



JOB DESCRIPTION

POSITION:	Finance Administrator
REPORTS TO:	Head of Finance
WORKING HOURS:	37.5 hours per week
RATE OF PAY	£26,325 per annum
PURPOSE OF JOB:	To efficiently manage school financial transactions, including fees, deposits, petty cash, and card sales, while providing accurate reporting, supporting credit control, and ensuring timely reconciliation. Serve as a point of contact for parents and staff regarding lunch accounts and payments, handle charity donations in line with school procedures, and contribute to a professional front-of-house service when covering reception duties.

JOB RESPONSIBILITIES:

- Manage Stripe registration fees and deposits, ensuring accurate posting, reconciliation, and timely updates across financial systems.
- Monitor staff and student lunch spending, produce detailed monthly reports, and issue daily reminders and payment chasers to maintain sufficient account balances.
- Provide support to parents regarding lunch accounts, promptly resolving queries and payment issues to a high standard of customer service.
- Administer petty cash, maintaining accurate records and ensuring compliance with internal financial controls.
- Process daily Café Card sales and monthly pupil card sales, ensuring correct allocation, reconciliation, and timely system updates.
- Support credit control activities related to fees billing, assisting with payment tracking and follow-up on outstanding balances.
- Reconcile trip payments and receipts, monitor outstanding amounts, and follow up with parents to ensure timely settlement.
- Handle and record charity donations in accordance with school procedures, maintain accurate records, and prepare funds for secure banking.
- Provide reception cover when required, delivering a professional and welcoming front-of-house service while managing enquiries and visitors.
- Maintain accurate filing and archiving of financial records, ensuring information is easily accessible and up to date.
- Respond promptly to finance-related queries from staff, parents, and suppliers, providing clear and professional support.
- Carry out any other responsibilities as commensurate with the role.

PERSON SPECIFICATION

Essential qualifications and experience:

- Able to work independently and collaboratively within a team
- Demonstrates integrity when handling confidential information
- Maintains a professional and approachable demeanor
- Strong numerical ability with high attention to detail
- Well-organised and able to manage time effectively
- Proficient in Microsoft Excel and comfortable using accounting/financial systems

SAFEGUARDING

Leicester Grammar School Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Applicants must undergo safer recruitment checks, including checks with past employers, online searches and the Disclosure and Barring Service (DBS). This role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered “spent”) in order to assess your suitability to work with children.

If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.