESCRIPTION

Sage

- All data entry work
- Bank reconciliations
- Processing BACS payments
- Production of P&L and balance sheet reports (quarterly)
- For year-end accounts (31 July) general review of each ledger account, journals once agreed, various analyses etc.
- Process staff and student expenses
- Credit card reconciliation
- Payment platform reconciliations

BACS

- Inputting supplier and staff bank details as templates
- Inputting salary data and supplier payments

Petty Cash

- Inputting cash received and paid out onto Sage
- Regular cash reconciliations
- Transfer of surplus cash to bank account/topping up cash as required.

Salaries

- Maintenance of spreadsheet of part time staff hours worked - send to Payroll Service
- Input salary data into Sage
- Update excel salary data
- Enter salary and HMRC payments into BACS

Pensions

- Remit monthly submission forms to the School's pension providers
- Set up pension payments

Student Fees

- Raise student invoices for fees and raise statements each time a payment is received
- Record payments on Sage and in fees spreadsheet.
- Chase outstanding fees and alert management to accounts in arrears.
- Assist with Student Loan Company and Student Finance queries

Student Bursaries

- Establish student eligibility for fee waivers/bursaries by downloading Household income data from the Higher Education Portal.
- Raising of bursary BACS payments

Student Shows

- Produce cash floats for each show
- Record all performance income on Sage.

Banking

- Pay all surplus cash and cheques into bank
- Request any overseas payments.
- Produce paperwork required to change signatories etc.

Invoicing & Debtors

- Raise sale invoices for studio hires etc. and ensuring prompt payment
- Report on and pursue any outstanding debtors

PERSON SPECIFICATION

ESSENTIAL SKILLS & EXPERIENCE

- Educated to A 'Level or above
- At least two year's financial experience in a similar role
- Experience with Sage 50 accounting software
- Good working IT knowledge including Microsoft Office
- Effective and efficient communication skills
- Ability to work independently and as part of a small office team
- Ability to establish good working relations at all levels– with students, teachers, senior management, Board of Trustees etc.
- Ability to multi-task, prioritise effectively and work to tight deadlines
- Ability to maintain clear records, implementing new systems of record keeping and archiving as required
- A willingness to extend skills through appropriate training

DESIRABLE SKILLS & EXPERIENCE

- Finance qualification such as AAT or ACCA

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required by the Principal in accordance with the grade of the post. You will be working as part of a small, friendly, administrative team and may be asked to provide extra support within the office during busy periods, working together in a mutually supportive way towards shared priorities.

Rights to work in the United Kingdom

Applicants for this role must be eligible to work legally in the United Kingdom. The successful applicant will be asked to evidence of their right to work in the UK before being formally offered the role. If you do not have the right to work in the UK we will not be able to consider you for this role. If you are uncertain about your eligibility to work in the UK, you are encouraged to contact the UK Borders agency.

<http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

DBS checks

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions