

JOB DESCRIPTION



Job Title:	FINANCE & ADMINISTRATION ASSISTANT
Hours and contract:	22.5 hours per week Monday to Friday 8.30am - 1.00pm Term time only including Inset Days (39 weeks per year)
Reporting to:	Office Manager
Job Grade	BG8
Salary	Actual salary £15,966 Full Time Equivalent (FTE) £30,023 (£15.56 per hour)
Purpose of Job	
Finance and Administration Assistant – To provide finance and administrative support for the completion of effective support services in the running of the school.	
Duties and Responsibilities	
<u>FINANCE</u> • Place orders with suppliers as requested. • Process purchase orders on the finance system. • Process purchase invoices on the finance system using correct codes. • Track purchase orders and invoices to ensure that they are processed in a timely manner • Process petty cash claims as required • Reconcile purchasing card statements as required • Manage reconciliation of accounts for schools meals, trips and camps and pursue arrears • Prepare cash for banking • Use computer equipment to amend, manipulate and develop spreadsheets, databases and other applications to produce statistical and financial information and reports for management as required. • Other finance tasks as requested by the School Business Manager • Submit, log and track insurance claims for staff absence • Load payroll data into BCC finance systems • Process payments made through the Arbor system and reconcile with BCC finance systems <u>ADMINISTRATION</u> • Perform reception duties as required • Use computer equipment to amend, manipulate and develop spreadsheets, databases and other applications to produce statistical and financial information and reports for management as required. • Induction processes for Reception and Nursery new starters, ensuring information is accurately recorded and available at all times to relevant staff. This includes checking addresses on the BCC flagging system before home visits. • Checking deliveries against purchase orders. • Prepare, type and distribute routine and more complex correspondence to internal and external stakeholders as required	

SAFEGUARDING

- Work with in the Designated Safeguarding Procedures in the school to ensure that children's safety is maintained and promoted to the highest of standards in all areas of the school's work.
- Being aware of and complying with policies and procedures relating to safeguarding and child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.

GENERAL

- The post holder is expected to comply with the school and Bristol City Council (BCC) codes of conduct and to understand and comply with the school, safeguarding and equal opportunities policies.
- To ensure 'Every Child Matters' and provide effective care, guidance and support.
- Establish effective working relationships with professional colleagues.
- Set a good example to the pupils through your presentation, personal and professional conduct.
- Take responsibility for your own professional development, including knowledge of school policies and procedures.
- Liaise effectively with pupils, parents/carers, staff and other agencies.
- Ensure secure handling of confidential data and information to comply with Bristol City Council and Fair Furlong Primary School policies and the Data Protection Act