



**JFS SCHOOL, THE MALL, KENTON, HARROW, HA3 9TE**

Headteacher: Simon Appleman  
Roll: 2,000 (incl. 600 in Sixth Form)  
Tel: 020 8206 3100  
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## **Finance Administrator**

**Salary Scale 5 sp 22-25 : £22,962 - £25,000**  
**(35 hours per week, all year round plus study support)**

We are looking to appoint an experienced Finance administrator to join our Finance Department.

### **Key responsibilities will include:**

- Responsible for the timely and accurate processing, monitoring, reconciling and reporting for all the key areas identified under main duties and responsibilities.
- The post holder will ensure that the associated works are always managed in the most efficient manner through the judicious use resources, application of forward-planning and always meeting both statutory and local timelines.
- The Financial Controller will provide the post holder with strategic and operational leadership and relevant guidance in all aspects of the finance office business activities.
- The postholder is expected to hold Level 3 AAT / Batchelor Degree and be willing to work towards a professional accounting qualification

JFS is a co-educational inclusive, modern, orthodox Jewish school that strives to produce well-educated, faithful and proud Jews who will be responsible and contributing members of society. JFS is a truly wonderful school. This is clear from our stunning annual public examination results which see us consistently placed in the top five schools in the country outside the independent sector.

Our modern campus is on a 26-acre greenfield site with a welcoming inclusive and warm, caring family environment. JFS was re-accredited with Investors in People status and achieved the Gold Award.

Applications from teachers of faith or non-faith backgrounds are most welcome.

We welcome applications from NQT's, and we have a highly successful induction and training programme.

For an application pack, please visit our website ([www.jfs.brent.sch.uk](http://www.jfs.brent.sch.uk)) or contact the School.

**Closing date for applications: Noon, Friday 23 March 2018**

**Interviews will take place W/c Monday 26 March 2018**

*Please note that CVs alone will not be accepted.*

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The appointment will be subject to pre-employment checks, including satisfactory Enhanced Level DBS clearance.*



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Finance Administrator</b>
<b>Hours of work:</b>	<b>35 hours per week, all year round (plus study support)</b>
<b>Salary:</b>	<b>Scale 5 SP 22-25 : £22,962 - £25,000</b>
<b>Reports to:</b>	<b>Financial Controller</b>

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### **Purpose of Post:**

Responsible for the timely and accurate processing, monitoring, reconciling and reporting for all the key areas identified under main duties and responsibilities.

The post holder will ensure that the associated works are always managed in the most efficient manner through the judicious use resources, application of forward-planning and always meeting both statutory and local timelines.

The Financial Controller will provide the post holder with strategic and operational leadership and relevant guidance in all aspects of the finance office business activities.

The postholder is expected to hold Level 3 AAT / Batchelor Degree and be willing to work towards a professional accounting qualification

### **Main Responsibilities**

- Finance administration duties, to include:
- Open post and finance email on daily basis and take appropriate action.
- Processing payments to include authorisations, coding and preparation of BACS.
- Input Purchase Orders and check open Purchase Orders, on hold items
- Process purchase invoices including coding and authorisation.
- Creating sales invoices
- Chase outstanding payments
- Provide analytical and reporting support to the Financial Controller.
- To meet the demands of qualification requirements and work with the training provider to ensure qualification is obtained within set timescales.
- Efficient use of systems including: Exchequer, Sims, ThankQ, Donorflex, Outlook, Excel and Word (training will be provided).
- To maintain a confidential (manual and electronic) filing system to ensure that accurate up to date information is available to the Finance department.

- To prepare and despatch standardised letters and e-mails as directed to the required standards and timescales.
- To respond to basic requests for information relating to the Finance service.
- To undertake filing, photocopying, collation of information and general clerical work on behalf of the Finance department.
- To undertake standard word-processing, presentation work, spreadsheet work and database input as required.
- To keep up to date with the school's requirements (policies and procedures).
- Liaise with line manager for additional duties required.
- To be committed to safeguarding and promoting the welfare of children and young people.
- To comply with Health and Safety requirements
- Undertake ad hoc tasks as required from time to time to assist in the general running of the Department.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.

### **Uphold and, where relevant, promote the Jewish ethos of the School**

Part of the School's mission statement states that "JFS is a Jewish comprehensive school, committed to the development of thoughtful, tolerant, responsible and caring young citizens". All staff, together with their line managers, are asked to respect the Jewish ethos of the School and to seek advice from, and liaise with, appropriate colleagues, e.g. Deputy Headteacher (Jewish Life and Learning) over any matters pertaining to this ethos.

### **Other Clauses**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the headteacher

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

The postholder may deal with sensitive material and should maintain confidentiality in all School related matters

Signature: \_\_\_\_\_

Name : \_\_\_\_\_ Date: \_\_\_\_\_

**Date of Issue: March 2018**