



## Job Description and Person Specification for Finance Administrator

**Post Held:** Finance Administrator

**Responsible to:** Finance Manager

**Liaises with:** Office Team, ELT, SLT, Pre-school, Wraparound Team

**Hours of Work:** Monday to Wednesday 8am to 4:30pm, Thursday/Friday 8am to 1pm but can be flexible to suit candidate

**Salary:** Bucks Pay 2 £25,625 - £27,770; FTE (Actual Salary £19,924 - £21,592)

### Job Purpose

- To Provide an effective and efficient Finance service to the School

### Finance

To support the Finance Manager with elements of Finance by;

- Processing Financial documentation and systems in accordance with the Financial Policies Manual, under the guidance of the Finance Manager, including invoice processing and payment proposals
- Maintaining and developing efficient Financial Information systems, offering a consistent service in relation to key information and performance indicators including accurate inputting to relevant databases
- Actively contributing to the SAP and Arbor financial systems, acting as cost centre administrator where appropriate and managing and monitoring procurement and invoicing activities for the service
- Setting up, gathering, collating and chasing up payment and information regarding pupil trip money and WH Trust applications and alerting the Finance Manager of financial implications
- To Manage Childcare vouchers linked to the Wraparound Club and Pre-School and liaise with the respective lead for that area
- To process cheques in accordance with the School Fund and Finance Manager guidance
- To Assist the Finance Manager with Financial Queries
- To submit overtime requests and staff expenses to County in accordance with monthly deadlines
- To process enter, where necessary, Purchase orders through the DocuSign system and place orders with suppliers as and when necessary
- To Submit weekly hours worked for all Supply/Agency personnel
- To Raise invoices as and when necessary for all recharges to other schools and organisations
- To input Wraparound Sessions onto the Financial system and monitor payments received
- Monitor and recover outstanding debts when necessary

### Pre-School

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- To oversee the process for checking and applying for EYPP eligibility
- Prepare termly invoices and ensuring they are paid inline with our payment policy, including Pre-School and lunch club
- Prepare funding claims and liaising with the Local Authority, including manual adjustments to childcare vouchers and chasing late payments (Jan, Feb, Apr, June, Sep, Nov), including checking eligibility funding for 30 hours claims and working parents for 2 years and over claims and report any changes for funding to County

### **General requirements of all Office Staff**

All members of the Office Staff are responsible for dedicating themselves to provide an efficient, confidential, cooperative and friendly service to all sections of the school.

This requires the Office Staff to accept a commitment to combine their functions, often in adhoc ways, to everyone's mutual advantage. Such sharing of roles will occur, typically, when the telephone is busy and when visitors or deliveries arrive. Role sharing and mutual help are required at very busy times, such as the beginning and end of the school day. The responsibilities may include in the absence of the receptionist:

- Providing a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner
- Answering the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate
- Management of information received in the office
- Monitoring and replying to emails
- Ensuring that telephone calls are dealt with in a timely and efficient manner
- Control of access to the School premises and into the School Office
- Responding to Adhoc requests from staff for reports and assistance
- Maintaining efficient filing of information in hard or electronic copy

### **Other**

- To Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Finance Manager
- To comply with individual responsibilities, in accordance with the role, for Health and safety in the workplace
- Ensure all information is treated confidentially and have absolute discretion at all times
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive or exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.

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**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to at least NVQ level 3</li> <li>• GCSE Mathematics and English or equivalent</li> </ul>	
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a Finance environment</li> <li>• Good time management and organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using electronic data entry systems</li> </ul>
<b>Management Skills</b>	<ul style="list-style-type: none"> <li>• The ability to work on their own initiative</li> <li>• Effective communicator to children and adults</li> <li>• Ability to demonstrate a good basic literacy, numeracy and ICT skills</li> <li>• Team player</li> <li>• Adaptable, flexible and solution-driven</li> <li>• Enthusiastic, positive, committed and hardworking</li> <li>• Confidentiality</li> <li>• Good oral and written communications skills</li> </ul>	
<b>Professional Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• Ability to plan, organise and prioritise to meet deadlines</li> <li>• Ability to use own initiative and take action accordingly</li> <li>• Excellent attention to detail</li> <li>• A good understanding of Excel and Word</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> </ul>	<ul style="list-style-type: none"> <li>• A primary school philosophy that values the whole child</li> </ul>

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