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| Name: |  | Date Drafted:  | JANUARY 2020 |
|       |  | Date Reviewed: |              |

  

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| <b>JOB DESCRIPTION</b>   |  |
| <p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at The Northworthy Trust. It is not intended to be a comprehensive listing of every task that an employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.</p> |  |

  

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| <b>MANAGEMENT DETAILS</b>        |                                    |
| Job Title:                       | FINANCE ADMINISTRATION ASSISTANT   |
| Place of Work:                   | MERRILL ACADEMY                    |
| Hours of Work:                   | 37.5 hours over 41 weeks           |
| Working Pattern:                 | 8.30am to 4.30pm each day          |
| Salary:                          | Scale 4, Point 18-21               |
| Reporting to:                    | GOVERNING BODY VIA THE HEADTEACHER |
| Line Manager:                    | SCHOOL FINANCE MANAGER             |
| Directly Supervised Posts:       | NONE                               |
| Indirectly Supervised Posts:     | NONE                               |
| Employee Signature and Date:     |                                    |
| Line Manager Signature and Date: |                                    |

  

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| <b>DUTIES OF ALL EMPLOYEES</b>   |  |
| <ol style="list-style-type: none"> <li>1. Commit to safeguarding and promoting the welfare of children.</li> <li>2. Be subject to DBS checks as required by the Academy.</li> <li>3. To understand and comply with the Academy's Equal Opportunities Policy.</li> <li>4. To participate in the Performance Management Programme undertaking any CPD needed for post.</li> <li>5. To follow the school's policy with regards to Data Protection and Freedom of Information.</li> <li>6. To maintain confidentiality of school business.</li> <li>7. To comply with the requirements of Health and Safety, other relevant legislation and academy documentation.</li> <li>8. Be aware of, uphold and contribute towards the development of the academy's policies and procedures.</li> <li>9. Take an active part in appraising own work against agreed priorities and targets in accordance with the academy's performance and supervision arrangements.</li> <li>10. To carry out any other tasks commensurate with the Grade and responsibility of the post, as directed by the Headteacher.</li> <li>11. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once per two years and may be subject to modification or amendment at any time after consultation with the postholder.</li> </ol> |  |

  

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| <b>DUTIES SPECIFIC TO THIS POST</b>   |  |
| <p>To assist with the administration of the financial functions of the school, giving advice, assistance and support to the staff employed at the school on financial matters. You will be responsible for the following tasks:</p> <p><b>FINANCE</b></p> <ul style="list-style-type: none"> <li>• To input and process all orders on the relevant finance system.</li> <li>• To place all staff debit card orders and complete delivery tracking process of items.</li> <li>• Obtain authorisation for unpaid invoices from approved budget holders.</li> <li>• Deal with both internal and external invoice/order enquiries.</li> <li>• Process all unpaid invoices on the finance system and prioritise for payment.</li> <li>• File all payment batches once BACS and remittance process is complete.</li> <li>• Support the Finance Manager with the preparation of month end and Year End accounts.</li> <li>• Providing internal charges and budget information on a monthly basis to all school departments as requested.</li> <li>• Administration of the petty cash system, including keeping the float topped up to the required level, payments to staff and dealing with any petty cash enquiries.</li> <li>• Issue cheques from both school bank accounts and obtain relevant authorisation before distribution.</li> </ul> |  |

- Research and complete travel and / or transport bookings for all academy trips and events, obtaining best value where possible.
- Banking all monies paid in to the academy.
- Purchase Ledger Control - quality control and distribution of remittance slips.
- School Account Management – Data input on Sage for debit and cheque payments and sales invoice receipts. Assist the Finance Manager with bank reconciliation queries.
- Reporting – providing monthly budget reports to the Finance Manager. Researching future benchmarking opportunities for the academy, including relevant software
- Budget Monitoring – including putting departmental accounts on hold if overspend occurs.
- Debtors and Creditors – Analysing month end reports to ascertain outstanding income and expenditure and chase with budget holders. Liaise with Finance Manager with regard to any outstanding accounts.
- Journal Administration – Transfers in and out, including petty cash allocations to departments.
- Assisting the Finance Manager with year-end procedure and preparing details for the auditors
- Staff point of contact for all departmental budget queries
- Involvement in tender processes
- Administrative support to the Finance Manager as required.

### **ADMINISTRATION**

- Administer and maintain the academy Evolve Risk Assessment system, remaining up to date on changes in system requirements and relevant legislation
- Carry out administration associated with Student Exclusions, updating, maintain and monitoring exclusion data and reporting on this as necessary.
- Administer and maintain staff absence records within SIMS, producing daily self cert forms and chasing these upon return of the employee
- Cover the Reception each afternoon when required
- Support the wider administration function of the academy as directed by the Headteacher

### **PERSON SPECIFICATION**

|                                | <b>Essential</b>  | <b>Desirable</b>  |
|--------------------------------|---|---|
| <b>Qualifications</b>          | <ul style="list-style-type: none"> <li>• 4 GCSEs or equivalent Grade A – C or equivalent, to include Maths and English</li> </ul>   | <ul style="list-style-type: none"> <li>• Attainment of level 3 qualifications or equivalent (eg: A Levels)</li> <li>• Finance and / or Administration Qualification</li> </ul>  |
| <b>Professional Experience</b> | <ul style="list-style-type: none"> <li>• Experience of Finance systems and packages</li> <li>• Relevant practical experience of working in an office environment using computer based systems</li> <li>• Experience of working with different stakeholders</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of working within a school office environment</li> <li>• Experience of school administration processes</li> </ul>   |
| <b>Knowledge</b>               | <ul style="list-style-type: none"> <li>• Knowledge of administration practices and procedures</li> <li>• Understanding of Finance procedures and relevant protocols and legislation</li> <li>• Knowledge and awareness of the importance of confidentiality and GDPR</li> <li>• Ability to undertake a range of office administration tasks accurately and efficiently, including accurate data entry skills</li> <li>• Excellent communication skills, both verbal and written to pupils,</li> </ul> | <ul style="list-style-type: none"> <li>• An awareness of Health &amp; Safety legislation</li> <li>• Knowledge of SIMS and SAGE Accountancy software</li> <li>• Understanding of safeguarding procedures relating to children in school</li> </ul> |

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|                 | <p>parents/carers, visitors, staff and other outside agencies</p> <ul style="list-style-type: none"> <li>• Able to understand the requirements of the role in the context of whole school improvement</li> <li>• Excellent organisational skills</li> <li>• Ability to prioritise workload and to work to, and to meet, deadlines</li> <li>• Ability to problem solve</li> <li>• Ability to work accurately under pressure in a very busy environment</li> <li>• Ability to work using own initiative and as part of a team</li> <li>• Ability to work in partnership with all staff, teaching and support, governors and parents with resilience and enthusiasm</li> </ul>                        |  |
| <b>Personal</b> | <ul style="list-style-type: none"> <li>• Good timekeeping</li> <li>• Discreet &amp; confidential whilst remaining professional, tactful &amp; sensitive</li> <li>• Warm and approachable manner with good inter-personal skills</li> <li>• Sets high standards and expectations for self</li> <li>• Flexible attitude to work including; <ul style="list-style-type: none"> <li>○ working hours,</li> <li>○ demands and changes in the role</li> </ul> </li> <li>• willingness to be involved in the wider academy</li> <li>• Smart professional appearance</li> <li>• Total honesty, integrity, and reliability</li> <li>• Energy, enthusiasm, adaptability and a good sense of humour</li> </ul> |  |
| <b>Training</b> | <ul style="list-style-type: none"> <li>• Evidence of recent and relevant training</li> <li>• Willing to undertake training in school based computer systems as necessary</li> </ul>  |  |
| <b>Other</b>    | <ul style="list-style-type: none"> <li>• Commitment to Safeguarding and protecting the welfare of children and young people</li> </ul>   |  |