



Job Description

Post title: Finance Administrator
Responsible to: School Business Manager
Salary: G4 (G5 for exceptional candidate)
Status: Permanent, 25hrs (Term time only)

POST PURPOSE

Under the direction of the School Business Manager to provide financial administration support in accordance with the school's financial management systems and policies.

MAIN DUTIES AND RESPONSIBILITIES

Support for Finance

General Finance

- Liaise with the School Business Manager and dealing with the necessary areas of financial matters as directed.
- Assist with the maintenance of accounting records and providing information to help in the preparation of monthly, quarterly and annual financial accounts ahead of Governing Body meetings.
- Data entry and maintenance of accounting records on the school FMS (Financial Management Suite) including printing of regular operational reports from FMS.
- Setting up and maintaining supplier records.

Cash Management

- Assist with daily operational tasks relating to cash transactions.
- Coordinate with Year Leaders/Groups in arranging for collection of all monies relating to, school trips, book Fair, Concerts/Productions, etc. and issue receipts.

Accounts Payable

- Assist the School Business Manager with processing of purchase orders in coordination with the Headteacher and other operational departments (Year & Subject Leaders, Facilities & Premises Manager etc.)
- Assist with processing of orders and invoices and collating of delivery notes.
- Assist with the daily management of petty cash. .
- Deal with enquiries from suppliers regarding deliveries and payments.
- Create BACS payment runs and uploading to Bankline for authorisation by the Headteacher.



Administration

- Have comprehensive knowledge of all school office procedures to carry out administrative duties in a timely and efficient manner ensuring deadlines are met within the school office in order to maintain the efficient running of the school.
- Draft replies to correspondence and use Word, Excel, Publisher and PowerPoint as necessary.
- Record school meals on Parent Pay
- Administer the set up and management of online payments working closely with colleagues who manage trips / music and extended services
- Record payments across the school and relay necessary information to the Finance Department.
- Liaise with staff and parents to reconcile Parent Pay and any other outstanding payments via Parent Pay.
- Cover for the other office staff as necessary.

Work relationships

- Undertake any task reasonably requested by the Headteacher or designated nominee.
- Maintain positive working relationships with all staff, parents, children, governors and visitors.
- Respond, as appropriately as required, to the needs of teaching staff, non-teaching staff and pupils with regard to the above duties.
- Make a positive contribution to public relations by responding to all site visitors and telephone calls courteously and in a warm and welcoming manner.
- Attend and participate in relevant meetings as required.

Other Duties

- Read, understand and adhere to the staff handbook and school policies relating to equal opportunities, health and safety, child protection and dealing with pupils, staff and parents
- Support the safeguarding of staff and children.
- To promote the school's vision "Learners today, leaders tomorrow" and the school's core values; respect, responsibility, resilience, honesty, generosity and self-belief.
- Attend training courses as required.
- Attend school functions as required.

Reviewed: Feb 2023

Signatures



This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed.....

Signed

Post holder

Headteacher

Dated

Dated

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

This document is not a contract of employment.



Person Specification - Finance Administrator (G4/5)

| QUALIFICATIONS | Essential | Desirable |
|---|------------------|------------------|
| A good standard of general education (Maths and English to GCSE level) | x | |
| EXPERIENCE | | |
| Previous financial management experience | x | |
| Previous experience of working in a school finance | | x |
| Good level of ICT Skills e.g. word processing, Excel, email, home texting and other office packages | x | |
| Previous experience of accurate and concise report writing from data extraction | x | |
| Experience of using SIMS | | x |
| Experience of using ParentPay | | x |
| SKILLS AND PERSONAL QUALITIES | | |
| Ability to work alone and as part of a team | x | |
| Ability to communicate well within the school and wider communities both verbally and in writing | x | |
| Good organisational skills | x | |
| Ability to deal confidently with enquiries from families and all other visitors and callers to the school | x | |
| Professional attitude and being able to work in a busy school environment | x | |
| Proactive in seeking solutions to problems | x | |

Whitchurch Primary School & Nursery is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced DBS check. We are an Equal Opportunities employer.