



## **Finance Administrator, English Language Centre ([elcbristol.co.uk](http://elcbristol.co.uk))**

**Part-time, Monday to Friday, 22.5 hours per week, 10am-3pm**

*(occasional flexibility is required at peak times)*

**£15,600 per annum (£26,000 pro rata)**

ELC Bristol is a year-round language school providing quality English language education to students from around the world. We are looking for an organised, detail-oriented Finance Administrator to join our team. This role will involve maintaining accurate financial records, ensuring timely communication of receipts and queries, as well as corresponding with agents and students regarding payments. You will also be the point of contact for students in order to proactively manage debt and set up payment plans when necessary. Join us in ensuring the smooth financial operations of the ELC in a fun and supportive work environment.

### **About Us**

Established in 1969, ELC Bristol is a family-run English Language School in Bristol. The school is part of the Clifton College Education Group and our staff and students benefit in many ways from being part of, and having the support of, a bigger organisation and having access to some of the College's wonderful facilities.

ELC Bristol believes that progress in language learning is achieved by creating a stimulating, supportive and active learning environment in which the needs of each individual student can be met. The students are the most important people in the school and every member of staff is here to treat them with the utmost respect and offer them all the support they need. [In the EL Gazette 2023-2024 UK Language Centre Rankings](#), ELC was named as the UK's joint number 1 English language school, based on British Council inspectors' publishable statements.

### **About You**

We are looking for a Finance Administrator to deal with day-to-day finance duties and administration. The successful applicant will ideally have experience of working within a busy, customer-facing environment and have strong planning and organisational skills and excellent communication skills.



## Key Responsibilities

- Maintaining financial records of receipts and payments for ELC by posting the bank daily
- Communicating receipts of deposits or other queried receipts to the Registrar
- Corresponding with agents in a timely manner with respect to commissions owed to them, and any other queries they have
- Acting as a point of contact for students, and corresponding them regarding payments they may owe or have paid
- Proactively chasing debt and setting up and chase student payment plans
- Assisting Registrar with invoicing
- Checking payments to families hosting ELC students and sending to finance for payment
- Raising credit notes as needed for commissions due or refunds on the database
- Updating embassy spreadsheet for payments received
- Keeping the database updated for all financial transactions
- Maintaining petty cash records
- Assisting ELC colleagues with the submission of expenses
- Coordinate purchase orders for credit cards and prepaid cards
- Provide general office support as required – selling social programme tickets

## Required Qualifications, Skills & Experience

### Essential:

- A recognised qualification in Finance / Accounting (a minimum of AAT Level 2 or equivalent)
- Experience maintaining large quantities of data in a fast-moving environment
- Experience of effectively managing supplier relationships
- A sharp attention to detail
- Strong interpersonal skills
- A keenness to provide an excellent customer experience
- Good time management and ability to prioritise and work unsupervised
- A natural curiosity with a proactive approach and the ability to learn and adapt new concepts quickly
- Experience of working with Microsoft Excel

### Desirable:

- Experience in a customer-focussed organisation
- Experience in a similar role
- Experience working within a busy accounting environment





## How we Recruit and our commitment to Safeguarding

Clifton College is committed to Safeguarding and Keeping Children Safe in Education (KCSIE). That's why we apply stringent selection principles to our recruitment. If you're invited to interview, you'll be asked to complete an application form (but it's OK if you want to send us your CV too). Although not all the roles at Clifton College are pupil-facing, we treat all roles as regulated activity. This means we can be safe in the knowledge that we have applied the most stringent recruitment checks to safeguard our pupils.

If you join us, we'll expect you to maintain an up-to-date knowledge of Safeguarding legislation, and our safeguarding policies and procedures. We'll also ask you to maintain an up-to-date knowledge of Equality and Diversity legislation and associated policies, as well as Health & Safety legislation. But don't worry because we'll provide training to do this!

## What's in it for you

£15,600 per annum (£26,000 pro rata) • 26 days annual leave plus bank holidays (pro-rata for part-time roles) • Free Holiday Club • Free lunch • Onsite gym membership with swimming pool • Pension scheme & Life Assurance • Cycle to work scheme • Confidential counselling • Employee Assistance • Opportunities for career development • Pop Up Bicycle Servicing • Wellbeing Week

## How to apply

Please send your CV and a covering email explaining why you are interested in and suitable for the role. If you're invited to interview, we'll ask you to complete an application form which is a key requirement of Safer Recruitment within Keeping Children Safe in Education (KCSIE)

Clifton College are committed to safeguarding and promoting the welfare of children and young people, all staff and volunteers are required to share this commitment. Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening. As a regulated sector we are required to ask for references prior to interview. By applying for this role you are consenting for us to contact your referees. This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.



## **Equal Opportunities & Safeguarding**

Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups. Clifton College is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.