



## Coloma Convent Girls' School

Upper Shirley Road, Croydon CR9 5AS | 0208 654 6228  
office@coloma.croydon.sch.uk | www.coloma.croydon.sch.uk  
Head of School: Ms Danielle Bumford-Sinclair  
Chief Executive: Mr David Garrido

# JOB DESCRIPTION

## FINANCE ADMINISTRATOR

### AIMS OF THE POST

Working under guidance of senior staff be responsible for undertaking and providing effective and efficient administrative, financial and organisational processes within the school.

### KEY AREAS FOR DECISION MAKING

- ⊗ **Managed areas of work.**
- ⊗ **Working in line within financial processes and procedures.**
- ⊗ **Use professional judgement, reporting concerns where required.**

### KEY ELEMENT

- ⊗ Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

### KEY ACCOUNTABILITIES OF THE FINANCE ASSISTANT

#### To be responsible for maintaining accurate records, producing reports and returns

- ⊗ Update and maintain the Asset Equipment register.
- ⊗ Update and maintain a Contract record and assist with reviewing contracts.
- ⊗ Support budget holders by providing their monthly report and helping them understand their budget.

#### To be responsible for ordering and invoicing and to maintain controls, checking authorisation for expenditure.

- ⊗ To raise orders and commitments for stock and services.
- ⊗ To process orders, invoices, credit notes, direct debits, debit card payments and income.
- ⊗ To check and following up all outstanding invoices and orders including unauthorised/unprinted orders/invoices and ensure all payments are raised.

#### Specific finance duties

- ⊗ Process and reconcile petty cash.
- ⊗ Processing and reconcile VAT returns.
- ⊗ Raise payments (petty cash, cheques, direct debits, bank payments)
- ⊗ Be a (procurement) school charge card holder in line with the financial regulations.
- ⊗ Administer, co-ordinate and manage other income e.g. donations.
- ⊗ Ensure records are kept in line with the school's retention policy.



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### KEY ACCOUNTABILITIES OF THE DEPARTMENT

#### Monitor and reconcile monies

- Monitor cash flow.
- Prepare banking and assist with the banking of monies.
- Reconcile bank statements, follow-up any unreconciled items.
- Reconcile and process funding, ensuring that records are kept and re-claims made for individually funded students.

#### Managing 'other' income

- Support in the administration, co-ordination and reconciliation of other income e.g. individual funds for SEN students, letting facilities/use of school premises.

#### General finance duties

- Assist the SBM in monitoring the budgets.
- Assist in preparation of audits as required.
- Administer and reconcile payment collection systems.
- Support in the administration and reconciliation of payroll via the external payroll providers.

#### Administration duties

- Analyse and evaluate data/information and produce reports/information/data as required.
- Provide administrative and organisational support to the School Business Manager/Headteacher.
- Manage manual and computerised record/information systems.
- Assist with preparation for school trips / visits e.g. book coaches, record monies received, distribute information, liaise between company and appropriate personnel.
- Assist the school in making statistical returns to the LA / Diocese and DfE e.g. School Censuses by maintaining data required, supporting the SBM in checking its accuracy.

#### Organisation

- Supervise, train and develop staff as appropriate.
- Contribute to the planning, development and organisation of support service systems/procedures/policies.

#### Resources

- Assist with procurement and sponsorship, marketing and promotion of the school.
- Assist with the planning, monitoring and evaluation of budgets.
- Operate relevant equipment/complex Admin, ICT, Finance packages.
- Provide advice and guidance to staff, pupils and others.
- Undertake research and obtain information to inform decisions.



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### PERSON SPECIFICATION

<p><b>Essential knowledge:</b></p>	<ul style="list-style-type: none"> <li>⊗ NVQ 3 or equivalent qualification or experience in relevant discipline.</li> <li>⊗ Good knowledge of relevant policies/codes of practice &amp; awareness of relevant legislation.</li> <li>⊗ The ability to use information technology to a very good standard.</li> <li>⊗ To communicate clearly to all sections of the school community, both verbally and in writing.</li> </ul>
<p><b>Essential skills and abilities:</b></p>	<ul style="list-style-type: none"> <li>⊗ Ability to manage own time effectively and demonstrate initiative, including establishing priorities within own workload.</li> <li>⊗ Ability to carry out work under minimal supervision.</li> <li>⊗ Ability to adhere to working procedures and policies.</li> <li>⊗ Work constructively as part of a team or proactively individually, understanding school roles &amp; responsibilities and your own position within these.</li> <li>⊗ Ability to carry out a range of administrative tasks.</li> <li>⊗ Very good literacy, numeracy and communication skills.</li> <li>⊗ Good use of ICT packages – Email, Excel, Word.</li> <li>⊗ Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>⊗ The ability to adapt to both varying tasks and those of a routine nature.</li> <li>⊗ Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.</li> <li>⊗ The ability to absorb information readily and speedily and work under pressure.</li> <li>⊗ The ability to respond effectively to children and adults.</li> <li>⊗ A good understanding of the need for confidentiality and secure financial systems.</li> </ul>
<p><b>Essential experience:</b></p>	<ul style="list-style-type: none"> <li>⊗ Experience of administration (data inputting) work.</li> <li>⊗ Experience of development, management and operation of administrative systems.</li> </ul>
<p><b>Special conditions:</b></p>	<ul style="list-style-type: none"> <li>⊗ Carry out any task as may be reasonably requested by the School Business Manager or Headteacher.</li> <li>⊗ Willingness to undertake further training as required.</li> <li>⊗ The ability to work flexibly and ensure that essential tasks are carried out within agreed timetables.</li> <li>⊗ Take part in the school's appraisal system.</li> <li>⊗ Undergo an enhanced DBS Check.</li> </ul>