



# Finance Administrator

25-30 hours per week, Monday – Friday, term time plus 2 weeks

Salary H5, £26,409 – £28,624 + Fringe (FTE)

Start date: September 2025

We are looking to appoint an experienced School Finance Administrator to undertake a wide range of duties in the school's finance team. Previous knowledge of school financial and administrative systems and processes would be an advantage, but training will be available.

Presdales School is a single sex comprehensive school in Ware for girls aged 11-18, with boys welcomed into the Sixth Form. We are a school which values all students, irrespective of their age and ability and helps them to exceed expectations through high quality teaching and learning and the opportunity to take part in a wide variety of activities which will enrich their educational and personal development beyond the classroom.

We provide a caring environment where all students are supported, as well as challenged, to ensure that there is no limit to their potential. We prepare our students for a

world that is constantly changing by encouraging them to be independent learners who are determined, confident and who never give up.

Alongside academic excellence there is a strong focus on enjoyment, excellent behaviour and respect for all.

*The school is committed to safeguarding and promoting the welfare of young people and expects staff to share this commitment. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, referencing and other vetting checks, including online searches.*

**Closing date for applications:**

**9.00am, Monday 30<sup>th</sup> June 2025**

**Please submit:**

- **A letter of application, no more than two sides of A4, outlining how you meet the person specification**
- **A completed application form (available on the school website)**

*Presdales School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/ or with protected characteristics, to apply.*

**You can post your application to the school, or send by email to:**

**[recruitment@presdales.herts.sch.uk](mailto:recruitment@presdales.herts.sch.uk)**

Please note that CVs will not be accepted. Prospective applicants are welcome to visit the school prior to the application process. Please contact the Head's PA at the above email address if you wish to arrange a visit.





# Person Specification

## Finance Administrator

We are looking for a candidate who is able to demonstrate the following essential or *desirable* requirements.

### Skills

- Ability to communicate effectively, both verbally and in writing, with colleagues, school-based staff, trustees and external bodies
- Confident in using all aspect of computer software including, but not limited to, Word, Excel, Outlook and PowerPoint
- Excellent numeracy skills with the ability to analyse and present statistical information with confidence
- Ability to understand, interpret and communicate financial information
- Excellent interpersonal skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy
- Excellent organisational and time management skills with the ability to prioritise
- Ability to work to deadlines, applying proactive time management strategies and using prioritisation

### Knowledge

- A good understanding of financial processes

### Qualifications / Attainment

- Minimum of 5 GCSE's at grade C and above
- *Relevant Finance qualification or equivalent experience*

### Experience

- *Experience of financial administrative work*
- *Experience in using, SIMS, FMS, Payroll Software applications or equivalent*
- *Experience of working in an educational environment which demonstrates post holder's ability to work with teaching staff and interaction with pupils*

### Attitudes / Approach

- Calm, flexible, approachable aptitude
- Ability to solve problems, make good judgements and take decisions
- Ability to work under pressure
- Demonstrate commitment to the improvement and development of own performance
- Ability to function well as an effective member of a team and to "roll up sleeves" in an emergency



# Job Description

## Finance Administrator

<b>Role</b>	<b>Finance Administrator</b>
<b>Accountable to</b>	<b>School Business Manager</b>
<b>Place of work</b>	<b>Presdales School, Hoe Lane, Ware, SG12 9NX</b>
<b>Job purpose</b>	<b>To support the finance team in all aspects of the school's financial and accounting support service</b>

### Duties and Responsibilities

The following items are included in the professional duties which a Finance Administrator may be required to perform under the reasonable direction of the Business Manager:

#### Resources and administration

- To undertake the efficient and accurate preparation, input and maintenance of information and data into the financial systems operated by the School in accordance with agreed procedures and regulations
- To ensure all orders are processed through the school's purchase ordering system and orders have been received correctly in liaison with budget holders
- To assist in administering the school petty cash fund. Ensuring monies are adequately receipted and float replenished and to ensure that the level of petty cash held is correctly controlled
- To support school trip leaders with payments and banking and recording monies received
- Supporting in the operation of the current finance system including credit control
- Act as a point of contact and help for any queries from staff, pupils, parents and external parties
- Ensure that adequate records are maintained and that all expenditure is properly controlled in relation to the approved budget
- Undertake specific additional duties which may be required according to local circumstances
- Compile and issue invoices at required intervals for lettings/music and provide reminder statements to hirers as required
- Cash - responsibility for accurate banking, petty cash reconciliation and charity monies ensuring the FMS system is updated on a regular basis ensuring accurate recording at all times
- Taking the cash/cheques to the bank on a regular basis to maintain a minimum level of cash in the school safe
- Cash – foreign currency – handling and issue of currency for trips/visits overseas and filing of receipts
- Financial - maintain alphabetical/chronological record of invoices, cheque/BACS requests forms and records by academic year
- School Business Card – responsible for collating receipts for statements and accurate recording for the cardholders

#### Support for leadership and management

- Foster a service orientated, 'can do', approach and a culture of support within the team, ensuring that there are mutually supportive working relationships between academic and support staff

#### Training and development of self and others

- Regularly review own practices, set personal targets and take responsibility for own self-development

#### General Administrative Duties

Whilst concentrating on Finance, still being aware of the bigger picture of the general office and events going on in the school and being flexible in offering help with other work whenever needed

## **Safeguarding checks**

All appointments in will be subject to two satisfactory references, a Disclosure check by the Disclosure and Barring Service, medical fitness for this role and evidence of identity and qualifications. All the above checks must be completed before beginning work in the school. In the unlikely event of an unsatisfactory report being received following the issuing of a contract, the offer of appointment will be terminated without notice

## **General Requirements**

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Improvement Plan
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to school policies
- Undertake any other reasonable duties required

*Whilst this job description is current, and every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified. Employees will be expected to comply, following consultation, with any reasonable request from the Headteacher to carry out tasks and duties that are of a similar level, but not specified in the job description.*