

Finance and Administration Assistant Job Description

Job Area:	Schools
Department:	Finance
Responsible to:	Senior Leader for Administration, Communication and Admissions/CFO
Line management responsibility:	NA
Hours:	36 Hours a week, Term Time Only (39 Weeks)
Salary Range:	Scale Point 7 to 11 – Actual Salary £23,853 - £25,332 (FTE £27,438 - £29,583)

Main objectives of the post

The Finance and Administration Assistant to support various financial and administrative functions within the school. The successful candidate will play a crucial role in ensuring the smooth operation of financial processes at school level and administrative tasks, particularly related to payment platforms, nursery administration, and afterschool and holiday club activities.

Nursery Administration

- Utilise Synergy for Childcare Funding to enter 15-hour and 30-hour childcare places for children attending the schools nursery to secure funding
- Report childcare hours to the Local Authority twice termly, including both estimates and actual numbers.
- Ensure all data entries are accurate and submitted within required deadlines ensuring no loss of funding.
- Contact parents to obtain personal data needed to process childcare hour entitlements.
- Communicate effectively with parents regarding their childcare hours and funding status.
- Communicate with other childcare provisions to confirm any split funding agreements.
- Address any queries or issues parents may have related to childcare funding.
- Work closely with Enfield Council to ensure compliance with childcare funding regulations.
- Submit necessary reports and documentation to Enfield Council in a timely manner
- Address any discrepancies or issues raised by the Council regarding funding.

Parent Payment Systems Management

- Administer and manage the ParentPay and ParentMail systems for school payments and communications.
- Set up and manage payment items for various school activities, trips, and events.
- Monitor and reconcile payments, ensuring accurate allocation to respective accounts.
- Send out reminders and notifications to parents for outstanding payments.
- Manage direct debit payments through the GoCardless platform.
- Monitor payment collections and handle any failed transactions.
- Administer charitable giving through Achisomoch and Keren Kayemet Lelsrael (KKL) platforms
- Ensure proper documentation and receipts for donations made through these platforms.
- Manage corporate giving and employee donation matching through Benevity and Charities Trust.
- Ensure the school remains compliant with all platforms.
- Administer and manage any additional payment systems used by the school.
- Ensure all systems are up-to-date and functioning correctly.

- Provide training and support to staff and parents on using these platforms.
- Liaise with payment platforms for any technical issues or payment disputes.
- Provide support to parents experiencing issues with any of the platforms.

Afterschool and Holiday Clubs Administration

- Responsible for the administrative tasks related to afterschool and holiday clubs.
- Organisation and collection of payments whether through payment platforms or through cash payments.
- Ensure proper registration, payment, and communication with parents and staff.

Financial Support to Office Manager

- Assist the Office Manager with financial tasks such as order processing.
- Receive, record, and process payments from children and parents accurately and efficiently.
- Support the Office Manager with any additional school administrative tasks as required.

General Administration Tasks

- Complete any other school-based finance tasks as allocated by the Central Finance Team or School
- Maintain accurate financial records and reports as required.
- Greet visitors, parents, and students upon arrival, ensuring they sign in and are directed to the appropriate location.
- Answer and direct phone calls to the relevant staff members, taking messages when necessary.
- Respond to general inquiries via phone, email, and in-person, providing accurate information about the school and its activities.
- Maintain and organise the reception area, ensuring it is welcoming and tidy.
- Assist with photocopying, scanning, and filing documents as required.
- Issue visitor passes and ensure all visitors adhere to the school's safeguarding policies.

First Aid

- Provide first aid assistance to students and staff as needed.
- Maintain up-to-date first aid certification and attend refresher courses as required.
- Keep accurate records of all first aid incidents, including details of treatment provided and any follow-up actions required.
- Ensure the first aid kits and medical supplies are stocked and maintained.
- Monitor and replenish first aid supplies as necessary, ensuring they meet regulatory requirements.
- Act as a first responder in emergency situations, providing appropriate care until further medical assistance arrives.

Additional Information

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

The post holder may be required to travel to different school sites within JCAT.

JCAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible or with whom they come into contact, will be to adhere to and ensure compliance with JCAT's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the Trust, they must report any concerns to the Trust's Child Protection Officer.

Finance and Administration Assistant Person Specification

Qualifications and training	Criteria
English and Maths at GCSE Grade 4 (Level C) or above	E
Relevant professional qualifications or certifications in finance or administration	D
Training in data protection and confidentiality practices	D

Experience and knowledge	Criteria
Previous experience in a finance or administrative role,	E
Previous experience within an educational setting.	D
Experience in handling financial transactions and financial reporting.	D
Familiarity with financial and administrative systems used in schools, such as Synergy, ParentPay, GoCardless, and other payment systems.	D
Knowledge of the educational sector, including regulatory and compliance requirements.	D
Awareness of best practices in school finance and administration.	D

Skills and abilities	Criteria
Excellent organisational and time management skills with the ability to prioritise tasks effectively.	E
High level of accuracy and attention to detail in all financial and administrative tasks.	E
Strong written and verbal communication skills, with the ability to interact effectively with parents, staff, and external stakeholders.	E
Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint).	E
Ability to quickly learn and understand new systems and software.	E

Personal Qualities	Criteria
High level of integrity and professionalism in handling sensitive and confidential information.	E
Strong ethical standards and commitment to compliance with financial regulations and school policies.	E
Ability to work effectively both independently and as part of a team.	E
Strong interpersonal skills with the ability to build positive relationships with colleagues, parents, and external partners.	E
Flexibility and adaptability in responding to changing priorities and demands.	E
Proactive approach to problem-solving and the ability to work well under pressure.	E