



P65

Job Description

Job Title		Service Area	
Finance and Administration Assistant		Education	
Post No/JE Ref No.	Grade	Section	Location
ECS287a JE Panel No. 4888.	Grade D	Old Park Primary	School Office
Responsible to Headteacher Governing Body Finance & Business Director	Contacts Teaching and non-teaching staff; pupils; staff in other departments; parents and visitors.	Persons responsible for:	
Working hours Term Time + 1 Week 37 hours a week		Special Conditions Overtime as and when required by Finance & Business Director / Head Teacher The ability to drive would be an advantage	

Finance Administrator

Your current duties and responsibilities are:-

Administration

- Answering telephone enquiries and managing the answer machine
- Dealing with enquiries from pupils, staff, parents and external agencies
- Provide first aid cover (in conjunction with the other members of the first aid team)
- Maintain secure systems to facilitate operational activities in relation to GDPR

Information Processing:

- Operation of the computerised School Information Management Systems
- Updating pupil pastoral information on School Information Management Systems
- Manage generic mailboxes where appropriate

Finance:

- Receipt and Recording and banking of cash
- Record cash banked on the finance system
- Under the supervision of the Finance & Business Director manage processes related to the operation of the Finance system
- Raise requisitions and place orders with suppliers
- Record the receipt of goods and services
- Processing of invoices and credit notes
- Reconciliation of supplier statements
- Preparation of BACS runs and uploading of the bacs file to the bank for approval
- The recording of transactions and monthly reconciliation of School fund and completion of records
- Prepare the annual closedown of school fund accounts and arrange the annual audit to comply with LA policy
- Monthly reconciliation of the school procurement card for the cardholders review and uploading of the monthly journal to the finance system
- Provide financial statements for school fund
- Assist with the management of the wraparound provision
- Administer the operation of procurement in line with school policy to comply with Best Value and IR35 and related parties register
- Understand LA audit guidelines, school access rights and LA Scheme of delegation (Fair funding and whistleblowing policies)

Educational Visits:

- Administer the finance and information to parents for school activities not financed from public funds and maintain appropriate records (school fund manager)
- In consultation with the Headteacher and EVC co-ordinator, the booking of transport and venues for offsite educational activities. This will include ensuring compliance with health and safety requirements as laid down in the Offsite Education Policy
- Preparation of visits for approval by the Governing Body
- Liaison with teaching and support staff with regard to the planning and conduct of educational visits.
- Preparation and assembly of documentation necessary to ensure safe and efficient organisation of visits
- Effective communication to parents including payment criteria and deadlines
- Ensuring the DBS checks have been obtained on accompanying adults in line with Safeguarding policy
- Compilation of monitoring and evaluation information.
- Accessing and updating EVOLVE/ Visits management system in line with the school educational visits policy
- Enter visit income on School Fund from the Management information system
- Responsible for chasing outstanding amounts/consent
- Organise packed lunches for school visits with parents and the catering provider in line with Natasha's Law.

Safeguarding

- Carry out all duties in relation to Keeping children safe in education and comply with all school Safeguarding policies and practices
- Report all safeguarding incidents on My Concern and reporting them to DSL and SLT in line with school policy
- Ensure all visitors to school comply with school policy with regard to vetting and barring
This will include a duty of care to accompany contractors without enhanced DBS clearance whilst on site to ensure the safeguarding of pupils at all times.

General:

- Use and development of ICT as required
- Attendance on training courses as appropriate
- Such other duties as may be appropriate to achieve the objectives of the post to assist the Service Area in fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes
- It is the responsibility of each employee to carry out their duties in line with Council policies on equality (please refer to the Policy Statement), harassment, racial equality and the CRE action plan, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies and the CRE standards
- All staff within the school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trade unions