

POST TITLE:	FINANCE ADMINISTRATOR
HOURS WORKED	25
ANNUAL:	38 WEEKS plus 5 professional days
RESPONSIBLE TO	HEADTEACHER

PURPOSE OF THE JOB

To support the Academy in attaining its aims and objectives by providing an effective administrative service within the establishment both within office and finance functions. This will involve assisting the Headteacher to ensure that finance and office functions are up to date and accurate and comply with relevant legislation, regulations and policy.

MAIN RESPONSIBILITIES: Finance- all tasks are including but not limited to:

- Processing and payment of orders and invoices etc in accordance with school financial regulations
- Upkeeping of filing and ordering system paperwork from suppliers
- Administration of MIS and finance technology systems
- Production of spreadsheets and reports as requested by senior staff
- Maintain financial records that are secure, up to date and compliant with all statutory requirements, financial procedures and standing orders
- Place and process orders as required
- Checking and distributing deliveries on arrival, in collaboration with the Site Manager
- Ensure the efficient administration of the WisePay system to include pupil numbers and accounting all monies for banking
- Keeping free school meals data up to date
- Keep the assets register up to date at all times
- Banking of all funds
- Be familiar with the SAGE package to manage invoices.
- Counting and banking monies from school/ fundraising events.
- To support the Headteacher in fulfilling all financial requirements as required
- All staff are responsible for the tidiness and organisation of an efficient office
- Check off deliveries
- Administer School bank accounts as necessary

## Other Tasks:

### 1. DBS Administration:

- Produce up to date guidance to Parent Helpers/new employees on the requirements for DBS processing.
- Process DBS applications with school HR Provider and the Barring Service, as necessary
- Maintain, Single Central Record
- Update CCC EVOLVE system

### 2. Administration of 30 Hours Funding

- Run checks on pupil entitlement codes to ensure eligibility
- Collate information provided by parents and Kids Club
- Produce accurate information regarding funds received for funded hours
- Adhere to deadlines in order to ensure funding is received on time
- Liaise with Kids Club to enable to secure information

To carry out any other duties relevant to the post and required, as directed by the Headteacher

Crosshall Infant school and Crosshall Children's Centre are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### JOB DESCRIPTION

NAME: Debbie Tugwell

ROLES: Finance Administrator

This is your completed job description. Please read it. If it is a fair reflection of your work in school please sign it and return it to the office. If it needs editing/updating please discuss it with Team Leader.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_ 2015

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_ 2016

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_ 2017

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_ 2018

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_ 2019