



Job Description

Finance Administrator

School:	West Malling Primary School
Responsible to:	School Business Manager
Hours:	24hrs Per Week – Term Time Only
Salary Range:	£19,500 - £22,918 FTE (Pro rated to part time)

Purpose of the Job:

Assisting the School Business Manager and Headteacher by undertaking core finance processes and general administrative tasks to ensure the efficient and effective use of the school's resources

Key duties and responsibilities:

- Oversee, develop and implement financial procedures and oversee all financial transactions/activity within the school (e.g. requisitions and orders, invoicing, preparation of Bacs payments, banking and cash and accounting entries) and dealing with supplier issues
- Work with the School Business Manager and relevant senior leaders to develop a financial plan for the staff and resources of the school
- Work alongside the School Business Manager to monitor and maintain up to date budget and forecast figures using the Trust's tools which support the school improvement plan
- Comply with Tenax financial procedures, guidelines and requirements
- Ensure value for money is obtained to ensure the most efficient use of resources
- Producing a range of financial information and reports for the School Business Manager; assist in financial reporting and returns as required, ensuring that information is timely and accurate
- Receiving and recording monies from pupils and parents / carers; this includes using the cashless school/home software for monitoring and recording payments
- Preparing invoicing for Wraparound and Enrichment Clubs and ensuring payment is made by parents
- Implement the school policy regarding the hiring of school facilities and manage the associated checks and financial transactions ensuring all necessary requirements are met.
- Preparing Payroll data for monthly finance returns

Individuals in this role may also undertake some or all of the following:

- Providing reception cover in the school office on a rotating basis
- Supporting Admissions Officer with seasonal returns
- Maintaining stocks and supplies and distributing as required
- Supporting the School Business Manager with routine clerical tasks as and when required
- Undertaking other support duties such as dealing with correspondence, filing and word processing
- Processing travel and subsistence claims for staff

Other

- Perform other reasonable ad hoc duties as may be determined by the School Business Manager
- Partake in relevant training and development as required by the School Business Manager and Headteacher

Signed

Date

Person Specification

Finance Administrator

This person specification is designed to enable potential applicants for this role to determine how fully they currently meet the requirements of the role. It will be used to shortlist applicants and as part of the selection process.

It is not necessary to meet all points listed below in order to apply. We are very keen to hear from applicants who believe they are, in broad terms, a 'good fit' for the role as described.

We are an organisation committed to developing all of our staff through Trust-wide mentoring and support arrangements. We will work with the new post holder to secure the most appropriate training and professional development opportunities.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	NVQ Level 2 or equivalent
EXPERIENCE	Experience of development, management and operation of administrative systems.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Literacy and numeracy skills• Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions• Interpersonal, organisational and administrative skills• Ability to develop and maintain effective computerised and manual filing systems• Ability to organise and prioritise workload to achieve deadlines• Ability to investigate complex queries and anomalies when required• Ability to monitor and process accurate financial records• Commitment to equality and the promotion of diversity in all aspects of working
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.• Knowledge of a range of IT systems• Knowledge of computerised and manual filing systems• Awareness of Data Protection and confidentiality issues• Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety
PERSONAL CHARACTERISTICS	Flexible; Reliable; Excellent time keeper, Good team member Care and Compassion Warm, positive personality. Positive and enthusiastic in outlook Sense of humour Self motivated and ability to show initiative Creative and resourceful An excellent attendance record Seeks further professional development

