



The Mall School

### **School Finance Administrator – Maternity Cover**

Applications are sought from enthusiastic, cheerful and dependable applicants to join the finance and admin team, covering a period of maternity leave.

The Mall School in Twickenham is an independent co-educational school from six months to 11 years. The school is a charitable trust with a board of governors and is a member of the Independent Association of Preparatory Schools. Pupils leave The Mall School at 11 to a range of leading private day and state grammar schools.

The Mall School is based on two sites about a ten minute walk apart. The Nursery at The Mall at 84 Hampton Road for girls and boys, and 185 Hampton Road for boys in Reception and above.

Despite being non-selective at Reception (pupils have to take an assessment if they are joining the school later), The Mall has an impressive academic record achieved through excellent teaching and strong pastoral care. The school has exceptional, purpose-built facilities including a 20 metre indoor swimming pool, 130 seat theatre, design technology workshop, art studio, two science laboratories and sports hall. The Mall offers a broad curriculum including an extensive range of extra-curricular activities. In the last five years more than thirty pupils have been awarded a wide range of academic and non-academic scholarships to their next schools. In January 2022 the school was found to be 'Excellent' for both Pupil Achievement and Personal Development.

The Mall is a friendly and welcoming school which expects the best of its pupils. Relationships between staff and pupils are excellent. Children are keen to learn and to be actively involved in the life of the school. There are many opportunities for pupils and staff to be involved in sport, music, drama, trips and other activities. Further details about the school are available on our website, as is a copy of the last school inspection report.

#### **The Post**

Responsible to the Bursar, we are looking for a proactive, experienced professional to assist in the routine financial and accounting matters within the school. This is a full-time position; 35 hours per week starting as soon as possible once all relevant recruitment checks have been done; and ending no later than January 2026

**The role is temporary, with 6 weeks' holiday (pro-rated), which includes statutory bank holidays.**

## **Responsibilities**

Typical tasks will include but are not limited to:

### **Purchase Ledger management**

- Ensure that the suppliers' database is kept up to date
- Reconcile the purchase ledger at the end of each month and annually, and produce reports for auditors as required
- Process invoices and obtain approval from appropriate budget holder
- Maintain up-to-date invoice records and filing systems
- Process supplier payments

### **Fees**

- Liaise with the Admissions Secretary and add new pupil starters/joiners to the MIS system for billing
- Prepare and process all fee invoices, ensuring that the Billing Ledger is up to date at all times
- Record all deposits paid and registrations received and arrange refunds for leavers, where applicable
- Liaise with nursery manager and reconcile nursery fee income to Family nursery MIS system
- Process bank receipts

### **Payroll**

- Process payroll for all staff on a monthly basis, working closely with the Bursar, and prepare variance lists for the Bursar for approval of monthly salaries.
- Produce all regulatory reporting in respect of payroll and pensions including real time HMRC and pension reporting, P60s, P45s and the Year End Pension Certificate

### **Other**

- Complete relevant census reports, including DFE & Early Years online filing
- Prepare invoices for all pool, theatre and sports hall hires
- Oversee financial aspects of all extra-curricular pupil activities (including trips)
- Deal with petty cash requests from members of staff, making sure the expenditure has been signed off by the relevant budget holder/line manager
- Deal with all banking, including charity collections, fee payments etc.
- Manage the collation of company credit card statements with receipts from authorised users and provide to the bursar for monthly checks
- Prepare bank reconciliations for all school bank accounts

- Liaise with the Mall School Association (parent association) processing payments and allocating funds received
- Maintain the accounting entries in the Nominal Ledger and reconcile creditor accounts
- Administer Early Years Grant for school and nursery – preparation of report to file online and balancing payments and raise invoices for EHCP pupils at various councils
- Account for accruals and prepayments
- Support the Bursar in the preparation of annual budgets and the audited accounts
- Assist in the provision of termly financial reports for the Bursar to submit to Governors
- Archive financial records ensuring that they are securely stored and disposed of according to the legislation and best practice within the GDPR
- Attend training courses as required
- Undertake other reasonable duties as required from time to time
- As part of the Admin team, cooperate with other team members and provide cover/assistance as required

**Hours of work are 8.30 am – 4.30 pm Monday to Friday. Salary will be commensurate with experience.**

The Mall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

**Closing date for applications: Monday 16 June. Interviews to be conducted from Tuesday 17 June. We reserve the right to close this vacancy early if we receive a high volume of suitable applications.**

**To apply please complete application form with a covering letter and email it to the HR & Compliance Manager on [compliance@themallschool.org.uk](mailto:compliance@themallschool.org.uk)**

## FINANCE ADMINISTRATOR PERSON SPECIFICATION

Training and Qualifications		Essential	Desirable
1.	Good basic education to GCSE level, or the equivalent, in English and Maths	✓	
2.	Recognised finance qualification i.e. AAT Technician / early to mid ACCA or CIMA	✓	

Abilities, skills & experience		Essential	Desirable
1.	Knowledge of budgets and internal management accounting systems	✓	
2.	Strong understanding of the administrative processes utilised within a school		✓
3.	Ability to investigate reconciling items and to formulate and implement corrective action	✓	
4.	Knowledge of charity accounting and reporting regulations		✓
5.	Effective use of ICT	✓	
7.	An eye for detail, excellent numeric and literacy skills	✓	
8.	Understanding and commitment to equality of opportunity	✓	
9.	Good knowledge of double entry accounting processes	✓	

Personal Qualities / Attitudes		Essential	Desirable
1.	Reliability and integrity	✓	
2.	A commitment to quality and excellence	✓	
3.	Make an effective contribution to the qualities and aspirations of the school	✓	

4.	Willing and able to adopt a flexible attitude to working hours to deliver the need to cover some evenings and weekends to include open mornings and other school events	✓	
5.	Well-organised, hard-working and efficient	✓	
6.	Sense of humour	✓	
7.	Ability to relate well to children and adults	✓	