

## GLF Schools Job Description

<b>Job Title</b>	<b>Finance Administrator - School based</b>	<b>Job Reference</b>	FinanceDec23
<b>Location</b>	<b>Rosebery School, Epsom</b>	<b>Travel required</b>	No

### Core purpose

- Provide a high - quality and timely support service to staff, students and parents/carers, focussing on financial elements of support.
- Proactively support all Rosebery staff on finance processes and help resolve queries.
- Enable the delivery of impactful Rosebery events through effective financial support.
- Provide a main point of contact between the school and GLF to ensure effective and efficient administration for finance processes at school and trust level.

### Key Accountabilities

#### Main Duties

##### Finance

- **Trips** - create and approve all costing forms for trips and close on completion.
- **Orders** – responsibility for all orders within the school, including booking training courses and subscriptions. Process to include receiving orders; finding best value; placing orders with suppliers; following-up; and working with team members to ensure goods are received in a timely manner.
- **Banking** - count and bank cash from charity events, ensuring associated finance administration is completed.
- **ParentPay** – process and post income weekly.
- **Credit card** – manage school credit card spending, reconcile statements and follow-up receipts.
- **Budgets** – complete GLF form to create new budget holders; resolve queries from budget holders and support with general PSF enquiries.
- **Year end (last week in August)** – ensure all ParentPay services and trips are closed and support GLF Finance with queries.
- Respond to queries from teachers and parents/carers related to ParentPay, school events and the sales of goods and services.
- **Lettings** – liaise with external providers, create annual contracts and raise sales invoices for all external providers that let space at the school.
- Raise reqs for staff, as required.
- Fingerprinting and ParentPay activation letters for all new students and staff.
- Work with GLF Finance to solve all invoice queries.

##### General Admin

- Provide administrative support for FSM and PP students, issuing WOND vouchers on a half-termly basis.
- Support with logistics of catering/refreshments.
- Support with trip administration at times of high volume.
- Cover for absent colleagues and undertake other duties commensurate with the grade.

#### Other Duties

- Maintain efficient systems to support the Communications Team and its function.
- Own and be proud of individual responsibilities within the Communications Team.
- Work flexibly to contribute to team well-being.

### Professional development

- Seek out opportunities for professional development to support the role and actively engage in GLF and Rosebery Performance Management and CPD processes.

### Whole school responsibilities

- Participate in the discussion of whole school policies and participate in the implementation of school policies and practices.
- Work collaboratively across departments with colleagues and students to ensure the school operates as effectively as possible to achieve its aims.

### Professional responsibilities

- Perform all duties whilst adhering to safety standards
- Remain an intermediate user of the Microsoft 365 package, including Word, Excel and SharePoint
- Undertake own DSE assessment and discuss individual needs with the manager
- Maintain a strict level of confidentiality at all times
- Make a contribution to cost effectiveness through the management of school resources
- Remain professional and business - like at all times and maintain professional relationships with colleagues, students and parents/carers
- Demonstrate respect, honesty and kindness and to believe in the limitless potential of people.
- Undertake any other duties commensurate with the post, as directed by the senior leadership team
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities.

### Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

## Person Specification

	Essential	Desirable
<b>Education and Training</b>		
Minimum GCSE Grade C in Maths and English	✓	
Finance – related further education or qualification		✓
Evidence of commitment to continuous professional development	✓	
<b>Professional Experience</b>		
Working in Finance and/or General administration	✓	
Experience of using Management Information Systems (Bromcom preferable)	✓	
Experience of working with senior managers / headteachers and other key stakeholders across an organisation		✓
Working in a fast-paced office environment	✓	
Using accounting/financial systems (PS Financials and ParentPay preferable)		✓
Working in a school/education environment		✓
<b>Knowledge and Skills</b>		
Strong administrative and organisational skills	✓	
Knowledge of education sector		✓
Basic knowledge of financial procedures	✓	
Ability to maintain accurate records and systems, producing high-quality work	✓	
An intermediate user of Microsoft Office package	✓	
Excellent communication skills across all mediums and the ability to tailor to staff, parents/carers	✓	
<b>Personal Attributes</b>		
High levels of integrity, able to ensure confidentiality	✓	
Approachable and able to inspire confidence and trust	✓	
Organised and works in a methodical manner, with a high level of attention to detail	✓	
Genuine desire to provide the best service to staff, parents/carers and students	✓	
Commitment to the aims and ethos of the school	✓	
Dependable – works closely with key members of staff to support school deliverables	✓	
A self-starter who can manage their own workload, prioritising effectively and responding to tight and changing deadlines	✓	
A willingness to keep up-to-date with developments within the school and trust	✓	
Flexibility to work according to the operational needs of the school and trust, including year-end and specified deadlines	✓	
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