



# **Finance Officer with Admin responsibility**

## **Job Pack**

# Job Description

<b>Job Title:</b>	Finance Officer with Admin responsibility
<b>Reports to:</b>	Principal
<b>Salary Scale:</b>	NJC Scale 5, Spine Point 12-15
<b>Duration:</b>	Permanent
<b>Working Pattern:</b>	Term time only plus two weeks. Hours 8:00am – 4:00pm.

## Job Purpose

To carry out agreed duties to support the finance and administration functions for the day-to-day running of the Academy.

## Key Accountabilities, Duties and Responsibilities

### Finance

- All staff are expected to have a clear understanding of the aims, objectives and ethos of the school, and an awareness of its role in the community.
- To assist and support the SBM/Finance Manager with carrying out designated finance duties and be part of the wider trust Finance team.
- To assist in ensuring that the financial functions of the school are executed to the required standard and delivery targets are met particularly in the processing of invoices.
- To set up and maintain financial record systems.
- To support the co-ordination of the purchase of goods and services, ensuring that the school obtains best possible value for money from suppliers and contractors.
- To assist in the compilation of information and statistics on all aspects of services as required, including routine calculations and any other information as may be required, ensuring clear and accurate presentation.
- To assist in the operation of the schools accounting systems; disbursements, petty cash including banking and monthly reconciliations.
- To check and verify that all purchase orders are reviewed against the relevant budget allocations prior to processing, ensuring sufficient funds are available.
- To participate in specific related projects as directed.
- Create and process orders on SAGE and undertake follow-up work where necessary, such as obtaining updates from suppliers, returning items due to damage or other reasons etc.
- Follow procedures for checking orders and approval including chasing up of orders. Collect and check deliveries on arrival, filing delivery notes and restocking storage areas.
- Process invoices on SAGE, reconciling with PO's, ensuring all necessary approvals are in place.

- Process claims for expenses and generate invoices where necessary for debtors.
- Generate reports as required for funding and budgeting purposes.
- Maintain and manage school payment system for parents i.e. ParentPay.
- Support with Year End and New Year set-up in SAGE.

## Administration

- To assist Academy staff in all aspects of academy life, including contacting parents and pupils where necessary.
- To respond to queries from parents/carers and the general public with exemplary professionalism, ensuring that any messages or complaints are immediately dealt with, forwarded to the appropriate member of staff or escalated as required.
- General administrative duties such as typing, photocopying, filing, collation and distribution of post.
- Maintain manual and computerised records and generate reports where required.
- To update and maintain the school MIS system ensuring accurate information and to assist with periodic data reviews.
- To assist with admissions processes, which includes the collation of paperwork and forms, communicating with parents, transferring data to the MIS system and sharing relevant information with colleagues such as pupils with medical conditions.
- To maintain and organise paper and electronic student files and liaise with schools/LA regarding the transfer of files.
- Support with the maintenance of an accurate on roll/off roll log.
- Prepare data for relevant statistical returns, including the census and check for accuracy.
- Assist with attendance calls, inputting of data and generate reports, if required.
- Input Free School Meal information onto the MIS system.
- Allocate locker keys and ID passes for pupils and staff.
- Issue student timetables and support with amendments.
- To provide first aid support.
- To assist with and provide event support for a range of Academy events e.g. Open Days, visits, conferences, and Trust events.
- Other duties as may reasonably be requested by the line manager or senior team.

## Reception Support

- To cover the reception desk as required, including daily lunch cover, at the beginning or end of day and during staff absence.
- To support daily reception duties when covering, ensuring the reception area is tidy, professional and presentable at all times.
- To ensure all visitors are signed into the academy in accordance with safeguarding procedures.

## Other Duties

- Be involved in Academy duties.
- Be aware of and comply with Academy policies and legal requirements.
- Be a role model the Academy's value.
- Contribute to the overall ethos of the Academy and be committed to helping students access learning.
- Participate in in-service training as appropriate and commit to your own continuous professional development.

## Safeguarding

- The post-holder will have due regard for safeguarding and promoting the welfare of children and young people and will follow the child protection and safeguarding procedures adopted by Mulberry Schools Trust. Any safeguarding and child protection issues will be acted upon immediately by informing a Designated Child Protection Lead.
- The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf.

## Health and Safety

The Health and Safety at Work Act (1974) places duties on all employees:

- To take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work.
- To co-operate with management to enable them to carry out their duties and comply with all relevant Health and Safety legislation.
- Not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare.

## Data Protection

- All staff within the Trust have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with the Data Protection Act 2018.

## Equality, Diversity and Inclusion

- Adhere to the Trust's policies and ensure anti-discriminatory practice in all aspects of the role.
- Responsibility for ensuring compliance with equality legislation in all aspects of the role.

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description is correct at the date of publication and may alter over time as the needs of the School/Trust changes.

## Declaration

I acknowledge that I have read, understood and received a copy of the job description.

Signed \_\_\_\_\_ Date \_\_\_\_\_ (Postholder)

Signed \_\_\_\_\_ Date \_\_\_\_\_ (Principal)

# Person Specification

## Qualifications and experience

- Successful previous experience in a similar role or with appropriate background.
- Experience of school administration duties.
- Experience of maintaining effective and accurate records.
- Good standard of literacy and numeracy.
- First aid training (if not trained, this is mandatory and will be provided to the post holder – so willingness to train).
- Working in a school or similar environment.

## Knowledge and skills

- Very good ICT skills and experience, including word, excel or similar.
- Range of general administrative duties.
- Ability to work well with a range of people, students' staff parents and visitors to the school.
- Attention to detail.
- Ability to plan and meet deadlines.
- Ability to adapt to changing daily work duties.
- Strong written and verbal communication.

## Personal attributes

- Presents a positive role model in carrying out duties and when representing the school.
- Commitment always to act with integrity, honesty, loyalty and fairness.
- Values the needs of individual children and the diversity of their cultural backgrounds, providing equal opportunities in access to learning.
- Be a good listener who exemplifies to others how to be an effective reflective practitioner and life-long learner.
- Possess excellent communication skills both verbal and written.
- Warmth and enthusiasm, with an ambitious approach to promoting children's learning.
- A desire to learn and participate in appropriate training.