



Finance Administrator

Job description

Blessed Edward Oldcorne Catholic College is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Scale:	Scale 5, point 12 to 17
Actual salary:	£23,712 - £25,821 per annum
Hours:	37 hours per week, (Mon - Fri), term time only + 5 training days + 5 days
Reporting to:	Business Manager
Responsible for:	Finance Assistant

Main purpose

The post holder will report to the Business Manager for all financial matters relating to the school. The role involves working closely with the Finance Assistant, under the direction of the school's Business Manager to provide support for Teachers, Senior Leadership Team (SLT) and other staff. The postholder will be expected to work from the school's Administrative Offices. The role will have an expectation for travel within the local area.

Duties and responsibilities

Financial:

- To ensure accurate financial records are maintained and reported on a regular basis to the Business Manager/Headteacher as necessary
- To manage the financial transactions of the school: ensure these are carried out in an appropriate manner, and financial regulations of the school are observed
- To manage the efficient and effective running of the finance office and be part of the school's main points of contacts in relation to financial matters
- To manage and/or contribute to the school's yearly and three yearly budget preparation and process the budget for the external auditor quarterly audits
- To manage the collection, receipting, recording and banking of all monies
- To manage the Finance Assistant with processing various orders, invoices, debtors, and creditors
- To support the Education Visits Co-ordinator and teachers by liaising with outside organisations in relation to the various school trips and visits undertaken locally, nationally and overseas

- To manage travel arrangements for trips and visits with the support of the Finance Assistant as necessary
- To manage the school procedures for all aspects of the schools' financial systems (including voluntary funds such as donations) in accordance with the school's agreed policies and timetables
- To manage the letting of school premises to outside organisations including keeping accurate records and updating the Business Manager for billing support
- To manage the Finance Assistant in liaising as necessary with auditors, County Council, Governors or other outside organisations
- To co-operate with any internal or external audit procedures as necessary
- To support and handle any insurance claims as and when they arise
- To attend any finance, support staff or school meetings as required and present information as and when necessary
- To manage the Finance Assistant and support the Business Manager in the preparation of financial proposals for projects and the development of long term initiatives for the school
- To manage the Finance Assistant and support the Business Manager in negotiating, managing, and monitoring contracts and service level agreements as and when necessary
- To manage the Finance Assistant with all external agencies, those delivering services to the school, or tendering to help support the school in meeting relevant financial regulations
- To manage the Finance Assistant and support Business Manager in securing bid based competitive funds by effective use of bidding systems
- To support in the processing of the school's pay claims and other associated payroll information as and when required and Business Manager
- To ensure all payroll and personnel queries are dealt with professionally and accurately as and when required

Marketing / Income Generation:

- To assist in the development and use of school facilities for after school use
- To promote the use of income streams to generate extra income for the school eg Easyfundraising

Information Technology:

- To maintain accurate records within the school's financial software packages which include SAGE, Pebble, Parent Pay, Sims and Microsoft packages such as Word and Excel
- To communicate messages clearly in both written and verbal formats

General:

- To keep abreast of legislation, national guidelines, and local arrangements in relation to school finance, premises, health and safety and other related matters
- As a member of the school's support team, provide cover/ assistance for other roles in line with the scale of this post
- Any other duties as requested by the line manager or a member of the Senior Leadership Team or Headteacher in relation to the running of the school
- To undertake relevant training as and when necessary
- To participate in the school's performance management processes
- Have a sound understanding of safeguarding in an educational setting and be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection
- Support the school's policies and procedures

- Contribute to the overall ethos of the school and maintain positive, professional relationships with Senior Leaders, staff, visitors, and all other stakeholders
- Support the mission of the school and pay due regard to the Catholic nature of the school
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties
- To comply with the Schools Code of Conduct, regulations, and policies

Notes

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 to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

Signed:

Date:

Finance Administrator

Person specification

Qualification & Training	Essential	Desirable
Relevant Finance Qualification ie Association of Accounting Technicians (AAT)		X
GCSEs in Maths & English, Grade 4 or above, or equivalent	X	
Very good numeracy and literacy skills	X	
BTec Certificate or NVQ Level 4 in Business Administration or equivalent		X
Knowledge and Experience		
Proven and demonstrable experience working in school administration or in a financial position		X
Previous finance experience including accounts payable, accounts receivable, account reconciliation, query management and maintaining financial records	X	
Experience of managing priorities in a pressured environment whilst meeting agreed deadlines /timescales	X	
Ability to apply numeric and thorough analytical skills in order to produce accurate, timely and meaningful information	X	
Experience of processing payroll claims and dealing with pay queries		X
Experience of using Microsoft packages eg Word and Excel	X	
Experienced in the use of computer financial packages eg SAGE Education, Pebble, Parent Pay, SIMS, etc		X
Practical Skills		
Listens well and communicates clearly and fluently with colleagues on a wide level	X	
Ability to challenge constructively and effectively	X	
Able to work in a team based environment	X	
Ability to work on own initiative, be proactive and raise areas where efficiency or systems can be improved	X	
Manage setting up and developing systems	X	
To work flexibly to meet the needs of the school	X	
Committed to safeguarding and welfare of all pupils	X	

Personal Qualities and Attributes		
Driver, own car	x	
Trustworthy	x	
A knowledge of Equality & Diversity issues	x	
Reliable	x	
Courteous	x	
Organisation, time management and prioritisation skills	x	
Motivation to continually improve standards and achieve excellence	x	
Maintains confidentiality and discretion at all times	x	
Genuine passion and belief in the potential of every student	x	
Ability to relate well to children and adults	x	