



## Gordon's School

### Finance Administrator – Job description

**Reports to:** Assistant Management Accountant

**Hours:** 9am – 5.30pm Monday to Friday (Potential hybrid working opportunities during school holiday periods.)

**Salary:** £28,000

#### Main Purpose of the Job

To provide support across the Finance, Reception and Reprographics teams ensuring day to day operations run smoothly and efficiently within the School. This role offers the opportunity to learn new skills, with full internal training provided. No formal finance experience is required.

#### Duties and Responsibilities

- Process invoices and expenses, including accurate coding, system entry and obtaining approvals
- Monitor the Finance & Orders inbox and respond to queries in a timely manner and action accordingly.
- Support banking activities, including petty cash and setting up beneficiary details
- Reconcile supplier statements and credit card transactions, maintaining accurate records and respond quickly to queries.
- Setting up supplier details on finance systems and maintain
- Maintain finance records, filing systems, archiving and key spreadsheets (e.g. utilities, contracts and subscriptions)
- Assist with audit preparation for all three entities as and when required
- Manage Amazon emails, approvals and invoice processing
- Provide reception cover as required, including answering calls, welcoming visitors and handling post
- Support reprographics tasks such as photocopying and printing when needed
- Assist the Director of Finance with basic diary coordination, meeting arrangements and telephone enquiries
- Provide general administrative support across the Finance, Reception and Reprographics teams

*This job description is not intended to be a comprehensive definition of the post and will additionally include any task which may reasonably be required of the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation.*

#### Person Specification

##### Relevant Experience/Knowledge

- IT proficient, with a knowledge of Microsoft Office applications, particularly Excel
- Previous admin or finance experience is helpful but not essential. Full training will be provided

**Personal Skills**

- Excellent attention to detail with a high level of accuracy
- Good numeracy skills
- Strong communication and interpersonal skills
- Effective time management with the ability to prioritise a varied workload
- Ability to work independently as well as collaboratively within a team
- Willingness to learn and develop professionally
- Positive, proactive and flexible approach to work

*Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. Applicants must be willing to undergo appropriate child protection screening, including an enhanced DBS check.*