



JOB DESCRIPTION

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| Job Title: | Office Group 2 (Finance and Admin Clerk) |
| Job Reference: | SGIA025 |
| School: | Stanley Green Infant Academy |
| Salary Grade: | D |
| Responsible to: | Headteacher |
| Responsible for: | N/A |

Main Job Purposes

To assist the Headteacher and HR & Finance Manager with the financial management of the school and to provide comprehensive general administration support by maintaining accurate financial records and providing basic financial information.

To handle, process and account for invoice processing, administration of nursery places and undertake general administrative tasks with regards to personnel and shorter-term placements.

The following is an outline of the range of duties that can be expected of the Finance and Admin Clerk; it is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school and pupils, which do not change the general character of the job or the level of responsibility entailed.

Main Responsibilities and Duties

- 1) Assist the Finance & HR Manager in managing the school budget.
- 2) Assist in the preparation of financial reports and/or statutory returns for various stakeholders such as the Headteacher, Finance & HR Manager, Trustees, departmental heads, and local government or Department for Education (DfE), if applicable.
- 3) Administer the school's financial management system.
- 4) Assist departmental heads and other delegated budget holders with ordering or management of accounts in relation to policies and procedures.
- 5) Place orders, log and receive deliveries and dispatch to relevant departments.

- 6) Receipt and disposal of cash following the school's policies and procedures.
- 7) Reconciliation of bank and cash accounts.
- 8) Process incoming and outgoing invoices.
- 9) Maintenance of the school's asset register and administration of equipment disposals.
- 10) Work in accordance with the ESFA's and trust's financial and associated policies and procedures.
- 11) Administration of payroll information.
- 12) Administer training to staff and volunteers as directed.
- 13) To ensure the efficient maintenance of all confidential staff records, recording of absences and administration of recruitment documentation.
- 14) Administration of pre-employment checks and maintenance of the school's Single Central Record.
- 15) Maintain ICT equipment log and the issuing of ICT equipment to staff.
- 16) General ICT administration regarding new users, raising issues with ICT support and promotion of ICT management and maintenance.
- 17) Process Nursery applications and ensure allocation of spaces log updated and accurate.
- 18) Provide general welfare support for pupils and administering First Aid when appropriate, notify parents of any medical problems and accidents.
- 19) To undertake relevant training as requirement of the post.
- 20) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 21) Comply with all decisions, policies and standing orders of the school and DfE comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 22) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Supervision and Management of People

- 1) Minimal or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Knowledge and Skills

- 1) Knowledge and experience of supporting the management of budgets and business planning.
- 2) Good level of knowledge of computer applications including Office365, Outlook, Teams, Word, Excel, PowerPoint, and financial management systems or the ability to learn such specific systems.
- 3) Good level of organisational and interpersonal skills.
- 4) Good level of numeracy, literacy and analytical skills.

Creativity and Innovation

- 1) Design of spreadsheets and other documents to record and analyse data. Ability to prepare presentations and reports on the school's financial matters.
- 2) Assist with the writing of specifications and tenders.

Contacts and Relationships

- 1) Likely to include pupils, staff, trustees, members, parents, employees of BCP Council and external agencies including suppliers and contractors. Provision of readily available information, assistance, or advice; occasionally the post holder will need to deal with issues where the outcome may not be straightforward.

Decisions

- 1) Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

Resources

- 1) The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data.
- 2) The post holder will be responsible for the accurate handling and security of cash and cheques and other financial resources.

Work Environment

- 1) Work is subject to changing deadlines, problems and circumstances.
- 2) Work requires normal physical effort and is performed in a normal office environment.
- 3) May involve some contact with difficult-to-manage pupils, parents/carers and visitors.

Prepared by: Human Resources
Date: April 2024

PERSON SPECIFICATION

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| ATTRIBUTES | CRITERIA | METHOD OF ASSESSMENT |
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| Experience | <ul style="list-style-type: none"> • Administrative Experience • General financial systems and budgetary experience | Application form Interview References |
| Qualifications & Training | <ul style="list-style-type: none"> • 5 GCSE's with a minimum Grade 4 (or C) or above in English and Mathematics, or equivalent qualifications or relevant experience | Application form Certificates Interview |
| Aptitudes & Abilities | <ul style="list-style-type: none"> • Good ICT skills • High level of accuracy and attention to detail • Ability to assimilate information • Good organisational and communication skills • Ability to work under own initiative • Good numeracy and analytical skills • Be able to follow established office systems • Ability to handle confidential information with discretion • Able to listen and respond appropriately to children, parents, staff and visitors. • Ability to identify and recommend options for consideration but ultimately will not be responsible for the decision to implement changes to procedures. | Application form Interview References Practical testing |
| Knowledge | <ul style="list-style-type: none"> • Knowledge of financial management systems or ability to learn. • Knowledge of Microsoft Office suite • Competent in data entry/analysis and reporting requirements • Knowledge of school's behaviour and management policy and procedures | Application form Interview References |

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| | <ul style="list-style-type: none"> • Knowledge of school's fire and emergency procedures • Knowledge of Child Safeguarding procedures | |
| Attitude / Motivation | <ul style="list-style-type: none"> • Self motivated • A cheerful and positive disposition • Ability to work effectively with others • Team player • Good analytical and interpersonal skills | Application form Interview References |
| Other Factors | <ul style="list-style-type: none"> • Ability to manage and prioritise a busy workload • Able to deliver work with clearly defined deadlines • Willingness to undertake a variety of administrative tasks with accuracy • Commitment to Equal Opportunities • Enhanced DBS check | Application form Interview References DBS process |