

## ST MARY'S CATHOLIC PRIMARY SCHOOL

### JOB DESCRIPTION FINANCE & ADMISSIONS OFFICER

**"The Catholic school should be a living embodiment of an ideal and a faith; it should demonstrate a way of life; it should be a witness to society. It should practice what it preaches about the dignity and worth of the individual."**

***Cardinal Basil Hume***

**Responsible to: The Headteacher & School Business Manager**

**SALARY GRADE: C1 Points 17 to 26**

#### **JOB SUMMARY**

To provide an effective and efficient financial support service within the school and to respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.

#### **ACCOUNTABILITY**

1. To keep all school accounts and to monitor all expenditure (eg process delivery notes/invoices and process for payment).
2. To operate SIMS FMS computer system. To order all equipment and materials, as authorised by the Head teacher. To sign for and check contents of all deliveries the school ensuring best price, suitability and optimum delivery times. To settle payment of goods/services in a timely manner.
3. To undertake all lettings administration and to undertake lettings calculations.
4. To support with and submit when necessary monthly VAT returns, quarterly LBA reports and monitoring returns for the LA.
5. To solve invoice/accounting difficulties arising with the LA, suppliers and other bodies as appropriate.
6. To assist in budget preparation.
7. To carry out basic clerical duties (eg filing, typing, etc) with regard to finance work.
8. To ensure that the office is well presented and effectively organised at all times.

9. To ensure that the school complies with the requirements of the Data Protection Act (with regard to finance matters).
10. To participate in training courses as appropriate to the post and to participate in an annual Performance Review.
11. To ensure compliance of lettings staff and regular visitors regarding 3rd Party, liability, safeguarding etc.
12. To process LM year end closedown.
13. To prepare the school for finance audits.
14. Manage staff sickness insurance claims.
15. Manage school debit/credit card purchases.
16. Ensure staff have ID and signing in badges.
17. Organise post to be held securely over the school holidays.
18. Organise annual maintenance / inspections of equipment.
19. Manage leased contracts eg. photocopier, etc.
20. To keep track of planned maintenance contracts.
21. To undertake reception/general office duties.
22. To undertake any other tasks which the Head teacher might reasonably require.
23. To manage the Casual In-Year Admissions to the school.
24. To notify the LA on a weekly basis of the current roll.
25. To notify the LA on a weekly basis of the ON/OFF Roll of students.
26. To manage nursery intakes.
27. To manage the admission of Reception Students & the transition of Y6 children to Secondary Education Settings.

Sign:

Print:

Date:

Headteacher Sign:

Print:

Date: