



ST. EDWARD'S ROYAL FREE ECUMENICAL MIDDLE SCHOOL

LEARNING TOGETHER IN CHRIST

SERVICE EXCELLENCE RESPECT FAITH

JOB DESCRIPTION – Finance Administration Manager

Each member of staff at our school accepts responsibility for promoting and safeguarding the welfare of pupils in the school at all times.

MAIN PURPOSE

- To provide efficient management of school finances, personnel and other administrative functions determined by the Business Manager.
- To manage the school private fund and liaise with appropriate officers.
- Produce monthly budget reports highlighting any discrepancies or over/under spends
- To support the work of the Headteacher and the Senior Leadership Team.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

AREAS OF RESPONSIBILITY AND KEY TASKS

Financial management

- Be responsible for the effective management of the school's private fund, including responsibility for compliance with financial regulations, including keeping records, accounts and making arrangements for the private fund to be audited.
- Undertake a range of financial support activities including the processing of purchase orders and invoices on FMS, the school's Cash Office Systems (Tucasi), banking all monies etc.
- Prepare reports of spending for budget holders including identifying areas of concern.
- Manage all the administration processes relating to school trips including associated financial activities, record keeping, insurance, off site activity processes etc.
- Support trip leaders by ensuring all necessary information and documentation is completed by the required deadline and complies with the school's policy for off-site trips.
- Oversee and ensure an inventory of all school equipment is maintained, regularly reviewed and updated.
- Manage the school's lettings, ensuring all documentation is in place including safeguarding policies, insurances and compliance with the school's lettings policy. Ensure that invoices are raised and monitored for receipt of payment.
- To deal with a range of queries and be a point of contact for parents, children, staff and visitors and project a strong customer focused image.

- Develop and manage various databases using SIMS and other computerised systems as appropriate.

HR

- Oversee the absence monitoring and reporting for all staff.
- Monitor trigger points in line with managing absence policy and refer to the relevant manager for action.
- Ensure the schools absence records are maintained and accurate.

Other Responsibilities

- Comply with and assist in the development of policies and procedures relating to child protection, security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- Respond politely, warmly and efficiently to callers in person and on the phone.
- Contribute to the development and implementation of the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training opportunities and professional development as required.