

Whitehall Primary

Finance Assistant and Office administrator

Whole school area of accountability:	Finance Assistant and office administrator
Grade:	Scale 4 to 5
Responsible to:	School Business Manager and Head teacher

Main purpose of the job:

Under the direction of the School Business Manager, to assist in the provision of a comprehensive financial support service to the school by undertaking a range of financial, administrative and clerical support functions.

Ensure financial procedures are in line with the principles of sound financial control and compliance with statutory requirements and deadlines from SBM/Head teacher/GB, LA and DfE and other agencies.

To contribute to the overall ethos, work and aims of the school

Key Duties and Responsibilities

To assist with the operation and maintenance of the school's manual and computerised financial systems these include FMS, Parentpay, Arbor and Waltham Forest Traded Services. To update financial records and assisting in the production of financial information and reports for the School Business Manager and Head teacher.

To be responsible for the collection of all monies due to the school and the issuing of receipts e.g. for educational visits/workshops, after school clubs. Breakfast club, debtors and any other associated payment to the school.

To record all income collected on the schools financial information system/spreadsheets and prepare the necessary paperwork for banking on a regular basis.

To be responsible for filing, security and retrieval and the back- up of financial records

To be responsible for the recording, monthly reconciliation and security procedures for the petty cash account.

To undertake routine accounting operations including the receiving and processing orders, checking and processing invoices and staff purchase reimbursements and raising payments for suppliers on the schools financial management system (FMS). Authorise and set up new suppliers on the FMS system

Ensure that debtors are raised as required and debt collection is done monthly. Accurate records are maintained to ensure audit trail.

Review aged creditor and aged debtors. Manage outstanding purchase orders all on a monthly basis

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Complete primary check of all BACS runs ensuring documentation is complete and authorisation is in place.

Ensure the management of the cashless system – monitor the income and received and outstanding. Ensure all transactions are correctly recorded in FMS, ensure debts are chased and recorded on a monthly basis.

To assist in internal audit procedures.

To assist with the procurement of educational materials, equipment and services as required, having regard to value for money and ensuring that the most competitive prices are obtained for the school.

To assist the School Business manager with preparation of annual, quarterly and monthly statutory reports/returns (e.g. SFVS) and to help prepare the supporting documentations including bank reconciliations and VAT returns to meet the deadlines set.

To analyse the income paid via the parent pay system to enable prompt recording onto the schools financial information system (FMS).

To undertake any clerical and general office duties, including filing, duplicating, photocopying, attending to visitors/ parents at the main reception desk etc. to assist in the efficient operation of the school.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the School Business Manager or Head Teacher.

Demonstrating professional personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community

Developing effective relationships with colleagues to improve academic and social outcomes for all pupils

Developing and sustaining a broad, up-to-date knowledge and understanding of education financial legislation and school systems locally, nationally and globally

Participating in all relevant training and learning activities, as required

Responsibility for the safeguarding of children in the school.

To comply with, and assist with the development of policies and procedures, and report all concerns to an appropriate person in respect of:

- Safeguarding
- Health, safety and security
- Confidentiality, and
- Data protection
- Finance Policy and appendices

Ensure that the school's administrative systems contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils. Undertake these duties within agreed school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.