

Finance and Admin Officer

Setting: Moorland Federation, based at All Saints CoE School, Dulverton

Accountable To: Federation Business Managers

Main Purpose:

- To support the Federation Senior Leadership team, providing efficient financial and administrative assistance, ensuring effective financial and administrative systems are established and maintained.

Roles and Responsibilities:

Roles and responsibilities will include, but are not limited to, the following and may be altered at the request of the Business Managers:

- To support the admin teams with the data and administration systems within the Federation (SIMs/FMS/Bromcom) ensuring compliance with statutory regulations and deadlines.
- To support the admin teams with the financial and administrative functions within the Federation.
- To assist in the management of all financial resources of the Federation.
- To be a high level administrative resource, advising on personnel and procurement, coordinating and monitoring all contracts.

Finance and Procurement:

- To assist in the preparation, planning and setting of annual budgets and to ensure that budgets are administered and monitored in accordance with the needs of the Federation. This will include closing the annual budget accounts, reconciling monthly and final accounts in line with consistent financial reporting.
- To ensure that the Federation makes the best possible use of the resources available.
- To assist with maintaining budgets and bank accounts.
- To ensure that adequate accounting and other financial systems are in place and correctly operated, including systems for the payment of invoices and for monthly reconciliations.
- To ensure that efficient arrangements are in place for the collection and banking of monies, including payments for school lunches, trips and clubs. This will require liaising with outside agencies and parents/carers regarding financial matters.
- To contribute to reporting for Governors' meetings, advising on financial matters as required.
- To support the preparation of evidence of our practice to governors in line with the 'School Financial Value Standard.'

Administrative and Secretarial:

- To deal diplomatically with telephone enquiries and visitors to the Federation.
- To ensure an efficient paper trail is kept of all relevant documents as appropriate.
- To assist with managing admissions procedures for the Federation.

- To work with the Clerk to Governors, supporting on Governor responsibilities.
- To oversee GDPR compliance for the Federation, including the management of FOI and SAR requests.

Pupil Data:

- To support the admin team with the administration of pupil absences, following policy procedures.
- To be responsible for all statutory data returns such as collection returns, School Census, roll figures, absence returns and to ensure that statutory forms are completed and returned by the appropriate deadline to the relevant authorities.
- To assist with the management of pupil data by ensuring that all required pupil data is up to date and accurate i.e. ethnicity codes, SEN status, entitlements and to issue UPNs.

Personnel:

- In conjunction with the shared service team, manage advertising of vacancies and to be responsible for the recruitment process, including ensuring that all associated administration is carried out for new and existing staff.
- To instigate sickness management procedures, by monitoring sick leave, identifying sickness management issues and raising these with the Business Managers.
- To monitor supply cover across the Federation.

Training:

- Attend courses as required enhancing the knowledge, understanding and skills to improve the level and quality of support given to pupils and staff.
- Attend statutory training courses as required for the post, ie; Safeguarding and Child Protection, Prevent, FGM and First Aid.

Safeguarding:

- Recognise the moral and statutory responsibility to safeguard and promote the welfare of children
- Provide a welcoming and safe environment where children are valued and respected
- Be alert to the signs of abuse and neglect and follow our procedures and policies to ensure children receive effective support, protection and guidance

We have agreed that this Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: _____ **Date:** _____

Line Manager: _____ **Date:** _____