

## **Job Description**

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| <b>Job Title:</b>     | Finance and Admin Officer           |
| <b>Location:</b>      | Hazelwood Academy                   |
| <b>Hours of work:</b> | 24 hours per week Monday - Thursday |
| <b>Reports to:</b>    | Business Manager                    |

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### **Overall Responsibilities:**

To be responsible for the day to day management of the schools finance systems, including orders, invoicing, budget summaries, collecting and counting of monies.

### **Main Duties:**

Finance Administration

To keep and maintain regular records and accurate accounts of all income and expenditure; observe sound accounting and audit procedures.

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| <b>Duties</b> | <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>● Inputting standing information to Finance systems (PSF), (suppliers, debtors) in accordance with procedures</li> <li>● Use Microsoft packages, Progresso and budget planning software (SBS)</li> <li>● Processing of purchase orders from requisitions, accurately and in accordance with agreed authorisation and timescales</li> <li>● Printing of purchase orders, checking for accuracy and distributing to suppliers and budget holders as required</li> <li>● Processing of invoices, checking to Purchase Orders and despatch notes, ensuring appropriate authorisation and payment in accordance with agreed procedures and timescales</li> </ul> |
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|                         | <ul style="list-style-type: none"> <li>• To input journals for income and process credit card expenses, carrying out bank reconciliations monthly</li> <li>• Responsibility for the private funds of the academy, collating, counting and banking of cash and maintenance of appropriate financial records</li> <li>• Processing all schools cheques and, and other non-invoiced income eg trips, petty cash, maintaining records and preparing weekly banking for all accounts</li> <li>• Processing petty cash and maintaining records</li> <li>• Preparing invoices for Cheque run/BACS</li> <li>• Investigating and resolving supplier invoices under query, arranging returns and ensuring that refunds or credit notes are received</li> <li>• Raising of Sales Invoices, checking for accuracy, and distributing to debtors</li> <li>• Dealing with queries from suppliers, debtors, budget holders and other school staff</li> <li>• Maintaining high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times</li> <li>• Chasing overdue orders</li> <li>• Assisting with maintenance of Asset Register</li> <li>• Assisting as required during audits</li> <li>• Assisting with end of year preparation and procedures</li> <li>• Preparing weekly banking for all accounts</li> <li>• Filing, archiving, photocopying, faxing etc. Maintaining filing system of financial reports</li> <li>• Use budget monitoring software to produce monitoring reports in a timely fashion</li> </ul> <p><b>Additional duties</b></p> <ul style="list-style-type: none"> <li>• To cover duties for absent colleagues as requested by Line Manager.</li> <li>• To attend and take part in meetings as required</li> <li>• To contribute to the overall ethos/values/aims of the school</li> <li>• To undertake any other duties commensurate with the grade of the post</li> <li>• To input and retrieve data from the Academy's management information systems as required.</li> <li>•</li> </ul> |
| <b>HR &amp; Payroll</b> | <ul style="list-style-type: none"> <li>• Assist in completing human resource administration tasks as appropriate</li> <li>• Compiling and submitting the monthly payroll input required by payroll provider</li> </ul>  |
| <b>General</b>          | <b>General</b>  |

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|  | <ul style="list-style-type: none"> <li>• To provide assistance to other members of the Administrative team during periods of high demands, aiding in the completion of tasks during times of peak load, substituting for others in their absence, as necessary, and to meet the needs of the Academy.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person.</li> <li>• Carry out all duties with regard to the school's policies and codes of conduct.</li> <li>• Participate in training and other learning activities as required and to participate in appraisal and professional development.</li> <li>• Set high expectations of conduct, whilst acting as a good role model for others.</li> <li>• Ensure that output and quality of work is of a high standard and complies with current legislation / standards.</li> </ul> <p><b>Support for Parents</b></p> <ul style="list-style-type: none"> <li>• Assist parents, carers and other stakeholders with general enquiries.</li> <li>• Provide some cover for reception duties, answering telephone calls and face to face enquiries, as required.</li> <li>• Undertake routine administration as required</li> </ul> |
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#### Other clauses:

1. 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.
2. The 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.
3. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
4. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
5. 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.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

## Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

### Person Specification

#### Job Title: Finance and Admin Officer

| General heading              | Detail   | Essential requirements   | Desirable requirements  |
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| <b>Qualifications</b>        | Qualifications required for the role                 | <ul style="list-style-type: none"><li>● GCSE Maths and English (Grade A-C) or equivalent</li><li>● Demonstrate relevant experience in financial management and accounting.</li></ul>   |   |
| <b>Knowledge/ Experience</b> | Specific knowledge/ experience required for the role | <ul style="list-style-type: none"><li>● Safeguarding/child protection</li><li>● Successful accounting experience working in a commercial or public sector financial environment</li><li>● Experience of data entry</li><li>● Competency in the use of spreadsheet, word processing and wide range of financial and administrative IT packages</li><li>● Work effectively as part of a team</li><li>● Ability to work independently</li><li>● Have strong inter-personal skills</li><li>● Ability to be proactive and prioritise work</li></ul> | <ul style="list-style-type: none"><li>● Experience of working within the Education Sector</li><li>● Working knowledge of financial school policies, procedures and financial accounting systems</li></ul> |

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|                                 |   | <ul style="list-style-type: none"> <li>• Ability to be able to manage own time effectively</li> <li>• Respond well to a changing environment</li> </ul>   |  |
| <b>Skills</b>                   | Line management responsibilities (None) | <ul style="list-style-type: none"> <li>• Ability to support the work of others</li> <li>• Ability to plan and manage own time effectively</li> </ul>  |  |
|                                 | Forward and strategic planning          | <ul style="list-style-type: none"> <li>• N/A</li> </ul>   |  |
|                                 | Monitoring and Review                   | <ul style="list-style-type: none"> <li>• Experience monitoring reviewing financial data and highlighting patterns variances or issues..</li> </ul>  |  |
|                                 | Abilities                               | <ul style="list-style-type: none"> <li>• Ability to complete returns, write letters and detailed reports</li> <li>• Ability to exchange complex verbal information clearly and sensitively</li> <li>• Ability to undertake financial calculations</li> <li>• Ability to establish rapport and respectful and trusting relationships staff and pupils where appropriate</li> </ul> |  |
| <b>Personal Characteristics</b> |   | <ul style="list-style-type: none"> <li>• N/A</li> </ul>   |  |
| <b>Special Requirements</b>     |   | <ul style="list-style-type: none"> <li>• Understand and comply with procedures and legislation relating to confidentiality and Data Protection</li> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check.</li> <li>• Right to work in the UK.</li> <li>• Evidence of a commitment</li> </ul>  |  |

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|  |  | <ul style="list-style-type: none"><li>• to promoting the welfare and safeguarding of children and young people.</li></ul> |  |
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