

## Meadowfield School Job Description

<b>School:</b>	<b>Meadowfield School</b>	
<b>Job Title:</b>	<b>Finance Administrator</b>	
<b>Postholder's Name</b>	<b>TBC</b>	
<b>Grade: KR6</b>	<b>Hours: 37</b>	<b>Weeks per year: 52</b>

<b>Responsible To:</b>	<i>Finance Manager</i>
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### Purpose of the Job

To work as part of the Finance Team, to provide a high quality, efficient, effective and supportive financial service, in line with the agreed school budget and in accordance with KCC Financial Regulations and the School Finance Policy.

### Key Duties and Responsibilities

- Accurately input and monitor all financial transactions and activities within the school (e.g. purchase orders, invoicing, banking, petty cash, recording direct debit payments, other accounting entries and filing), answering queries and reporting to the Finance Manager as required;
- Process and monitor payments for school trips;
- Supports the preparation of BACS payments;
- Responsibility of own corporate credit card;
- Reconciliation of the bank account and corporate credit card statements;
- Support the Finance Manager with accurately recording of the payroll transactions on the appropriate system; to ensure the payroll process and agreed timescales are adhered to;
- Invoicing and receipting financial transactions associated to all services including lettings; as per instruction from the Finance Manager;
- Record income and related spend for Pupil Premium, SEN funding, discretionary, grants and donations for accurate analysis and reporting;
- Liaising with a wide range of people, both internal and external to the school.
- Support the Finance Manager by attending monthly meetings with budget holders and department leads;
- Process and record termly payments for Bursary/Discretionary pupils.
- Monitor the Finance email inbox regularly.
- Support the Finance Manager in the procurement strategy for the school, requesting quotes; so that best value for money can be achieved;
- Support the Finance Manager with financial new year / year end procedures;
- Take an active role in developing and maintaining systems and procedures to ensure information and transactions comply with school, Local Authority and audit requirements;
- Assist the Finance Manager with the maintenance of the school Asset Register.

- Attend meetings and training where necessary.
- Assist the Finance Manager with ad hoc tasks, as necessary.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, as determined by Meadowfield School.

In addition to the key responsibilities above:

- Promote and safeguard the welfare of children and young people within the school:
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Safeguarding responsibilities**

- To understand the role and responsibilities of all staff in the safeguarding of children in the School and in providing a safe environment in which children can learn
- To understand and meet the responsibilities as set out in the latest edition of Keeping Children Safe in Education
- To engage in and complete all training in regards to safeguarding and ensure school policy and practice is followed

**Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with KCC's Equal Opportunities Policies.

Comply with policies and procedures relating to child protection, health, safety and security, confidentially and data protection, reporting all concern to an appropriate person.

Name:	
Signature:	
Date:	

## Finance Administrator - Person Specification

	Criteria	Essential/Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE grade A*-C in English and Mathematics, or equivalent</li> <li>Relevant finance qualification (Level 2/3 Diploma in School Business Management/AAT)</li> </ul>	<p>Essential</p> <p>Desirable</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in administration and finance</li> <li>Experience of supporting in a finance role</li> <li>Experience of maintaining strong financial records and controls</li> </ul>	Desirable
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>High ethical standards</li> <li>Accurate with strong attention to details</li> <li>Keyboard skills applied with precision and speed</li> <li>IT literate, proficient in Microsoft Packages such as Word, Excel and PowerPoint</li> <li>Ability to communicate a range of financial information both verbally and in writing with all staff and stakeholders</li> <li>Ability to prioritise own workloads, work well under pressure and work to strict and multiple deadlines</li> <li>Ability to work as part of a team</li> </ul>	Essential
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of financial procedures to be able to maintain accounts and produce finance reports</li> <li>User knowledge of FMS6 system or other accounting and budgeting software</li> <li>User knowledge of Payroll packages</li> <li>Awareness of local and national policies with regards to finance, procurement, administration and staff management</li> <li>Awareness of School Record Retention, GDPR and Health and Safety policies as applicable to the role</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Maintain confidentiality and act with integrity at all times</li> <li>Work in line with school values</li> <li>Work ethically, transparently, inclusively in an equal and fair way</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>

	<ul style="list-style-type: none"><li>• Willing to provide and receive feedback to identify areas of personal development or process improvements</li></ul>	Desirable
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