

JOB DESCRIPTION

Finance Administrator

Post Title:	Finance Administrator
Post Location:	<i>Either QEII or College Park as needed</i>
Contract Type:	Permanent
Hours/Weeks:	36 hours per week/ TTO+ 3 weeks
Salary:	<i>Band 2 Step 5-7 (Pro rata)</i>
Reporting To:	Federation Senior Finance Officer and Headteacher
Responsible For:	This role has no line-management responsibilities

About the Role

Purpose of the Role	<ul style="list-style-type: none"> At the direction of the Federation Senior Finance Officer (SFO) to assist in the provision of a comprehensive finance service for the school/service within you are based by undertaking a range of finance and administrative support functions. This may also include undertaking a range of facilities administrative support functions to support the operation of the school/service within you are based. To operate within the financial guidelines set out in the Federation's Standards of Financial Management (SFM).
Key Area	Roles/Responsibility
<p>Main Responsibilities <i>Carry out all duties and responsibilities in accordance with FWSS policies and procedures</i></p>	<p>Finance <u>Finance and Administrative Tasks</u></p> <ul style="list-style-type: none"> Assisting in the continued maintenance of the school's financial systems, ensuring that relevant documentation is kept up-to-date and relevant. Supporting the SFO in maintaining a realistic and balanced budget for school activity. Using the agreed budget to monitor and control performance to achieve value for money. Having an overall awareness of the need to match spending to Budget, alerting SFO to potential overspending. Providing on-going monthly budgetary information to the relevant people. Balance and enter credit card expenses monthly, ensuring spend is within credit limit and timely payment made. (Obtaining all necessary paperwork from cardholders). Assist the SFO in the preparation of Monthly and End of Year reconciliations. According to the agreed schedule set by the LA. Prepare and process monthly VAT return to local authority by email, to required specifications and deadlines, copy in SFO after sign off and save in VAT folder. Preparation of weekly BACS payment runs for the school/service, ensuring we maximise creditor payment terms. Assist in the completion of year end documentation and audit file as required by the SFO.

	<ul style="list-style-type: none"> • Liaise with internal and external Auditors throughout the audit process, and ensure documentation is made available as requested. • Maintaining and following up on contracts associated with the school. • File, upload, maintain and archive all financial data processed for easy retrieval. • Supporting the school to meet SFVS standards, the school’s own scheme of delegation and LA financial procedures. <p><u>Purchasing of Goods and Services</u></p> <ul style="list-style-type: none"> • Ensure all goods ordered have been delivered, before goods receipting and processing subsequent invoices on FMS. • Raise purchase orders and process orders for supplies and services as required. Matching Delivery Notes to Invoices, as needed. • Processing of all invoices and credit notes into FMS for each school/service and ensuring the correct authorisations are obtained before payment is prepared. • Investigate queries relating to invoices/orders and resolve them, to enable timely payment. <p><u>Processing of Payments and Invoices Received</u></p> <ul style="list-style-type: none"> • Overseeing requests from staff for advances/reimbursements and the distribution of cash. • Ensuring that efficient and safe procedures are maintained by all staff concerning collection, security and distribution of cash. • Administration of any Dinner monies, ensuring it is stored in the safe and banked weekly. • Preparing all Income invoices, as directed by the SFO, and sending out to clients. • Chasing all outstanding debts from lettings and Out of Borough funding. • Ensure correct coding is carried out in accordance with the Consistent Financial reporting framework. • Managing EVERY (or similar software) and ensuring it is updated regularly as invoices come in and alerting the necessary staff members, when contracts are due for renewal or routine maintenance is required, across all sites. • Setting up new supplier accounts and maintaining existing account details within the school’s accounting system. • Reconciliation of supplier statements, obtaining copy invoices or other correspondence from the supplier as required. • Specific to QEII post: Ensure Bi-Borough invoices and employee expenses are processed and paid in a timely manner. Liaising with the Head of BIS on preparing for funding each academic year, as needed. <p>Facilities</p> <ul style="list-style-type: none"> • To liaise with the appropriate staff in preparing and updating risk assessments for the school premises. • Working collaboratively with the Site Manager by monitoring contracts and contractors. • To work collaboratively with the Headteacher and SFO on suggested improvements to the general school environment and work with the Site Manager to maintain the productivity of site management. • Ensuring the facilities and estate work is linked to the financial planning systems and cycle. • Oversee school insurance policies and make relevant claims. • To ensure that the school building is a safe environment for children, young people, staff and visitors.
<p>Core Purpose and Responsibilities Person spec?</p>	<ul style="list-style-type: none"> • To undertake the day-to-day administration of the school’s financial systems and assist in the management of finance within the Federation.

	<ul style="list-style-type: none"> • Assist the Headteacher/HoS/SFO in ensuring that financial and statutory regulations and procedures are adhered to, as per the Federation SFM. • Fulfil their professional responsibilities with honesty, integrity and objectivity, working within the limits of their professional competence. • Have proper and professional regard for the ethos, policies and practices of the schools in which they work. • Ensure a professional relationship is maintained at all times with all colleagues, BIS and WCC. With a customer service approach to all suppliers and staff members, alike. • Treat pupils, parents and carers, governors, community, and staff members with dignity; building relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position. • Maintain the confidentiality of data and information. • Contribute to and model the vision values, moral purpose, learning styles, leadership styles and ethos of the Federation. • Collaborating with your colleagues on federation contracts. • Supporting the SFO in all aspects of their role.
Review of job description	This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definitions of the post and the post holder may be required to undertake additional duties on an as need basis.

Person Specification		
Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Educated to at least GCSE level (5 GCSEs including Maths and English) or equivalent • Evidence of recent relevant CPD 	<ul style="list-style-type: none"> • Diploma or equivalent related professional qualification (e.g. AAT, ACCA, etc)
Experience	<ul style="list-style-type: none"> • Previous financial experience including; interpreting budgets, financial reporting and processing • Experience of setting up and maintaining financial spreadsheets to a high standard • Excellent team working skills and proven experience of working well in a team. • Ability to communicate effectively with all members of the multi-disciplinary team at work. 	<ul style="list-style-type: none"> • Working within an office in an educational environment
Professional Knowledge	<ul style="list-style-type: none"> • Ability to accurately manage a small budget (petty cash and school fund) 	
Professional Skills	<ul style="list-style-type: none"> • Good knowledge and understanding of basic accounting processes and procedures. • Excellent organisational, interpersonal and time management skills. • Ability to use, to a good standard, a range of ICT packages including, Microsoft Excel and Word. • Ability to work under pressure and meet deadlines. 	<ul style="list-style-type: none"> • Strong attention to detail and able to produce work with a high level of accuracy. • Good knowledge and experience of facilities and Health and Safety in the workplace.

	<ul style="list-style-type: none"> • Ability to work independently, make informed decisions and demonstrate initiative. • Previous experience of EVERY 	
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Safeguarding

The Federation of Westminster Special Schools is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full recruitment checks, including an enhanced DBS check and barring service check. We also undertake an online search as part of our due diligence.

Equal Opportunities

The Federation of Westminster Special Schools is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age as applications are treated on merit. This includes applications from individuals who request alternate working arrangements such as part-time.