

Admin/ Finance Officer

Salary grade	LBR 06 Scale (Pt 18-20)
Hours	36 x 44.46 weeks per year plus (5 days during the holiday-45.06weeks)
	£ 32,090.52 - £ 33,053.42 (actual)

Line Manager: School Business Manager**Purpose of the post**

- To assist the Business Manager & to be responsible for the Schools financial system on a day to day basis, to assist the Business Manager in the development and monitoring of the school's financial systems, to contribute effectively to the smooth running of the Schools administrative affairs at all times as well as observing local authority and school based guidelines / policies & procedures.

Financial / HR: Duties and responsibilities**Financial:**

- Manage and maintain records of all financial transactions relating to the School fund account in accordance with set procedures.
- Manage the system for recording and collecting payments in respect of Schools trips / Music and clubs fees by working closely with the Business Manager.
- Be responsible for ensuring that appropriate systems are in place for the collection of monies (e.g. payment of invoices, lettings, etc).
- Follow a system for producing invoices to a wide range of contacts, including the Local Authority, other educational establishments, agencies and parents of pupils of the School, to ensure that all additional income for the School is received.
- Organise quotes in accordance with the Schools regulations.
- Monitoring that the financial data of the School is backed up.

General:

- Undertake general office duties as required on a day to day basis.
- Deal with reception/visitor etc. matters as needed.
- Contribute to the planning, development and organisation of support services and procedures.
- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Duties and responsibilities of the post may change over time as requirements and circumstances change.

- The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Administration/Data Management:

- Develop, manage and keep up to date manual and computerised record/information systems
- To generate and submit reports including census, pupil assessment and ad hoc registers to senior staff, LA departments and outside agencies.
- To undertake rollover of the pupil data, and associated systems.
- To support in the transfer of year 6 children to secondary school, promptly liaising with the LA, secondary schools and the school's CP team, ensuring all relevant records are forwarded and managing the electronic transfer of data.
- Undertake ordering, processing / paying of invoices.
- To administer all income collections and banking of money into the school accounts.
- Be responsible ensuring all data relating to pupil premium is captured

Attendance:

- Maintaining the school's attendance data including managing the electronic registration process, producing absence reports and summaries of attendance as directed by the Headteacher, SLT and CP team.
- To support in the accurate recording of the late arrival and collection of children, liaising with parents and ensuring the CLT and Headteacher are aware of issues.
- Liaising with and assisting the Education Welfare Service on all relevant issues regarding attendance, attending parent meeting where necessary and preparing fixed penalty notices.
- To attend Child protection Strategy meetings and regularly feedback/update to the CP Team, as appropriate.
- To generate and submit reports including census, pupil assessment and ad hoc registers to senior staff, LA departments and outside agencies.

Qualifications/Training

- Minimum GCSE 'O Level' English and Mathematics (essential)
- NVQ Level 3 or equivalent qualification or experience in relevant discipline (desirable)
- Excellent numeracy/literacy skills (essential)
- Experience using School cash office, SIMS & FMS (essential)

Knowledge/Skills

- Effective use of specialist ICT packages (essential)
- Use of specialist equipment/resources (desirable)
- Full working knowledge of relevant policies/codes of practice/legislation (desirable)
- Ability to plan and develop systems (essential)
- Ability to relate well to children and adults (essential)
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these (essential)
- Ability to self evaluate learning needs and actively seek learning opportunities (essential)
- Ability to manage school finances (essential)