



Finance Admin Assistant – Job Description

(Greensand Support Staff Salary Scale FTE £20,045 - £22,166)

Job Purpose

To provide general admin support to the School Business Manager and to provide financial administrative support to the finance team with collecting, processing, recording, reconciling and reporting financial information.

Responsible to: School Business Manager

Hours: 24 hours (Monday, Tuesday, Thursday and Friday, 6 hours a day (flexible times) 41 weeks per year.

Key Accountabilities

To provide general support to the finance team assisting them where needed with the following:

- Recording financial transactions ensuring accurate coding and efficient processing in compliance with finance policies and procedures.
- Using financial management information systems to accurately record financial transactions.
- General financial data entry.
- Administering and reconciling staff expenses.
- Sourcing and ordering supplies ensuring best value for money, preparing and reconciling invoices. Arranging returns as required.
- Providing copies of documents for all audits as required in a timely manner.
- Completing any training commensurate with the post.
- Deal with any parental queries as and when they arise.
- To assist with the management of paid music lessons
- To assist in the management of aged debtor and creditor reports

To be accountable for the following tasks:

- To manage the petty cash and record any transactions for the month end procedure.
- To share duties in the arrangement of school trips, payments and bookings.
- To share duties in the management of the school fund account
- Liaise with staff and SLT members in any finance related issues.
- Be responsible for the management of pupil lockers.
- Manage the Free School Meal process and track pupils on SIMS. (A week in the summer holidays is needed to be worked to enter all new FSM applications).

- To liaise with the premises department to monitor energy usage.
- Manage contractors paperwork to ensure they are fully compliant.
- To manage the data privacy asset list and ensure compliance with GDPR legislation.
- To assist the School Business Manager in any new school initiatives.
- To assist the School Business Manager with any required admin support.
- To maintain accurate filing records for the School Finance Team.
- Be willing to cover essential tasks if other finance team members are absent.
- Undertake any other activities as directed by the School Business Manager or any other member of the SLT which are considered to be commensurate with the job grade and purpose.

Reigate School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Person Specification

Personal qualities and skills

Essential

- Experience of working as part of a team.
- Effective communicator.
- Able to work independently and use initiative to resolve issues.
- Flexible and adaptive approach to tasks.
- Understand the need for high level of confidentiality.
- Ability to work in a busy environment and be adaptable to change.
- Ability to organise workload effectively and set own priorities.
- Able to express oneself clearly both orally or in writing.
- Ability to work to a high level of accuracy and presentation.
- Ability to listen constructively, test own opinions and suggest effective outcomes.
- Has a commitment to safeguarding and promoting the welfare of children and young people
- Good communication skills, verbal (including telephone) and written (including letters and email).
- The ability to communicate and interact with other people in a way that promotes cooperative relationships.

Desirable

- Experience of working in Accountancy or Finance department.
- Experienced in researching and manipulating data to produce budgetary and management information.
- Experience of working within an educational setting, including an understanding of school priorities.

Skills and qualifications

Essential

- Studied to a minimum standard of GCSE (or equivalent), in English and Mathematics.

- Excellent IT skills - Competent user of Microsoft Office, including Word, Excel, PowerPoint and Outlook.
- Ability to understand and implement instruction and to pass on messages appropriately.
- Able to accurately record and report on routine numerical data.
- General understanding of Safeguarding legislation.
- Understand procedures and legislation relating to confidentiality and GDPR.

Desirable

- Good Working Knowledge of School accounting system.
- Good Knowledge of School MIS systems such as SIMS.
- Experience of working in a school environment.
- General understanding of school's Safeguarding and H&S procedures.

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