



FINANCE ADMINISTRATOR

Hours: 26-28, Monday to Friday, all year-round

Working pattern: Monday, Thursday & Friday 09:30 -14:30, Tuesday & Wednesday 09:00-16:30. There may be some degree of flexibility to start and finish time.

Contract Type: Permanent

Location: St Gabriels School, Newbury RG20 9BD

Salary: £25,000 - 27,000 FTE

Are you a detail-focused finance professional looking for a role that fits around your life? Come and join our supportive Bursary team in a part-time, permanent position that combines variety, responsibility, and excellent staff benefits.

As a Finance Administrator, you will play a key role in ensuring the smooth running of our school's financial operations. The main focus will be on managing the purchase ledger, but you will also support a range of wider finance activities including daily bank reconciliations, credit card processing, and the preparation of payroll and pension submissions. Working closely with the Finance Manager, you will contribute to maintaining high standards of financial accuracy and compliance while enjoying the variety that comes with being part of a busy, collaborative team.

About you:

You will bring strong organisational skills, excellent attention to detail, and confidence in handling financial processes with accuracy. Experience of working with purchase ledgers and Microsoft Excel is essential, while knowledge of iFinance or previous experience in a school setting would be an advantage. Above all, you will be motivated, adaptable, and ready to contribute positively to a small team environment.

Careers at St Gabriel's:

St Gabriel's is a thriving independent school that values its staff as much as its students. As an employer, we are committed to providing a positive, supportive, and inclusive working environment where people are recognised and rewarded for their contribution. We believe in creating the conditions for colleagues to do their best work, with professional opportunities to grow, family-friendly working arrangements, and a strong sense of community. Our location in Newbury makes the school accessible by good transport links, with the added convenience of free on-site parking. In addition to a competitive salary, staff enjoy a range of benefits including:

- Complementary lunches and refreshments when the kitchens are open (50 weeks a year)
- Concession days including an annual Christmas closure
- A generous, enhanced pension scheme
- Access to an extensive discounts platform
- 24/7 online GP and nurse practitioner support
- Free annual flu jab
- Ultimate Activity Club discounts for children

How to apply

To apply for the role please complete the School's Application form and send this to hr@stgabriels.co.uk

Closing date: 9:00 am on Monday, October 2025.

Applications will be reviewed as they are received and interviews may be arranged before the closing date, so early application is encouraged.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection (Safeguarding) Policy & Safeguarding Guidance at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designed Safeguarding Lead or to the Principal.

