

The Bolsover School
Job Description



Post Title: Finance & Business Administrator

**Remuneration: Redhill Academy Trust band 7 - £19,843 - £21,904 FTE
(£17,142 - £18,922 Actual Salary)**

Date: December, 2021

Purpose: To provide transactional delivery of the school fund accounting system in line with the academy's financial controls and financial administration to trips, visits and school catering income. To undertake business administrative support to the School Business Manager function.

Reporting to:
School Business Manager

Working time:
37 hours per week. 40 weeks per year.

Disclosure level:
Enhanced

MAIN DUTIES

Perform, in accordance with any directions which may reasonably be given by the Headteacher or School Business Manager from time to time, such particular duties as may reasonably be assigned.

Finance Admin

1. Management of the School Fund Account.
2. Reconciliation of Trips and Visits Accounts
3. Where requested, assist in the preparation of financial returns for the EFA, Governing Body, Accountant and other central and local government agencies within statutory deadlines.
4. Monitor best value purchase for all supplies and services to ensure the effective use of resources to ensure trips are self-funding.
5. In conjunction with the Trust's Finance Shared Services team and the School Business Manager, work with Internal/External Audit on periodic and annual audit inspections of school fund account; when required submit accurate records for analysis by auditors, and be prepared to discuss and explain all entries.

6. To assist with the day to day administration of the academy's school fund financial administration system (PFM) including:
 - Ordering goods
 - Authorising orders (up to limits of delegated authority)
 - Receiving goods
 - Processing invoices
 - Processing payments to suppliers
 - Reconciliation of trips income / expenditure
 - Collection and banking of any other income associated to the school fund.
 - Preparing of VAT reconciliation documentation for issuing to Shared Services Team.
 - Allocating VAT refunds as received vis Shared Service Centre, in an accurate and prompt manner.
 - Monthly bank reconciliation
 - Year-end processes.
7. Reconciliation of all Bolsover School staff credit card statements ensuring audit trails and record keeping is maintained and accurate.
8. Liaison with other departments and non-teaching staff over matters relating to School Fund Finance and whole-school issues.
9. In conjunction with the SBM respond to queries on trips and visits from Visit Leader in relation to payments and costings.
10. Management of the school's online payment system, Parent Pay, including communication with staff/parents, r production of weekly reports and reconciliation with PFM.
11. Management of any parent debt accounts for trips and school equipment following the Trust's parent debtor process.
12. As requested, attend to official budget orders/deliveries within the school.
13. Manage and reconcile stock records i.e. uniform.
14. Maintain/Recording of Fixed Asset Register.
15. Act as the point of contact for staff for departmental queries relating to the use of HOGE and order related queries.

Business Administration

Attend to the administration of school based recruitment tasks, referring to Safer Recruitment guidelines throughout (extended to cover volunteers/work experience too)

1. Liaising with the HR Shared Service and SBM, support the organisation of interview process including liaising with candidates and referees (for teaching vacancies)

2. Following appointment of new employee, liaise with HR Central Services and staff member in ensuring prompt and efficient on-boarding, informing SBM throughout
3. To assist in the provision of a fast, accurate and professional Human Resources administration service for the School
4. Set up and maintain a hard copy staff file in line with the school's templates gradually transferring all essential documents into electronic files as per the Trust implementation of File Stream Document Management System
5. To action all starter, leaver and amendment forms as directed by SBM ready for submission to the HR Central team and maintain a register of all contract amendments for use by SBM in preparation for meetings of the Local Academy Board
6. Assist in ensuring that all statutory documentation required to support the SCR is obtained and retained on staff HR files by way of, for example, change of name, address, marital status etc.
7. Support SBM with absence monitoring by arranging appointments as directed, checking absence data prior to entering this onto the letter of invite to meeting, to the staff member
8. When necessary, support the SBM in delivery of HR processes, particularly by way of return to work interviews, induction of new staff (including school, Derbyshire Reintegration Centre and Pfl third parties).
9. Where necessary, support the SBM in communicating with HR Shared Service
10. Organisation and delivery of induction to newly recruited staff, (keys, ID passes, provision of policies, working through the school induction checklist). This includes guidance on use of electronic payroll system, Select HR and other Trust/School electronic systems.
11. Through use of Vera/Data Plan ensure that unregistered staff are kept to a minimum and issue P45s on a regular monthly basis when necessary
12. Research any payroll queries raised by staff or the SBM through to conclusion
13. On a monthly basis ensure that payroll for TBS staff is accurate and reflect any recent changes to contracts, raising any queries or discrepancies with the Trust.
14. Through monthly checking of payroll alert any staff member in addition to the SBM re any anomalies i.e. unusual tax code.
15. Manage the DCC S4S on-line system.
16. To give general administrative support to the SBM as required, including the management of various databases of staff/school records and information.

17. To uphold and actively support the academy's policies and procedures.

Appraisal:

Participating in arrangements made in accordance with the School's performance management systems.

Review: Further training and development:

Participating in arrangements for your further training and professional development;

AS A MEMBER OF STAFF AT THE BOLSOVER SCHOOL

1. To act as a role model to the young
2. To be punctual to all assigned duties e.g. present at the start of all lessons
3. To dress in a professional manner.
4. To uphold the School aims and objectives and all associated policies
5. To support the behaviour management of the students and report any infringements to the class teacher or the relevant Head of House.

Discipline, Health and Safety:

Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

Staff meetings:

Participating in meetings at the school which relate to your work.

The role of Finance and Business Administrator involves significant contact with students and with access to potentially sensitive data. The role engages in regulated activity and requires and clear, enhanced DBS.

Updated September, 2021

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