



Queen's College, London

Established 1848

Finance and Bursaries Administrator

The Role

Queens College London are seeking a proactive Finance and Bursaries Administrator to support the Finance Department in the day-to-day financial operations of our girl's independent day school. This new role involves assisting with termly fee billing and recharges and credit control as well as being the responsible for the administration of the bursary application and renewal process and tracking scholarships and other fee remissions. The Finance and Bursaries Administrator will also be the point of contact for our hardship funding for parents and students.

This role is a new role of 24 hours a week and can be split over 3 of 4 days all year round (with potential for flexibility over working days and hours).

Reporting to: Finance Manager

Key Responsibilities:

Fee Assistance Administration

- Administer the annual Bursary application and renewal process, sending out emails and information to parents, tracking applications. Chasing up on any delayed applications or reports to ensure our admissions deadlines are met.
- Administer the hardship funding payments and tracking for bursary students. Be the main point of contact for parents and students claiming hardship funds.
- Drafting and sending letters of awards to parents, ensuring acceptances are returned and documented.
- Collaborate with the Admissions team to maintain accurate records of families who are receiving in-year bursaries or support, as well as new joiners receiving bursaries, scholarships and awards using the College's systems and databases.
- Maintain a complete record of all fee remissions, ensuring it is always up to date and can be used for billing purposes.
- Prepare reports on application statistics, awards and other key metrics as required by the Head of Admissions and/or Bursar.

Fees Billing

- Support the Finance Manager with termly recharges and termly fees invoicing.
- Reconcile the recharges balance sheet account ensuring all recharges have been accounted for.
- First line of credit control, reminding parents when amounts were due and making contact as necessary to ensure prompt payments, escalating to the Finance manager when needed.
- Set up new Direct debits in a timely fashion (send out confirmation letters to parents).
- Monitor Parent Pay items to ensure payments are being received in a timely manner, chase parents for overdue payments.

Compliance and Confidentiality

- Ensure all records are accurately maintained in the financial management system.
- Ensure all processes comply with relevant regulations, data protection laws (e.g. GDPR) and College policies.
- Handle sensitive information with the strictest confidentiality and integrity, ensuring compliance with financial regulations.

Other Financial Duties

- Reconcile Petty cash monthly and top up petty cash tins.
- General banking deposits such as charity collections.
- Handle queries from staff, parents, and suppliers regarding financial matters.
- Cover the other finance staff in the event of absence or holiday.
- Any other ad hoc tasks that may be required either routinely or as a one off.

Other Duties

- Undertake additional duties that are commensurate with the role, as reasonably required.

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children

Person Specification

The successful candidate is highly likely to have the following qualifications, skills, and experience:

- Recent experience in a finance or accounting role, ideally within the education sector
- Strong numeracy and attention to detail
- Excellent organisational and time-management skills
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office, particularly Excel
- Knowledge of school accounting software (desirable but not essential)

Terms and Conditions

- Permanent position
- Part-time, 0.6 FTE over 3 - 4 days all year round (potential for flexibility over working days)
- Start date: January 2026 (or as soon as possible)
- The salary for this role is £30,000 – £35,000 (FTE) per annum dependent on qualifications, skills and experience
- Normal working hours: 8.30am to 17.00pm with a half an hour lunch break
- Free lunch in the Dining Hall during term time
- Healthcare insurance (taxable benefit)
- Defined Contribution pension scheme (up to 10% employer contribution)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.