



## **JOB DESCRIPTION**

### **1 JOB DETAILS**

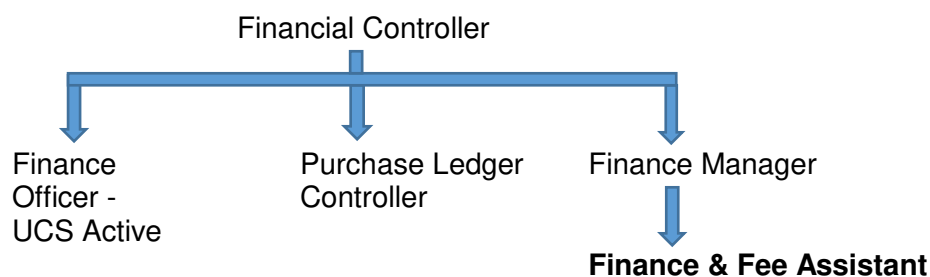
Job Title:	Finance & Fee Assistant
Required:	July 2025
Location:	Frognaal, Hampstead, NW3 6XH
Contract:	Permanent. Full-time (Monday to Friday 8.30am – 4.30pm)

### **2 JOB PURPOSE**

Reporting to the Finance Manager, the Finance & Fee assistant will be responsible for the accounting requirements of our fee receivable function. This role requires a keen eye for detail, strong analytical skills, and the ability to work collaboratively within the finance team.

### **3. DIMENSIONS OF ROLE**

The finance department consists of the following:



## **4 KEY RESPONSIBILITIES**

### **A Key areas include:**

- Ensure all recharges are accurately added to the termly billing cycles.
- Perform daily bank reconciliations for current accounts, as required.
- Follow up and resolve queries from parents and budget holders in a timely and professional manner.
- Reconcile petty cash expenditures on a monthly basis, prepare relevant journal entries for the Finance Manager to import into SAGE, and ensure that cheques are processed for cashing.
- Assist with debtor management by following up on outstanding balances via email and telephone, processing card payments and supporting the Finance Manager with periodic reporting.
- Provide budget holders with regular statements of expenditure and address any related queries.
- Reconcile company Barclaycard transactions monthly against supporting documentation, and prepare corresponding journal entries for import into SAGE.
- Manage the processing of new pupil admissions, including recording registration fees accurately in SAGE.

### **B General Bursary Responsibilities:**

- Set up new parent accounts in the SIMS system, ensuring accurate and up-to-date information is maintained.
- Maintain comprehensive records of parent deposits, including regular reconciliation with accounting records.
- Support teaching staff in the organisation and administration of pupil trips, ensuring all related financial transactions are properly documented.
- Handle general telephone and in-person enquiries from staff and pupils in a courteous and efficient manner.
- Count and bank miscellaneous cash receipts, such as those from Community Action activities and school event ticket sales, ensuring all control procedures are followed.
- Assist the Finance Manager with the preparation of termly management accounts for UCS.
- Support the Financial Controller in preparing statutory accounts for all entities, including collating and submitting documentation required by external auditors.
- Provide cover for fee billing, banking, and general accounting functions, as required.
- Undertake other tasks as needed to ensure the smooth operation of the Bursary, especially as the role evolves to support new activities and responsibilities.

Overall you must ensure that the financial records of the UCS accurately reflect the underlying activities of the businesses and that they are kept up to date.

Other work appropriate to the role as and when required.

## **5 PERSON SPECIFICATION**

The ideal candidate will have previous experience of financial administration, excellent communication and interpersonal skills, a good understanding of using Excel and excellent attention to detail.

## **6. TERMS**

Salary £28,000-34,000 per annum, dependent upon experience. Benefits include 40 days of leave (inclusive of bank holidays and 7 days close down period over Christmas and Easter) and a contributory staff pension scheme. Lunches are provided for free and there is a subsidised gym on site.

UCS is committed to the welfare and safeguarding of children. The successful applicant will be required to undertake an Enhanced check for Regulated Activity from the Disclosure and Barring Service (DBS). This is a requirement as the position is within a school working with children under 18 years of age.