



KING EDWARD VI GRAMMAR SCHOOL

HOLISTIC, ACADEMIC, EDUCATION

Finance Administrator



Contract: Permanent – Term-time
+ 4 weeks (42 Weeks per annum)

Hours: 30 hours over 5 days per week (6 hours per day)

Salary: £18,585 per annum pro rata

Grade: KE4-KE5

Start Date: as soon as possible

Reporting to: Finance Manager

Closing Date: 16 June 2024*

Interviews: w/c 17 June 2024

Welcome to KEVIGS

King Edward VI Grammar School (KEVIGS) is an 11-18 school in Louth, Lincolnshire with approximately 960 students on roll. Our ethos is to provide our students with a holistic, academic education that builds a strong foundation for life beyond school.

* The School reserves the right to bring the closing date forward if it has a suitable field of applicants.



Summary

We are looking to appoint a Finance Administrator who will be responsible for timely processing of the purchase and sales ledger in addition to managing the cashless payment system and assisting with various finance tasks to ensure the smooth running of the Finance/Payroll Office



Job Description

The post holder will be responsible for timely processing of the purchase and sales ledger and management of the cashless payment system. Assisting with various finance tasks to ensure the smooth running of the Finance/Payroll Office

Main Responsibilities, Tasks and Duties

- To process all purchase orders/invoices, ensuring they are all approved, authorised and coded correctly to ensure paid on time. Ensuring invoices are saved, scanned and filed within the software system.
- Purchase ledger maintenance including dealing promptly with unapplied cash, requesting VAT invoices, copy invoices, resolving queries.
- Supplier statements should be checked and reconciled to ensure balances are all correct and agreed.
- Set up new supplier accounts and maintain existing account details within the purchase ledger.
- Maintaining strong relationships with suppliers and deal with any queries from suppliers.
- To provide monthly reports, information and advice to all department/section budget holders to assist them in managing and monitoring their budgets.
- To assist with the issuing, processing and collating information associated with the annual departmental capitation process.
- To assist with the overseeing credit control e.g. issuing sales invoice and ensuring prompt chasing of any outstanding debtors.
- To assist with the safe handling and timely paying in of monies to school bank accounts and payment of invoices as required in accordance with the finance policy.
- To assist with the management of the Schools Online Cashless Payment system (Wisepay).
- Oversee negotiations of new contract and terms to ensure best value by obtaining competitive quotes as instructed and agreed by the Finance Director and Headteacher.
- To ensure the inventory and fixed asset register is kept up to date.



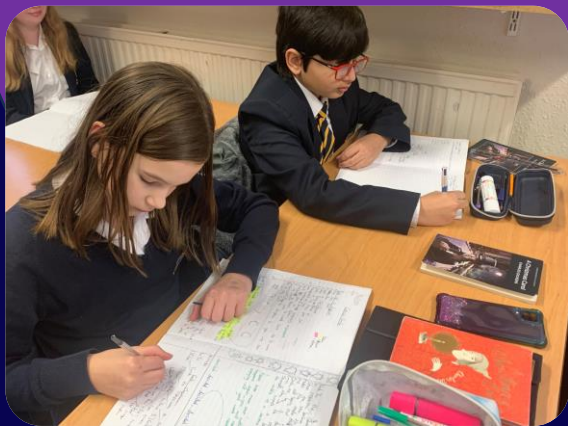
- To assist with the collecting, collating and checking of payroll information for input.
- To review the EFA benchmarking information and other DFE initiatives to ensure value for money to regularly report to the Finance and Audit committee.
- Issuing declaration of interest and maintaining register for staff to ensure any interests are noted on trading report.
- Maintaining internal audit and other financial action plans.
- Reviewing systems and processes and making improvements and recommendations where necessary.
- Support the Finance & Business Development Director and Finance & Payroll Manager with other projects, ad hoc tasks and administration.
- To ensure the Finance Office is kept tidy and confidentiality is maintained by clearing desks and switching off or locking computers at the end of the day.
- To be responsible for ensuring the office conforms to Health and Safety regulations.



Person Specification for Reception Administrator

Essential Requirements

- A good general level of education with GCSE's (or equivalent) in Maths and English.
- Financial aptitude and experience of working in a finance office.
- Competent user of Microsoft Office software and databases with advanced excel skills.
- Aptitude for working with a range of IT packages and databases.
- Ability to think creatively and strategically; and having the confidence to make decisions independently.
- Working knowledge of financial audit procedures.
- Experience of dealing with difficult situations where the need for diplomacy, assertiveness and initiative is required.
- Good standard of written English.
- Excellent inter-personal skills.
- Excellent organisational skills and the ability to work under pressure and prioritise tasks.
- Ability to demonstrate and use initiative and foresight.
- Able to handle sensitive and confidential information with complete discretion.
- Ability to interpret financial data and produce reports.
- Ability to pay attention to detail and ensure accuracy.
- Proactive and enthusiastic approach.
- Confident and enthusiastic approach to new situations.
- Ability to mentor and deliver training in a supportive manner.
- Ability to work flexibly as part of a team.
- Flexible attitude.



Desireable Requirements

- Knowledge of accounts in a School/Academy environment.
- Experience of using Xero Accounting Software.
- Accounting e.g. AAT or equivalent qualification.



How To Apply

Please apply through TES JOBS

<https://www.tes.com/jobs/vacancy/finance-administrator-lincolnshire-2078288>

We do not accept CVs

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We are committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. The School reserves the right to obtain formal and informal background information about an applicant to determine whether they are suitable to work at the School. Online searches and reference checks will be undertaken on shortlisted applicants and at interview all candidates must bring with them their birth certificate and a valid passport to confirm their identity, in addition to certificates confirming education and professional qualifications. An enhanced criminal record check via the Disclosure & Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.