



JOB DESCRIPTION

JOB DESCRIPTION:	Finance and Admin Officer
RESPONSIBLE TO:	Chief Finance Officer/Headteacher
JOB PURPOSE:	<p>Finance and Admin Officer is responsible for managing the strategy and operation of the business functions of our school, including financial management, compliance and administration.</p> <p>They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.</p>
LIAISING WITH:	Headteacher, Senior Leadership Team, Pupils/Students, Teachers, Support Staff, Parents/Carers, external agencies, members of the community and visitors to the school.
SALARY SCALE:	Quest Grade G (25-30) Pro rata (subject to experience and proven track record)
DBS DISCLOSURE LEVEL	Enhanced
WORKING PATTERN	37 hours per week, term time plus 2 weeks

Duties and Responsibilities

Leadership and Strategy

- Be responsible for line-managing administration staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development.
- Under the direction of the CFO, lead on financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.
- Take all decisions in line with the vision and values of the Trust and school, and encourage others to do the same.
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents.
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing.
- Support leadership team meetings and report where appropriate.

Financial Management and Fundraising

- In partnership with the Headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- Support budget preparation and submit to CFO.
- Monitor the budget all year round, advising the Headteacher and CFO where revisions or changes are needed.
- Support the CFO and Trust Business Manager to forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions.
- Comply with financial reporting requirements and submit statutory returns including 16-19 funding, NTP spend.
- Oversee day-to-day finances, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan.

Find and apply for grants

- Support procurement processes under the direction of the CFO, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate.

Administration

- Support the Trust payroll provision by collating and submitting timesheets, leave of absences etc.
- With the Headteacher and premises team, supervise the maintenance of the school site.
- Organise health and safety training for staff.
- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Provide administrative support for the Headteacher and SLT
- Act as the schools data guardian.
- Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues.
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.
- The finance and admin officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.





Professional Conduct

To sign and uphold the Trust’s Code of Conduct and ensure confidentiality is maintained at all times. Maintaining a secure, healthy and risk free environment for students, staff and visitors

Safeguarding

Quest is committed to safeguarding and promoting the welfare of children and young people at all times. The post holder will be responsible for promoting and safeguarding the welfare of all children for whom they are responsible, or with whom they come into contact, in accordance with the trust’s Child Protection Policy.

To participate in the staff Performance Development Review process in accordance with the Trust’s policy and be responsible for self-motivation towards agreed targets.

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QUEST is committed to safeguarding and promoting the welfare of children and young people.

Clearance from the Disclosure and Barring Service is required prior to appointment.

Signed Post Holder

Name Post Holder

Date

This job description was correct at the time of writing but may be subject to change and development according to the prevailing needs of the Trust.

All applicants must be legally entitled to work in the UK.



PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and Training	<ul style="list-style-type: none"> • A degree or other relevant qualification - ideally in accountancy, business management or a related discipline • A School Business Management qualification - or willingness to work towards
Experience	<ul style="list-style-type: none"> • Experience in a school (preferably Secondary or UTC) or in a relevant field outside education • Involvement in school self-evaluation and improvement planning • Line management experience • Contributing to staff development • Working with children or young people
Skills & Knowledge	<ul style="list-style-type: none"> • Expert knowledge of financial management • Excellent attention to detail • Previous use of Bromcom is desirable • Previous use of IRIS (PSF) is desirable • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders • Understanding of data protection and confidentiality
Knowledge & Understanding	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively

CRITERIA	QUALITIES
Performance Management & Professional Development	<ul style="list-style-type: none"> • To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member. • Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities. • To show your passion for life-long learning as the lead learner in your team • Be an advocate for excellence and embrace positive change • Disseminate information from professional development activities undertaken and ensure colleagues receive feedback from monitoring and evaluation activities. • Actively engage with the annual performance management review process, in accordance with the Trust's policy and national guidance. • To be passionate, committed to improve your own abilities and those of others you interact with, either student or staff. • Be the embodiment of our values in action and stay true to our core moral purpose, to unlock the potential of all.
Competencies & Personal Qualities	<ul style="list-style-type: none"> • Leading and supervising (e.g.provides others with a clear direction; sets appropriate standards of behaviour that align to the vision and values and models these behaviours; motivates and empowers others; encourages innovation and agrees challenging goals) • Believes in the limitless potential of people and strives for distinction and high achievement in everything they do; aspires to consistently perform at their best and inspires others to always do so. • Copes with pressure and setbacks (e.g. works productively in a pressurised environment; keeps emotions under control during difficult situations; maintains a positive outlook at work; is mindful of the levels of resilience within the team and manages and works to enhance those levels) • Influencer (e.g. makes a strong positive personal impression on others; gains clear agreement and commitment from others; uses evidence and articulates a strong business case aligned to the school's vision and values) • Clarity for personal work goals and objectives (e.g. accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks to set and achieve stretching goals; aspires to greater levels of performance and attainment for students, staff and self) • Emotional intelligence • Flexible and adaptable • Mindful of achieving a balance for excellence for all • Able to rigorously implement an idea to a sustainable conclusion

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