

|  |  |
| --- | --- |
| **Job Description** | |
| **Role** | **Business Support Administrator** |
| **Contract** | **37 hours per week (full year including school closure periods), 20 days annual leaver per annum. Permanent following a successful probation period.** |
| **Reporting to** | **Finance Director** |
| **Salary** | **Scale 5, SP22 (£24,618)** |

**Job Purpose:**

* To assist the Finance Director and the administration team in undertaking a range of general administrative support functions.
* To provide a professional, proactive, customer focussed business administration service to the organisation, enabling services to meet our obligations.

**Main responsibilities:**

* Involve in business administrative and financial processes and ensure they are followed and completed accurately to fulfil the requirements.
* Managing day-to-day operations and resolving all the issues timely, this includes emails, telephone, suppliers and staff enquiries.
* Process purchase orders from internal staff, accurately and in accordance with agreed authorisation and timescales.
* Assist the finance team in various projects as and when required.
* Liaising with stakeholders including staff, parents, students, suppliers and other external bodies, this includes liaising with relevant suppliers for necessary documentation, including invoices, refunds, timesheets etc.
* Ensure appropriate authorisation and approval from relevant staff for invoices to ensure they are ready for payment.
* Helping the Finance Director in varies ad hoc projects and other day-to-day management.
* Assisting Letting operations and cover the letting staff in their absence.
* Arranging meetings, welcoming the visitors, taking minutes and follow up with the action plans.
* Manage day-to-day stock levels and compile orders.
* Assist with the deliveries distribution - Liaise with Premises Staff for the necessary arrangements.
* Maintain an accurate filing system suitable for audit purposes and ensure confidential, tactful and secure management of sensitive information.
* Dealing with all the Parentpay queries effectively, this including refunds to students, preparing letters, trips fund and locker payments.
* Helping in staff recruitments and training.
* Dealing with any student bursary queries, including checking bank details and processing for payment.
* Maintaining contract information in a register and liaise with relevant parties
* Helping in varies tasks including GDPR requirements and procurements.
* Providing a support service for the UCL Academy and the associates.
* To undertake varies projects as directed by the Finance Director.

**General - The post holder will be required to:**

* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
* Adhere to the Academy’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible
* Be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
* Work in accordance with the Data Protection Act.
* Uphold the Academy’s policy in respect of safeguarding and child protection matters.
* Provide a healthy and comfortable working environment, smoking is strictly prohibited.
* This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the Academy. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post. Management reserves the right following consultation to make changes to the job description.
* All permanent staff (who have successfully completed a probationary period) are required to participate in the performance management process and engage in continuous professional development to ensure that professional skills and knowledge are up to date.
* The job purpose and key statements remain indicative and by no means exclusive – given the evolving needs of the Academy, flexibility among staff is very important.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager or director of finance to undertake work of a similar level that is not specified in this job description.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Job Specification**  **Finance and Administration Assistant** | | |
|  | **Essential** | **Desirable** |
| Qualifications | * Good standard of general education including GCSE English and Maths and IT skills * Attainment of ‘A’ level qualification (or equivalent). | * Educated to Degree Level or equivalent * Attainment of Finance/Accounting related qualifications. |
| Experience | * Experience of working in a busy environment * Experience of working effectively as part of a team * Experience of proof reading/checking data for accuracy * Experience of setting up databases and spreadsheets. * Experience of working to deadlines and prioritising workloads. | * Previous experience of working in an administrative role within a school or company * Experience of minute taking * Experience and knowledge of an accounting system |
| Knowledge / Skills | * Highly competent in use of IT applications including MS Word and and Excel * Excellent communication skills both orally and in writing and good presentation skills. Able to communicate clearly and effectively with colleagues, students and visitors * Excellent organisational and time management skills. * Ability to produce work to meet tight deadlines with minimal supervision. * Ability to deal with a large volume of enquiries from staff, students and parents.  |  | | --- | | * Excellent attention to detail, accuracy and good numerical skills. |  * Knowledge of child protection policies and issues | * Experience using the SIMS / or other school database * Working knowledge of FMS and SIMS * First Aid qualified * Typing speeds (in excess of 40 WPM) * Good basic understanding and practical knowledge of financial, accounts payable and accounting procedures. |
| Personal Qualities | * A positive, professional and can do attitude. * Proactive approach. * Flexible, particularly in relation to the hours worked during peak times and month ends.  |  | | --- | | * Ability to remain calm in challenging and pressured situations. |  * Exercise a high degree of integrity and confidentiality. Can demonstrate fairness, honesty in his/her existing practice and conduct as a professional. * The ability to work as part of a developing team and use own initiative. * Commitment to support the school ethos. * A commitment to the protection and safeguarding of children and young people. * Enhanced DBS Disclosure. | * A willingness to pursue professional and personal development |

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**