

Role Profile

Role	Cashier / Accounts Administrator	School	United School International
Line Management	N/a	Reporting To	Finance Manager

Role Purpose

Primarily responsible for ensuring accurate receipt of income from parents and other sources into the school, accounting for all income with appropriate supporting weekly reconciliations. You will also hold and control the petty cash and assist with month end processes and general administrative duties, supporting the Finance Manager, Executive Principal and Head of Operations with any additional tasks as required.

Key Accountabilities

1. Manage School Income

- Receive income in all forms (cash / cheques / cards) ensuring amounts match the invoices and the matching receipts are issued with the correct dates with Student Identity numbers written on them.
- Enter receipts in the accounting system each day.
- Ensure that all cash is banked efficiently and that cash holdings do not exceed the amount per the limit written in the Accounting Manual and Insurance policy. This includes banking of Post-dated Cheques on a timely basis.
- Deal with queries from parents resolving any problems or raising them within the department for a solution.
- Update ISAMS with receipt information and dates each day.
- Update the weekly Fees and Debtors report to ensure it matches ISAM student numbers.
- Ensure the weekly report cash in hand matches the monthly takings in the Fees and Debtors report making sure the tuition Fees are recorded separately from the Application and Registrations Fees.
- For month end reporting, these cash taking must match the cash income on the cash flow statement.
- Maintain the prepayments reconciliation schedule each month.

2. Petty Cash

- Maintain the daily petty cash.
- Ensure all items claimed have a legitimate receipt matching the amount claimed.
- Ensure all of the Petty Cash voucher numbers are maintained in numerical order and filed appropriately.
- Ensure every voucher is authorized by the appropriate signatory before any cash is paid out.
- Ensure that the claimant prints their name and signs on the received line when the claim is reimbursed.
- Attach the receipts to the petty cash voucher and file.
- Update the weekly petty cash report.
- Maintain the petty cash balance so as not to run out of cash – making replenishments as and when required by submitting a request to the Senior Accountant.
- Enter all transactions on to the accounting system each day. Do not build up for the week or month end.

3. Accounts Payable:

- When requested, participate in the Accounts payable process including the following tasks:
- Receive orders for school resources and other items ensuring the procedures are followed by use of the requisition form and obtaining the correct authorisations per the accounting manual.
- Raising the Purchase Orders (PO's) in the accounting system.
- Deal with queries from suppliers.

4. Other Tasks:

- Support the Finance Manager as required maintaining control and management of fixed assets.
- Prepare the weekly cash book report.
- Prepare the weekly Fees and Debtors report.
- Assist with other month end processes as required.
- Assist with other administrative tasks as required by senior staff.

The post holder is also expected to carry out any other duties as reasonably requested or required by the Executive Principal to ensure the effective running of the school

Person Specification

Skills, Knowledge, and Experience

- Relevant numeracy qualifications to at least senior school level – additional finance qualifications preferred.
- Previous successful experience within a similar finance role.
- Strong understanding of procedures including reconciliations and knowledge of banking procedures.
- A high degree of computer literacy (particularly Microsoft Office and Excel applications)
- Able to create, edit and manipulate spreadsheets to retrieve and present data from information systems.
- A strong customer service ethos and understanding of confidentiality
- Good organisational skills and the ability to prioritise and manage tasks
- Ability to work as part of a team with minimal supervision and a flexible approach to work.

Competencies

- **Results Orientated:** Ensures activities are successfully delivered within deadlines.
- **Accountable:** Ability to work efficiently and effectively, with a keen eye for detail and accuracy.
- **Competent Communicator:** Good communication and interpersonal skills, both verbal and written.
- **Team Worker:** Ability to work as a strong team member.
- **Resilient:** Ability to keep calm and work under pressure.
- **Able to work flexibly and independently**