**NORTH LINCOLNSHIRE COUNCIL**

**JOB DESCRIPTION**

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| **Job Title**: Finance and Administration Officer | **Directorate**: People  |
| **Post Number:** SS011  | **Division:** Education |
| **Grade** 6 | **Business Unit/Section** Sir John Nelthorpe School |
| **Overall Purpose of Job**:To organise and assist in providing finance and administrative support to the Head of School, Staff and Governors in a School and maintain financial records which inform the efficient administrative and financial management of the school. To organise the school finance and admin office. |
| **Main Responsibilities**: 1. In conjunction with the Business Manager, oversee the day to day supervision and allocation of work to the Administration staff, and Finance Assistant to ensure that school policies are complied with and objectives and deadlines are achieved including:
* Daily financial management
* Typing letters and reports etc.
* Answer routine enquiries from staff, pupils, parents and the general public
* File, update and retrieve information manually and electronically
* Reprographics service
* Prepare and answer routine correspondence
* Represent the school at external meetings as required
1. Be a named Educational Visits Coordinator (EVC) for the school. Support visit organisers with financial matters
2. Provide or arrange administrative support to school bodies.
3. Participate in the recruitment of subordinate staff: assist in short-listing, attend interviews, provide induction, on-the-job and staff development training.
4. Ensure that all financial transactions are correctly authorised, processed and recorded.
5. Manage the School Fund.
6. Authorise routine purchases in accordance with school policy. To be responsible for all internal and external invoices, payments and demands.
7. Monitor all spending against approved allocation and take appropriate action to ensure that commitment is contained within the approved budget. Liaise with the Business Manager as appropriate.
8. Assist in the preparation and compilation of budgets and budget reports as required.
9. Responsible for ensuring all eligible pupils are in receipt of Pupil Premium funding and monitoring the ongoing annual spend of this funding against planned allocation.
10. Responsible for managing the Imprest Account.
11. Responsible for ensuring the school complies with policy in relation to GDPR
12. Responsible for managing the collection, banking and accounting of all monies collected in school. To manage petty cash, postage and other regular payments. Monitor records relating to payment of accounts/income receipts.
13. Responsible for the administration and maintenance of the fixed asset register via the school’s software.
14. Preparing for and facilitating internal and external auditing procedures.
15. Cover aspects of the Business Manager’s duties in the event of their absence to support the smooth running of the school.
16. Responsible for ensuring that all returns are completed and submitted within specific time allocations to the appropriate body and monitors attendance (overtime, supply returns, sickness absences, PLASC, etc.).
17. Occasionally deals with pupils’ basic first aid, contacting parents as necessary.
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| KNOWLEDGE, SKILLS & EXPERIENCE |
| **Knowledge*** Knowledge of routine office procedures and systems.
* Understanding of Child Protection issues.
* Understanding of Educational Visits procedures
* Understanding of the need for confidentiality.
* Knowledge of internet and email use.
* Knowledge and understanding of LA procedures and practices
* Basic Knowledge of personnel issues, contracts and conditions of service
* Advanced knowledge of financial management in schools (FMiS) which includes managing resources and associated budgets (schools 3 year plan)

**Skills*** Computer literacy (Ms Office, inc. word processing, spreadsheets, databases, internet, e-mail)
* Interpersonal skills (sensitivity, tact and diplomacy) and team working.
* Ability to communicate effectively and sensitively at all levels, both orally and in writing.
* Able to manipulate data and provide accurate statistical information.
* Ability to organise a school office maintaining regular procedures, dealing with day to day queries and issues from staff, pupils, parents and other visitors to the premises
* Ability to minute meetings and write reports

**Experience*** ICT/internet
* Secretarial
* Financial
* Administrative
* Dealing with the public
* Dealing with children
* Ability to undertake numerous tasks at any time, switching between them and coping with interruptions
* Experience of or the ability to supervise staff
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| **Creativity and Innovation:*** Ability to design and apply information technology systems and programmes to support administration where required.
* Ability to inform and advise staff and parents when approached if appropriate and to seek information and advice on their behalf.
* Design and produce letters, information leaflets and other literature.
* Compose letters on behalf of the Headteacher, Business Manager and SLT where required.
* Responding to pupils in an appropriate manner when approached and provide general caring for all pupils in the school.
* Presenting statistical information in a way that is easily understood by the end user.
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| **Decision Making:*** Taking into consideration the agreed policies of the school and the LA, uses initiative and judgement to ensure that budgets are correctly monitored, deadlines are achieved and effective administrative support is achieved.
* Responsibility for preparing and monitoring the school budget with the view to make recommendations to the Business Manager as to where appropriate action is required.
* Management of own day-to-day workloads and overseeing the workloads of the Administration Assistants and Finance Assistant.
* Use of discretion when dealing with suppliers, parents and other school visitors.
* Uses discretion regarding when to seek advice from the Head, Business Manager or SLT.
* Identify and make recommendations to the Business Manager regarding appropriate training for support staff.
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| **Contacts and Relationships:*** **Headteacher, Business Manager and SLT**

 Offering administrative and advisory support – daily* **Other teaching and support staff in school**

 Offer advice and support as required – regularly* **Pupils**

Signposting and interacting with pupils who may approach them in school - daily* **Parents**

Discussing school issues with parents as required, offering advice and support if needed - regularly* **LA Officers**

Liaising with colleagues from HR, Finance and Payroll to seek advice and guidance where required – regularly* **Other external agencies**

Liaise with suppliers regarding orders, invoices and queries – monthly, as requiredLiaise with Social Services regarding pupils and associated funding as required - regularly |
| **Responsibility for Resources to include approximate value, sole or shared responsibility and for what percentage of their working hours)*** Manages School Fund, Imprest Account, relevant student school equipment sales and receipts - approximately £1500 at any one time. Shared with Business Manager and Finance Assistant.
* Shared responsibility for the School credit card £500.
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| **WORK ENVIRONMENT****Work Demands*** The job has a constant predictable workload with daily, weekly, monthly and yearly routines.
* The job may have changes in priorities depending on the needs of the Head, Business Manager and the demands of other agencies.
* Meeting deadlines is an important part of the organisational skills needed for the position.

**Physical Demands** * The role is largely office-bound but sometimes involve moving around the school premises.

**Working Conditions*** Largely office-bound with no unpleasant working conditions.
* Some requirement for assistance in other office areas/school site as directed by the Headteacher/Business Manager

**Work Context:** * There may be a risk of verbal abuse from parents or pupils and a possible risk of abuse from visitors in the school’s reception area/via email or telephone.
* Potentially there could be risk of injury from the public when on visits to the bank.
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| **Position in Organisation**Indicate how many staff the post is directly accountable for: **0**Does the post-holder manage the posts?: **No**Are posts in more than one location?: **No**Is the supervision/management shared with another post in the structure? **Yes** Please indicate which post(s) **Business Manager** |

***Note*:**

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description 02 November 2018

Date copy sent to Post holder …………………………….

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| POST TITLE Finance and Administration Officer | HOURS PER WEEK  | Term-time plus 15 days (37 hrs/week) |

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|  | ESSENTIAL | DESIRABLE | HOW MEASURED |
| **EXPERIENCE** | Administration in a school or school support (LA) setting | Using SIMS, FMS and Top Desk. | Application formReference |
| **EDUCATION, TRAINING AND QUALIFICATIONS** | GCSE English and Maths Grade C or above, or equivalent |  | Application form |
| **SKILLS AND KNOWLEDGE** | Knowledge of school financial and administration systems.Ability to interpret and apply financial; health and safety; GDPR regulations and guidelines and appropriate legislative frameworks.Experience of a variety of applications including SIMS, FMS and TopDesk.Understand the principles of Best Value.Excellent verbal, written and IT communication skills.Excellent skills with Ms Office.Knowledge of Safer Recruitment principles. | Advanced user with SIMS, FMS, TopDesk.Familiarity with Tucasi financial management software.Familiarity with Evolve software.Understanding of Educational Visits procedures | ReferenceApplication formInterview |
| **PERSONAL QUALITIES** | Excellent organisational skills.Reliability.Ability to work accurately under time pressure.Inter-personal skills/approachable.Calm.Cheerful.Good team player. | Sense of humour. | ReferenceInterview |
| **WORKING ARRANGEMENTS** | Office-based (shared) |  |  |

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| THIS POST IS SUBJECT TO: |  |  |  |
| DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975. | YES |  |  |  | NO |  |  |  |
|  | X |  |  |  |  |
|  |  |  |  |  |  |
| IS THE POST POLITICALLY RESTRICTED?: | YES |  |  |  | NO |  |  |  |
|  |  |  |  | X |  |
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| THE LEVEL OF DISCLOSURE FOR THIS POST IS: |  |  |  |
| BASIC DISCLOSURE – convictions not spentSTANDARD DISCLOSURE ‑ for posts with children, young people, elderly, sick or disabled, administration of the law**ENHANCED DISCLOSURE** – standard disclosure plus regular care, training, supervising young people |