



Felpham Community College

Job Description

Finance Administrator

Core purpose:	To provide administrative support to the finance office and other parts of the school as required. Work with the school receptionist to ensure the smooth and professional running of the school reception providing a high-quality service to parents, staff, students and visitors. Follow school policies and procedures.
Reporting to:	School Business Manager
Hours	25 hrs per week Monday to Friday (flexibility on hours, but must cover the period between 12 and 1.30pm) Term Time Only not including INSET days.
Grade	4 (SCP 5 – 6)
Grievance Officer	Headteacher

Responsibilities:

Provide administrative support to the finance office and other parts of the school as required.

Ordering and finance

- Administer purchase requests in the school by raising and tracking official purchase orders. Ensuring that correct cost centre and general ledger are used as far as possible.
- Checking deliveries and ensuring that they are distributed in a timely manner.
- Ensure that valuable items are flagged to be recorded on the school's asset register.
- Liaising with budget holders and undertaking market research to identify suppliers to source the best product at the best price.
- Communicating with new suppliers to obtain their company and bank details and checking these with Companies House and online bank account checker.
- Negotiating to get best deal possible from new and existing suppliers, ensuring the school obtains best value for money when purchasing.
- Investigating and resolving all relevant issues and problems associated with deliveries of goods and services.



- Keeping copies of invoices and receipts for purchases on the school's credit card and reconciling these with the monthly statements. Submitting reconciliation to finance for review and approval by the SBM and Headteacher.
- Receiving invoices and submitting them for approval via the Invoice Authorisation form.
- Checking authorised invoices and entering them on the school's financial management system (i.e. Bromcom)
- Review and approve claims for midday meal supervision duties.
- Issue cashless catering and access cards to students, staff and sixth form students.
- Deal with student queries regarding their cashless catering account.
- Provide administration support to the finance officer responsible for educational visits.
- Assisting with the annual registration of the new intake students;
- Access Control System; provide administrator support for the school's access control system including the issuing of new and replacement access card to staff, sixth form students and other nominated people.

Reception

Provide cover for reception at break and lunch and in the absence of the receptionist

- Answering the telephone
- Monitoring and activating the automated pedestrian and vehicular access gates; receiving visitors, ensuring the signing-in and safeguarding procedure is followed and deal with members of the public;
- In the absence of the receptionist, supervise the reception students on duty each day, organise notes and reminders to be sent to students on behalf of staff and organise work for students in Inclusion or Reset and The Bright Hub.

Provide a flexible resource by contributing to and assisting with any other tasks required under the direction and guidance of the Senior Leadership Team (SLT).

Any other administrative task that are appropriate for this post including following emergency evacuation procedures with respect to the school's fire alarm.

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| <ol style="list-style-type: none">1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.3. Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Criminal Records Bureau before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.4. Every member of staff has a responsibility to safeguard and promote the welfare of children.5. There is a regular and intrinsic requirement to communicate with members of the public. |
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Person Specification – Administration (Finance) Assistant

Essential	Desirable
Professional appearance, conduct and demeanour.	- Experience of financial administration - Working in a school office environment. - Experience of working in a reception environment.
- Excellent communication skills and the ability to handle confidential issues sensitively. - Ability to work in a busy office environment and take initiative to develop a flexible approach. - Demonstrate tact, diplomacy and sensitivity when dealing with challenging situations. - Excellent organisational and administrative skills, and the ability to prioritise workload and meet deadlines.	- Current DBS Enhanced Disclosure. - First Aid qualification.
Experience of working with and using office administration systems (e.g. outlook, excel & word etc).	Experience of using Microsoft 365 (previously known as Office 365).
Proven record of attendance and punctuality.	



Further Information

Probationary period	A formal probationary period of six months is a condition of service for all new staff that do not have previous, relevant, continuous service. The induction programme must be completed within this period.
Notice period	During the six months probationary period - one week, four weeks thereafter.
Salary	Paid on 24 th of every month into a bank account.
Increments	All increments are subject to satisfactory performance. If starting between 1st April and 30th September, the increment will be on 1st April the following year. If starting between 1st October and 31st March the increment will be 6 calendar months after the date of commencement and then 1st April until the top of the scale is reached.
Pension	Staff are automatically entered into the Local Government Pension Scheme unless they elect to opt out. The school contributes to this scheme but not to private pension schemes.
Other details	All offers of employment are subject to references that are satisfactory to the school, and also to medical, police and other clearances we are required to make as an educational establishment. Proofs of identify will also be required from the successful applicant. The school will need to see the originals of relevant qualifications quoted on your application form. If the name on these certificates is not the name you now have, we would then need to see the document proving the name change, i.e. marriage certificate or deed poll certificate. Photocopies of proof of identity and qualification certificates will be taken as proof that these have been checked and verified.