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**Ifield School**

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**Mrs Maddie Arnold-Jones Headteacher**

**JOB DESCRIPTION -LINK19 Administrative and Finance Officer**

**NAME:**

**POST:** LINK19 Administrative and Finance Officer **SALARY**: Kent Range 5

**LOCATION:** LINK19 College, North Kent College

**HOURS:** 30 hours per week. Monday- Friday 9am – 3pm. Term Time plus 10 days, 40 weeks per year plus occasional additional hours for Director meetings.

**PURPOSE OF JOB**

* To provide an effective administrative and financial service to support and enhance the running of the LINK19 College in line with Department for Education (DfE) and Education and Skills Funding Agency (ESFA) regulations.
* Provide timely and accurate information to the College Lead and Directors.
* To provide a full range of finance and administrative support to the College.
* Provide administrative support to the LINK19 Leadership team to ensure effective running of the College on a day-to-day basis.

**REPORTING TO:**  1. College Lead

2. Board of Directors

3. LINK19 Administrative Lead

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Maintain the colleges accounting systems.
2. Process orders and approve payments ensuring correct financial control is applied.
3. Process corporate card, direct debit, invoices and payments out in line with the financial controls and policies.
4. Raise invoices to ensure all income due to the college is collected.
5. Manage all cash income, paying in and recording and petty cash accounts.
6. Process all income including advances from the Department for Education and Local Authority.
7. Reconcile accounts.
8. Liaise with accountants, Company Secretary, Department for Education, Education and Skills Funding Agency, Local Authorities and other stakeholders regarding financial matters.
9. Process time sheets, milage and expense claims for the college.
10. Liaise with Ifield School’s Finance Department on payroll matters.
11. Negotiate contracts and tenders to ensure the most efficient use of resources to ensure best value for money at all times.
12. In conjunction with the College Lead preparation of the annual budget and any changes agreed to budget, monthly monitoring, interpreting and profiling information to ensure adequate provision is made to cover increasing costs.
13. Develop and maintain systems and procedures to ensure information and transactions comply with College, Local Authority, Department for Education and audit requirements.
14. Develop and maintain systems and procedures to incorporate new financial initiatives.
15. Handle all sensitive and confidential matters with discretion.
16. Coordinate EHCP annual review schedule and ensure timely submission of all paperwork to meet requirements of the Local Authority.
17. Carry out administration of Health Care Plans to include updating, creating and logging in a timely manner.
18. Daily monitoring and reporting of LINK19 attendance including first day calling for safeguarding purposes.
19. General office duties to include email communications, telephone calls, signing in and out of visitors and administrative support to LINK19 Leadership team and teaching staff.
20. Comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

“**Only the best for Ifield School”**

Ifield School aims to provide an outstanding and supportive learning environment; one which allows everyone to achieve their very best, with high self-esteem and respect for others in the community, so that they are able to take their place in society with confidence and pride.

**The Job Description may be reviewed at the end of the Academic Year or earlier if necessary. In addition, it may be amended at any time after consultation with you.**

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| **Signed:** | **Signed:** |
| **Headteacher: Maddie Arnold-Jones** | **Name:** |
| **Date:** | **Date:** |