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| Job Description | | | | | | |
| This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment. | | | | | | |
| Post Title | | | Finance Administrator | | Post No |  |
| Salary Band/Range | | | Band C £25,992 - £28,624 (actual salary £8,993 - £9,903 for term time) | | | |
| Responsible to | | | Office Manager & PA to the Headteacher | | | |
| Location | | | Hazel Oak School | | | |
| Contract | | | Permanent, Term Time Only (39 weeks) | | | |
| DBS check | | | Enhance DBS with Barred List Check | | | |
| Fluency Duty | | | |  | | --- | | This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers. | | | | |
| 1 . | | Job Purpose and Summary of the Role | | | | |
|  | | To provide efficient and effective transactional support to Hazel Oak School, ensuring the accurate and timely processing of financial transactions while delivering excellent service to suppliers, staff, and students.  The Finance Administrator is responsible for providing essential transactional support to Hazel Oak School. This involves processing regular and ad hoc financial transactions, ensuring they are completed accurately and on time within the financial system. The role also includes responding promptly and professionally to queries from suppliers, staff, and students, ensuring excellent customer service. Attention to detail and a commitment to maintaining the accuracy and timeliness of financial records are key aspects of this role, contributing to the smooth operation of the organization’s financial processes. | | | | |
| 2. | | Key Responsibilities | | | | |
| 2.1 | | Main Duties | | | | |
| Transaction Processing:   * Process regular and ad hoc financial transactions within the organization's financial system, ensuring accuracy and compliance with financial policies and procedures. * Review and verify transaction details to maintain data integrity.   Query Management:   * Respond to queries from suppliers, staff, and students in a professional, courteous, and timely manner. * Resolve issues efficiently, escalating complex queries to the appropriate team members or management when necessary.   Support for Financial Accuracy:   * Ensure all transactions are recorded and processed promptly to maintain the accuracy of financial records. * Identify and correct discrepancies in financial data to support accurate reporting.   Collaboration and Teamwork:   * Work collaboratively with the administrative team, Office Manager and Business Manager to support overall department objectives. * Provide assistance during audits or financial reviews by supplying requested documentation or information.   Compliance and Best Practices:   * Adhere to organizational policies, financial regulations, and best practices in all aspects of the role. * Stay updated on any changes in financial processes or systems to ensure compliance.   This is not intended to be a complete and exhaustive list of all duties and responsibilities attached to the post | | | | | | |
| 2.2 | People | | | | | |
| Create a team culture within the administration team, liaising with the Office Manager and other team members on a regular basis. | | | | | | |
| 2.3 | Safeguarding | | | | | |
| School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom they are responsible or come into contact with. | | | | | | |
| 2.4 | Financial | | | | | |
| Liaise with the Office Manager and Business Manager with regard to policies and financial practices in targeted areas of responsibility.   * To comply with the Local Authorities Scheme for the Financing of Schools. * To comply with the recommendations made by Audit. | | | | | | |
| 2.5 | Buildings & Equipment | | | | | |
| To ensure safe and proper use of equipment. | | | | | | |
| 2.6 | Health & Safety | | | | | |
| Health and safety laws require all employees to help the School maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the School, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.  All duties and responsibilities must be carried out in line with the School’s Health and Safety Policy and any local safety procedures. | | | | | | |
| 2.7 | Policies and Procedures | | | | | |
| As an employee of the School, the post holder will be expected to manage information in accordance with School policies. The postholder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection legislation and guidance | | | | | | |
| 3. | Other Conditions | | | | | |
|  | Enhanced DBS clearance is required for this post | | | | | |
| 3.1 | Mobility | | | | | |
| Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required | | | | | | |
| 3.2 | Equal Opportunities | | | | | |
| School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect. | | | | | | |
| 3.3 | Variations to Job Descriptions | | | | | |
| Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements. | | | | | | |
| 3.4 | Training and Development | | | | | |
| The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs. | | | | | | |
| 3.6 | Solihull Behavioural Framework | | | | | |
| The School expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework | | | | | | |
| Compiled/Reviewed by: | | | | Ellen Barrett | | |
| Date: | | | | January 2025 | | |

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| A close-up of a sign  AI-generated content may be incorrect.Person Specification  Finance Administrator | | | | | | | | |
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|  | |  | **Essential Criteria** | | **Desirable Criteria** | | **Measured By** | |
| Education &  Qualifications | |  | GCSE Grade A-C English and Maths or equivalent | | NVQ Level 3 in administration or equivalent  AAT | | Application form | |
| Skills &  Abilities | | Ability to identify issues and follow appropriate processes to resolve them. | | |  | | Task/  Interview | |
| Good communication and interpersonal skills | | |  | | Interview | |
| Able to prioritise work and manage your own time effectively | | |  | | Task/Interview | |
| Strong attention to details with the ability to maintain accuracy in a fast-paced environment | | |  | | Task | |
| A team player willing to provide support to colleagues and overall team objectives | | |  | | Interview/Application form | |
| Proficiency in financial systems and software, with the ability to quickly learn new tools. | | |  | | Interview | |
| Ability to be accountable for own work and follow through on actions. | | |  | | Application Form | |
|  | | An understanding of how to appropriately handle and store sensitive and confidential information with due regard for Data Protection legislation | | |  | | Interview | |
| Experience &  Knowledge | | | Experience in a finance administration role  Strong knowledge and experience of Microsoft applications  Experience of Oracle or other financial transaction processing systems | | Experience of Oracle or other financial transaction processing systems | | Application form/ Interview | |
| Core Qualities | | | Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity. | |  | | Interview | |
| Communication: shares and listens to information, opinions and ideas, using a range of effective approaches. | |  | | Interview | |
| Self-Awareness: learns continuously and effectively adapts behaviour in response to feedback. | |  | | Interview | |
| Service Delivery: understands customer needs and responds appropriately and demonstrates continuous improvement. | |  | | Interview | |
| Other  Requirements | | | Willingness to learn.  Positive attitude and willingness to be flexible | |  | | Interview/ References | |
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| Compiled/Reviewed by: Ellen Barrett, Business Manager | | | | |  | |  | |
| Date: January 2025 | | | | |  | |  | |