



Job description: Finance & HR Assistant

Post title:	Finance & HR Assistant
School:	Arbour Vale School
Salary and grade:	Level 5 22.1-25
Line manager/s:	School Business Manager

Purpose of the post:

To provide comprehensive administrative support across HR and Finance functions, ensuring effective operations related to staff management, absence processes, resource procurement, and compliance with organisational policies. The postholder acts as a central coordination point for accurate record-keeping, communication, and procedural follow-through departments.

Financial Management

- Assist in processing school orders, ensuring budget provision and authorisation prior to processing. Enter all orders onto the OHCAT Finance system. Subsequently receiving deliveries and checking against orders before distributing to budget holder. Liaise with suppliers regarding delivery dates and track
- Monitor and process orders sent to AVS Resources mailbox and monitoring stock levels
- Ordering resources for the stockroom ensuring delivery notes are ticked off and good received on the financial system in a timely manner
- Check receipt of invoices against delivery of orders and code against budget line for payment. Monitor budget expenditure against planned profiled spend and inform Principal/OHCAT Finance of variation to forecast
- Monitor and process all staff expenditure in terms of claims for expenses and mileage claims

- Monitor Agency staff timesheet approvals and provide Agency Flash Report data on a weekly basis
- Complete GPC card reconciling and authorisation payment to OHCAT Finance
- Support with data reports/information as requested
- Ensuring Contractor vetting forms received and completed correctly for the SCR.
- Ensure bursary payments are administered in accordance with school policy and targets in a timely manner.
- Undertake all such other reasonable tasks commensurate with the post dependent on skills and experience.

HR Administration and Support

- Monitor and manage the HR mailbox daily, providing professional, accurate, and timely first-line responses to staff queries.
- Ensure accurate and timely data input into HR systems, including:
 - New starters, leavers, amendments, maternity/paternity, absences, annual leave, etc.
 - Leave requests, including notifying staff and filing appropriately.
- Maintain up-to-date HR spreadsheets (e.g., payroll, recruitment, DBS renewals, clearance checks).
- Support the administration of Maternity and Paternity Leave, including basic calculations, correspondence, and system updates.
- Prepare and issue employment contracts and letters relating to changes in terms and conditions accurately and in a timely manner.
- Administer staff Flexible Working Requests, liaising proactively with staff and managers to ensure arrangements are correctly recorded on HR systems.

Absence management

- Assist with notetaking and preparation of documentation as requested by HR Business Partner.
- Support absence management processes:
 - Assist with running reports and coordinate absence review meetings with line managers and HR Business Partners.
 - Take notes and document absence review meetings in line with OHCAT policies.

Probation Meetings

- Maintain accurate probation records and undertake associated administrative tasks:
 - Prepare probation meeting invites and request feedback.
 - Liaise with line managers to ensure meetings are scheduled in a timely manner.

Reporting and Systems

- Support the generation of standard management reports to aid managerial decision-making.
- Maintain accurate records using ICT systems, working collaboratively with the Management Information Services team as needed.

The Finance & HR Assistant will **undertake such other reasonable professional duties commensurate with the Post as directed by the Principal.**

Signature of post holder:

Date: / /

Signature of Principal:

Date: / /