Durrington Multi Academy Trust (DMAT)
School Finance and Lettings Assistant
JOB DESCRIPTION

What is the purpose of the job?

- To work within the finance team to provide an outstanding level of performance across the financial and lettings functions of the school.
- To be responsible for safeguarding and prioritising the welfare of children.

Activities – what do you have to do?

- Be proactive in supporting the Director of Operations and Director of Finance in the day-to-day operation of finance, lettings management, administrative and organisational processes.
- Provide prompt and helpful service to staff, students and parents, ensuring all work is done quickly, efficiently and accurately.
- Be able to demonstrate discretion at all times as you are privy to very sensitive information

What are the job particulars?

- Scale point 6 £19,171 pa. 37 hours per week.
- Accountable to your line managers and ultimately to the Executive Headteacher. The activities outlined in this job description are in addition to those general conditions of service and may be modified by the Executive Headteacher. You may, from time to time, be asked to perform additional reasonable activities and responsibilities appropriate for someone at this level.
- This specification and the duties within it will be reviewed annually with your line manager and Executive Headteacher.
- The hours are within 8:30am and 4:30pm. Attendance at 2 or 3 evening calendared events through the year are an expectation.
- You will be based at Durrington High School but will work across all parts of the trust.

Administrative

- Provide administrative support to the Director of Operations and Director of Finance.
- Assist in organising routines for school administration.
- Open and sort incoming parcels and mail, and distribute as necessary.

Finance

- Assist in maintaining the schools accounts, budgets and funds.
- Assist in maintaining proper computer held accounts for PSF and School Fund.
- As directed to process orders, invoices and receipts through the PSF programme.
- Control and administer school trips using parentmail & PSF
- Collect money from students and staff for school trips, mufti days and departmental sales etc
- To be responsible for cash counting and for preparing cash and cheques for banking which is done by the finance team.
- Reconcile school petty cash system and ensure that proper records are kept of expenditure
- Action on-line purchases required by the schools through the school credit card and/or purchases via any of the schools on-line business accounts (Ebuyer/Amazon/etc)
- To deal with suppliers to resolve queries, deliveries, etc.
- Set up excel spreadsheets for monitoring accounts e.g. trips, printing costs etc
- Booking for coaches for school trips

Lettings

- Assist in other parts of the school business as directed by the Director of Finance, Director of Operations or Executive Headteacher.
- Manage data within the online lettings portal
- Ensure contact details and personal data are up to date and treated in line with GDPR
- Maximise income by ensuring our facilities are used efficiently throughout the week
- Issue and collate monthly invoices, ensure payments are made on time
- Reconcile all payments within our financial software
- Be the first point of contact for clients to resolve queries and amend bookings
- Administer the website including advertising, site information and availability
- Actively look for new opportunities to expand our lettings portfolio and maximise revenue
- Support the Director of Operations in producing a lettings strategy
- Update annual documents for each client such as insurance and safeguarding policies.
- Collate relevant information in line with our COVID risk assessment such as risk assessments and track and trace data
- Keep relevant social media accounts up to date and relevant

Person Specification

Attributes	Essential	Desirable	How identified
	• Ability to work accurately under pressure and manage time effectively. • Demonstrate robustness and emotional resilience in challenging situations.		• Evidence will be taken from your application, interview and references.

	• Be able to prioritise and ensure no important task is left undone. Successfully being able to resolve queries/concerns from staff, students, external stakeholders in a professional manner. • Proven willingness and capacity for hard work. • An excellent communicator. • Be able to maintain a calm and measured manner at all times and act with tact, diplomacy and sensitivity. • Highly motivated, clear thinking and principled.		
Qualifications	• Minimum GCSE grade C or equivalent in Maths and English	• Evidence of further professional development linked to the job specification. • Recognised financial qualification • Educated to 'A' level or equivalent experience.	• Evidence will be taken from your application, interview and references
Experience	• Successful experience of working in a finance role and having used a financial software package (not necessarily a school package). • Have a thorough working knowledge of Microsoft Word and Excel.	• Experience of using PSF.	• Evidence will be taken from your application & interview