

**Finance and Administration Officer**

**Main Purpose**

To provide finance and administration support to school staff as a key member of the office team.

**Duties and responsibilities**

1. Carry out general administrative duties, including but not limited to, SIMS, diary management and updating the school website.
2. Monitor the office email account, answer the telephone and respond to parents’ queries.
3. Deliver messages, escort late arrivals to class and welcome visitors to the site.
4. Undertake the administration of our online payments, clubs and parents’ evening booking systems.
5. After school and breakfast club administration to support the club leader.
6. Provide finance support to the School Business Manager.
7. Check supplies, place orders, raise purchase orders and process invoices, ensuring appropriate authorisation and payment in accordance with agreed procedures and timescales.
8. Investigate and resolve supplier invoice queries, arranging returns and ensuring that refunds and/or credit notes are received.
9. Process all income (cheques, cash and childcare vouchers), and banking of the same.
10. Carry out the necessary arrangements with regard to school lettings and other events regarding invoicing and collection of payments.
11. Process staff expenses and the weekly cheque/BACs run.
12. Monitor debtors and implement debt collection procedures where necessary.
13. Administer first aid and record incidents/accidents on our medical system.
14. Prepare for open mornings/parent workshops.

**General**

1. Developing an understanding of Academy policies and procedures, complying with their contents and raising concerns in a timely manner.
2. Actively participating in the Performance Management processes within the Academy.
3. Identify personal training needs and participate in training and performance development whenever required.
4. To undertake any other duties appropriate to the grade of the post.

In addition to the above, the post holder must be committed to safeguarding and promoting the welfare of children and young people.

**PERSONAL SPECIFICATION**

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| **Qualifications and training**  | **Criteria** |
| Good standard of education, with a minimum of GCSE grade A-C in Maths and English  | E |
| Hold or be studying for a finance / business related qualification  | D |
| First aid qualification (or be willing to acquire certificate) | E |

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| **Experience** |  |
| Minimum 1 years’ experience in a finance / busy admin department  | E |
| 2 years’ experience in a school or educational environment  | D |

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| **Skills and Knowledge** |  |
| Working knowledge of computerised finance systems and financial controls  | E |
| Working knowledge at intermediate level or above of Excel and Word | E |
| Ability to communicate effectively both orally and in writing across a wide range of audiences  | E |
| Ability to complete work to a required standard of accuracy and presentation  | E |
| Show resilience under pressure | E |
| Have good organisational skills | E |

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| **Personal Attributes** |  |
| Committed to safeguarding and promoting the welfare of children and young people  | E |
| Be professional, approachable and able to work as part of a team | E |
| The ability to work with initiative and to tight deadlines  | E |
| Show resilience under pressure | E |
| Have good organisational skills | E |
| A commitment to working as part of the whole academy team and supporting the vision and aims of the academy | E |
| To be willing to undertake further professional development  | E |