



Fee Cashier

Required for: at the earliest opportunity

Part-Time: 8 hours per week – 52 weeks

Gresham's School is situated in the Georgian town of Holt and sits within 200 acres of glorious countryside. Set in an area of outstanding natural beauty, and with the Norfolk Broads and the North Norfolk Coast just a few miles away.

Gresham's offers a rare opportunity where children can join us at our Nursery and Pre-Prep from the age of two and continue with their education at our Prep and Senior Schools to 18. At Gresham's we recognise that every child has different strengths and talents and we pride ourselves on recruiting staff who can recognise, nurture and help pupils reach their true potential.

We are currently recruiting for a part-time Fee Cashier to join the small team of operational staff within the Finance function who provide a support service to all three schools. Working closely with the Billing Administrator your primary responsibility will be to process bank receipts to pupil fee accounts on the billing accounts system and perform weekly reconciliation of these accounts.

The ideal candidate will be well organised, have excellent numerical skills, a strong attention to detail and good MS Excel skills.

To apply for the role, please visit our website www.greshams.com/Job-opportunities where you will find an application form and recruitment pack. Our recruitment team can also be reached by email at hr@greshams.com or by telephone on 01263 714623

Closing Date: Sunday 27th October 2019

Interviews: Week commencing 4th November 2019

Please note we reserve the right to appoint to the post, prior to the closing date.

www.greshams.com

Gresham's are proud of its exemplary approach to the safeguarding of our children and conduct a robust recruitment process. Applicants are expected to engage fully with the requirements of this process. An offer to join the School is made subject to a satisfactory Enhanced DBS check along with clearance on all other relevant safeguarding and child protection requirements

Registered Charity No : 1105500