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| **Job Description** | | |

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| **Job Title:** | Finance & Educational Visits Co-ordinator |
| **Reports to:** | Finance Manager |
| **Grade/Salary range:** | Scale 4 |

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| **Role Summary:**  To support the Academies Finance Manager by providing a high quality administrative service in connection with educational visits/trips and online payments system. |
| **Key Tasks and activities:**   * Undertake the role of EVC(Educational Visits Co-ordinator). * Liaise with teaching staff to set in place the administrative structure for trips, to include dealing with payments, requests for financial assistance, passport / EHIC collection and storage and the booking of flights / hotels / travel as required. * Administer the Academies online payments system in relation to trips and all other online purchases available to families. * Support the Finance Manager with the administration and reconciliation of the School Fund bank account. * Undertake other administrative tasks / duties as directed by the Finance Manager. * Develop an understanding of other administration roles and provide cover when required.   **Key skills and competencies:**  **Essential**   * Previous experience of working in an administrative role * Excellent communication skills both written and verbal * Good presentation skills * Good IT skills particularly Microsoft Office products * Accuracy and attention to detail * Adaptable and flexible approach and able to balance conflicting demands * Good organisation and time management skills * Committed to providing a high level of customer service * Ability to work flexibly, cope with pressure and deliver to tight deadlines * High level of integrity to maintain confidentiality of information * Commitment to quality and continuous improvement * Good team player   **Desirable**   * Previous experience of working in a school environment   **General Accountabilities**   * Be responsible for own safety and not endanger that of colleagues / visitors to the workplace * Work in compliance with the Codes of Conduct, Regulations and policies of the Federation, and its commitment to equal opportunities * Ensure that output and quality of work is of a high standard and complies with current legislation / standards * Flexibility to work across Federation sites and support events as required   This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.  This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation |