**Job Description**

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| **Post Title:** | Finance and HR Administration Officer |
| **Accountable To:** | Principal’s PA |
| **Location:** | Elliott Hudson College (EHC) |
| **Scale** | C3 (37 hours per week Term Time Only plus 10 days) |

**PURPOSE OF THE POST**

In liaison with the Principal / line manager, to be responsible for delivering a high quality and efficient service, providing a range of administrative support on financial and personnel matters.

**Main Duties**

1. Work as part of a team to provide administrative services.
2. Assist with the supervision of administrative staff to ensure the provision of effective and efficient administrative services to the college.
3. Take a lead role in the planning, development, design, organisation and monitoring of finance support systems/procedures/policies.
4. Ensure the integrity of the Academy’s financial management systems, making best use of resources through effective forward planning and budget monitoring and reporting.
5. Ensure the accurate, efficient and timely administration of EHC finance funds and systems e.g. petty cash, School Fund, Cashless Catering system, HCSS Finance System, Parent Pay, 16-19 Bursary, purchase orders, sales invoices and insurance claims.
6. Offer guidance and recommendations on financial aspects and attend Governing Body and Committee meetings as required.
7. Be responsible for compiling and maintaining appropriate statutory and non-statutory financial records, inputting data and producing accurate reports for the EHC leadership team, liaising effectively with the Trust’s Director of Finance and Facilities.
8. Be responsible for the administration of general personnel matters including new starters, leavers, contract changes, sickness (including monitoring), leave of absence, and maternity leave, liaising with the Business Support Centre (BSC) and submitting relevant payroll forms.
9. Deal with staff queries relating to all contract and pay issues, liaising with BSC and the Trust’s HR Director as appropriate.
10. Be responsible for the completion and submission of forms and statistical returns etc. including those to outside agencies e.g. Staff Census.
11. Use Desktop Manager to directly input sickness absence data to the payroll and SIMS system.
12. Maintain confidential staff records, including electronic record systems.
13. Use IT applications and databases effectively to deliver administrative tasks, and to input and retrieve data using computerised systems including SIMS.
14. Collate and prepare information from a variety of sources to produce reports such as those relating to staff data etc.
15. Take notes at meetings as required.
16. Operate relevant equipment/ICT packages e.g. word, excel, databases, spreadsheets.
17. Attend and participate in relevant meetings as required.
18. Work with colleagues to help improve work organisation and effectiveness, assisting with the induction of new staff.
19. Provide an excellent customer service to staff, students and parents/carers.
20. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person.
21. Contribute to the overall ethos/work/aims of the College.
22. Undertake any other duties as reasonably directed.
23. Support the wider administration team as required and undertake any other duties commensurate with the grade of the post.

**Other Duties:**

1. To work within, and to support, EHC policies and procedures at all times.
2. To form positive professional working relationships with colleagues throughout EHC and The GORSE Academies Trust (TGAT).
3. To deal appropriately with students when the occasion arises, offering a prompt and efficient service.
4. To willingly engage with training as required by the College.
5. To treat all aspects of the role with the strictest confidentiality.

## Any Special Conditions of Service:

## The post is subject to a satisfactory DBS background check.

## Occasionally there may be a requirement to work off-site.

1. The College operates a No Smoking Policy.

**Personal Responsibilities**

1. Hold positive values and attitudes and adopt high standards of professional behavior.
2. To carry out the duties and responsibilities of the post, in accordance with the College’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
3. To take responsibility for safeguarding and promoting the welfare of children and young people.

*The Elliott Hudson College is committed to safeguarding and promoting the wellbeing of all children and young adults and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*

**Person Specification**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Qualifications/Experience | * Experience of dealing with confidential information.
* Computer literate and familiar with all Microsoft Office Software.
* Basic accounting skills.
* Experience of financial administration.
* Flexible approach and ability to work on own initiative as well as part of a busy finance team
 | * Experience of office work
* Experience of a finance/HR role in a similar school/college or financial services environment
* English and Mathematics at GCSE level
* Full driving licence
 | * Application form
* References
* Interview
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| Knowledge and Understanding | * Knowledge of good school administration practice
* Knowledge of banking and financial record keeping.
* Quick to learn and able to work accurately.
 | * Experience of working with young people.
 | * Application form
* Interview
* Reference
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| Personal attributes | * Friendly, calm, and positive disposition.
* Good communication and interpersonal skills
* Able to work on own initiative.
 |  | * Interview
* Application form
* Reference
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