

Job Description

Job Title:	Finance and Admin Officer	School Name:	St Mary Magdalene CE Primary School
Grade and Range:	Grade 7 scp 14 - 21	Hours:	28.5 hours per week (over 5 days) 0.8 FTE
Reports to:	The Headteacher	Working Pattern:	Term time only including INSET days + 1 week
		Supervises:	Premises staff

Purpose:	<ol style="list-style-type: none"> 1. To operate, maintain and develop the financial procedures and systems of the school in co-operation with the Headteacher and Governors 2. To maintain systems to facilitate effective financial control within the school. <ul style="list-style-type: none"> • Maintaining the school's financial systems and accounts. • Assisting in the management of the school premises, their maintenance, development and efficient use. 3. To support HR and Admin Manager with the general running of the school office
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Principle Accountabilities:

1. Maintenance of the school's financial and accountancy systems, including:

- Preparation of termly expenditure accounts for presentation to the Headteacher and Governing Body reporting immediately any exceptional problems as well as preparation of the annual budget for approval by the Governing Body (in conjunction with the Headteacher)
- Ensuring timely production and issue of financial reports and returns as required by the LA.
- Responsibility for the school's accounting procedures, including arrangement of audits, ensuring maximum return on investments, acting as a cheque signatory and controlling petty cash
- Liaising with payroll provider regarding the correct payment of staff salaries, including the administration of claims for expenses, overtime, etc.
- Co-ordinating the purchase of goods and supplies, ensuring that the school obtains best possible value for money from suppliers and contractors
- Responsibility for the receipt, safekeeping and banking of all monies received by the school.
- In conjunction with the Headteacher, to manage income generating activities of the school
- To obtain agreements of budgets and to monitor accounts against budgets.
- To prepare regular management accounts for budget holders and to report on the financial state of the school to the Governors (half termly income and expenditure updates for Governors (budget versus actuals))
- To monitor all accounting procedures and resolve any problems. This includes:
 - the ordering, processing and payment for all goods and services provided to the school
 - the operation of all bank accounts, ensuring that regular bank reconciliation's take place
 - the maintenance of an assets register
 - the preparation of invoices and collection of fees and other dues
- To prepare the final accounts and liaise with the Auditors supported by financial consultants
- To prepare all financial returns for the DFE, LA and other central and local governments agencies within statutory deadlines.
- To be the point of contact with the DFE and other agencies with regard to grant applications, gifts, donations.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services

2. Administration

- To oversee and book training
- To work in the school reception, organise reprographics and maintain records.
- To act as correspondent for the DFE and to be responsible for the records and returns required.
- To be responsible for obtaining and monitoring the necessary licenses and permissions.
- To manage and maintain the school website and ensure it is always up-to-date and DfE compliant.
- To organise school trips and manage risk assessments
- To communicate with parents and manage medical administration.
- To liaise with the school's catering company and kitchen.
- To organise school photographs.
- To handle all other matters of an administrative nature which may arise.

3. Assisting in the management of the school premises, including:

- Managing income from premises lettings to outside bodies
 - In liaison with the Premises Officer, responsibility for buildings maintenance, furniture and equipment, ensuring security and repair.
 - Overseeing the school's caretaking and cleaning, including quality control.
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<p>General Statements</p>	<ul style="list-style-type: none"> ▪ Must be in sympathy with the Christian ethos of the school and commit to embodying the school's core values. ▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Local Authority and Diocesan policies and procedures and standing orders. ▪ All employees are required to declare any conflict of interest that may arise before or during their employment. ▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the School's interest, or in any way weaken public confidence in the conduct of the School's business. ▪ Undergo and meet school conditions for a satisfactory enhanced DBS check. ▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures. ▪ To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
<p>General Statements</p>	<ul style="list-style-type: none"> ▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained. ▪ Treating all information acquired through your employment, both formally and informally, in strict confidence ▪ To demonstrate a commitment to good customer care. ▪ Any other duties of an appropriate level and nature will also be required.
<p>To contribute as an effective and collaborative member of the School Team</p>	<ul style="list-style-type: none"> ▪ Participating in training to be able to demonstrate competence. ▪ Participating in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Contributing in meetings and being a supportive member of the school team.

Person Specification

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		Essential (E) or Desirable (D)	How assessed (A/I/T)
Knowledge / qualifications:	<ul style="list-style-type: none"> ▪ A sound knowledge of financial management and accounting procedures. ▪ Computer literate. ▪ Up to date knowledge of school finance. ▪ Well developed IT expertise, including spreadsheets and a working knowledge of local authority computerised financial systems. ▪ Basic knowledge of IT system security. ▪ Familiarity with pay and conditions of school staff ▪ Relevant accounting or finance qualification 	E E D E E D D	A, I, T A,I A,I,T A,I,T A,I A,I A
Experience:	<ul style="list-style-type: none"> ▪ Experience of finance & administration in a similar public sector environment. ▪ Experience of monitoring a budget and analysing financial reports. ▪ Experience of school finance systems. ▪ Experience of buildings management. 	E E E D D	A,I A,I A,I A,I
Aptitudes, skills and competencies:	<ul style="list-style-type: none"> ▪ Ability to set and work to agreed targets. ▪ Ability to communicate effectively with persons at all levels. ▪ Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff. ▪ Ability to organise one's own tasks with minimum supervision. 	E E E E	A,I A,I A,I A,I
Special conditions:	<ul style="list-style-type: none"> ▪ In sympathy with the Christian ethos and values of the school. ▪ Motivated to work with children & young people. ▪ Ability to form & monitor appropriate relationship & personal boundaries with children & young people. ▪ Emotional resilience in working with challenging behaviours. ▪ Appropriate attitudes to use of authority & maintaining discipline. ▪ The postholder may be required to work outside of normal school hours on occasion, with due notice. ▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. ▪ An understanding of the principles of Keeping Children Safe in Education and a commitment to ensuring the health, safety and wellbeing of all children. 	E E E E E E E E E E	A,I A,I A,I A,I A,I A A,I