

## JOB PROFILE

<b>Job Title</b>	Finance Assistant/Office Administrator	<b>Band</b>	Level 5
<b>Reports to</b>	Business Manager & Headteacher	<b>Hours</b>	8.30 – 1.30pm 5 days per week 25 hrs a week for 38 weeks plus one week to include attendance at INSET days (39 weeks)
<b>Location</b>	Holy Family Catholic Primary School	<b>Department</b>	Administration

### **Job Purpose**

#### **Finance**

Undertake administrative procedures to ensure the maintenance of financial systems and the integrity of financial activities and financial records. The Finance Officer must work in accordance with the school policies and procedures and in compliance with relevant legislation to avoid lost or misused revenues and inaccurate financial statements.

This role involves being a welcoming and efficient first point of contact for parents, staff and visitors.

### **Principal Accountabilities**

#### • **Finance**

- Manage the process of purchase orders and responsible for authorising up to an agreed limit. Ensure effective procurement practice is followed and ensuring Best Value principles are met within the LA guidelines.
- Manage invoices and payments for goods and services ensuring all transactions are posted correctly using the FMS system, before processing cheque payments. Scrutinise and ensure that purchase orders and invoices have appropriate authorisation and are dealt with promptly by liaising with suppliers and budget holders. Manage debtors.
- Administration of the schools Business Procurement/Purchase Card in accordance with the regulations and procedures stated in the schools Procurement/Purchase Cards Policy.
- Manage the private account including all income and banking, generate manual cheques and bank reconciliation of this account.
- Costing of school trips.
- Manage school transport for outings. This includes booking coaches and mini buses, ensuring all procedures and documentation are kept up-to-date. Ensuring that adequate business insurance is maintained such that all staff can transport children in their private vehicles. Also, ensuring no staff organise for pupils to be transported by parents other than their own.
- Recording and banking all school monies and providing receipts, setting up and monitoring all trips/events as per teachers' requirements. Ensure cash on site is handled within financial guidelines and is kept securely at all times.
- All administration associated with ParentPay with the aim to create a cashless environment as soon as possible. Liaising with parents regarding outstanding monies. To include meals, all trips, wraparound care, uniform and Governors fund Parental voluntary contributions.
- Administer the school meal system including provision of information for classes by maintaining the menu selection process.
- Provide administration support to the business manager.
- Ensure all reimbursement claims are in line with the school expense policy. Scrutinise for any discrepancies and vet for authorisation, before processing them for payment.

- Maintain efficient paper and computer based audit trail for all transactions related to income, orders, invoices and cheque runs as per the LA financial guidelines.
- Assist the Business Manager to maintain the school's asset register.
- Assist the Business Manager in the financial year end procedures.
- Responsible for ordering school food.
- **General Administration Support**
  - Maintain stock levels of stationery and consumables and order as required within budget and monitor delivery.
  - Ordering statutory test papers within deadlines.
  - Maintain reprographic equipment and supplies.
  - Managing school uniform in the most efficient manner.
  - Routine correspondence, filing, maintaining archives in line with procedures.
  - Administration of staff coffee fund
- **General duties (this section is included on all admin team job descriptions)**
  - Participate in general responsibilities of all Administrative Staff and in special events of the school as a whole.
  - Assist with hospitality for visitors to the school.
  - Provide administrative support to the teachers and other administration staff in peak times or during periods of staff absence eg. Compiling leaflets, covering lunch breaks or front of house.
  - General clerical/administrative assistance e.g. photocopying, filing, faxing, completing standard forms.
  - Provide a professional, friendly and efficient first point of contact for the head teacher, including telephone enquiries and receiving visitors.
  - Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
  - Support the Business Manager in fulfilling Health and Safety regulations including the role of Fire Officer.
  - Produce recommendations on ways to improve office efficiency and effectiveness
  - The post holder will be expected to undertake such tasks as are commensurate with the position and on the direction of the business manager/headteacher.

#### **Key interfaces**

- Parents
- Staff
- Children
- Head teacher, Business Manager and other SLT
- Budget holders
- Governing Body
- Local Authority
- DFES

## **Essential Capabilities**

### **Skills**

- Ability to produce budget monitoring reports for budget holders, the Leadership Group, Governing Body, Local Authority and Department for Education
- The ability to adhere to agreed procedures and audit requirements concerning financial record keeping and security of cash and assets
- Excellent organisation, time management and administrative ability
- Able to demonstrate ownership and responsibility for set targets
- Excellent written and verbal communication and interpersonal skills especially in relation to parents
- Proactive, innovative, enthusiastic, positive and self-confident
- Excellent team working skills including collaborative approach to working
- Ability to work at consistently high standards
- Excellent customer service focus
- Accurate attention to detail
- In depth understanding of school policies and procedures
- Able to use own initiative and seek guidance when required
- Strong commitment to a high level of confidentiality
- Ability to work under pressure and to tight deadlines
- Flexible and adaptable to rapidly changing requirements and workloads.

### **Essential Qualifications**

- Excellent written and spoken English
- Maths O level/GCSE equivalent
- Financial qualification eg. Book keeping, basic accounts (Desirable but not essential)

### **Expertise**

- Proficient ICT including SIMS.net
- Financial Accounts experience (essential)
- Familiarity with the use of office equipment eg. reprographics
- Experience of using FMS

### **Experience**

- Working in a school office environment
- Dealing with parents positively
- Dealing with confrontation and diffusing situations where possible
- Filtering calls
- Working under pressure, coping with conflicting demands and interruptions, and ensuring that deadlines are met
- Computer literate using SIMS, FMS, Excel, PowerPoint, Word (Microsoft Office)
- Have a proven track record of dealing with confidential information with discretion and integrity

**Leadership Behaviours**

All Holy Family School Employees should role model School behaviours and effective working and Demonstrate their commitment to the culture and vision of Holy Family School. All employees are responsible for motivating and inspiring others and are accountable for the atmosphere in which they work.

- 1. To have a positive influence on the society in which we live through providing the opportunities for all to be the best version possible of the person God intended them to be
- 2. Our school is a learning organisation. We are constantly evolving together to bring us all closer to our peak performance for the long term well-being of ourselves and others
- 3. Parental support and perception are vital in achieving our goal of being an outstanding school. All staff must act professionally and maintain positive relationships between home, school and parish

**Culture**

- 1. We believe our school should be a happy and caring place where children want to come and where they will feel secure
- 2. We believe that every individual in the school should be accorded the respect and dignity that is the right of every person.
- 3. We aim for genuine excellence for each individual in every sphere of activity
- 4. We believe the above can be achieved by our working through open and participative structures

**Communicating a common mission statement and vision**

**Mission Statement:** Trying to make the world a better place through creating a learning environment based upon gospel values where every adult and child become better people.

**Vision Statement:** Holy Family Catholic School where everyone is valued, inspired, challenged.

**Agreeing accountabilities**

- 1. Has an approachable style that enables people to raise concerns (e.g. about safety, ethics or performance)
- 2. Takes responsibility for developing themselves and others
- 3. Holds themselves and others accountable for the standard of delivery with clear links between performance and consequences

**Motivating and inspiring others**

- 1. Be responsive to feedback about your own performance and behaviours
- 2. Lead by example and be willing to do what you ask of others
- 3. Encourage others to question things and take informed risks

This job description may be amended at any time after consultation with the post holder.

Signed ..... Date .....

(Postholder)

Signed ..... Date .....

(Line manager)

