



HEATHLAND SCHOOL

JOB DESCRIPTION

FINANCE/ADMINISTRATIVE ASSISTANT

Core Purpose

Under the direction of the School Business Manager and the Finance Manager, to support the smooth running of the school finance office through the provision of efficient financial, administrative, personnel and clerical systems and procedures. To provide a quality service that supports the activities of the school.

Main Duties and Responsibilities

Finance:

Under the direction of the Finance Manager:

- To operate the school's petty cash imprest, record expenditure and issue reimbursements, ensuring all claims have budget holder approval
- To process and record Credit Card transactions ensuring claims have budget holder approval
- To ensure safe keeping and banking of monies.
- To process orders for goods and services, ensuring that requisitioning procedures are effective and comply with the federation's financial and procurement regulations, check deliveries, input invoices and check them against delivery notes, check supplier statements and liaise with suppliers as required
- To liaise with federation staff including other finance staff, Resources Co-ordinators and faculty leaders/budget-holders, as required
- To maintain supplier details on the school's finance system, including BACS information
- To complete monthly and/or year- end procedures as required
- To ensure that finance procedures and filing of documents are carried out promptly to enable up to date financial information to be available at all times.
- To update the inventory/fixed asset register for additions
- To purchase and maintain office supplies and equipment and consumables for site facilities e.g. photocopying and laminating machines
- To assist the Finance Manager and School Business Manager with preparation for internal and external audit and in meeting the level of financial management required in an academy.
- To maintain the Contracts' Register liaising with budget holders and suppliers to obtain information on renewal quotes in a timely manner ensuring purchase orders are raised prior to renewal dates.

Administration:

- To make arrangements for school trips instigated by teaching staff including e.g. arranging transport, letters to parents, producing and monitoring class lists, administration of trips on ParentPay, collection and preparation of money for banking, reconciliation of receipts to expected income.
- To coordinate the administration of the annual residential school journeys for Years 5 and 6 for Heathland and Whitefriars Schools, preparing letters, monitoring places, payments and liaising with the venues and Deputy Headteachers.

- To organise and coordinate the provision of music tuition, from preparing letters to determining level of interest, organising trials, creating a database of all pupils wishing to learn an instrument, preparing timetables for peripatetic teachers and keeping the database up-to-date.
- To administer peripatetic music tuition fees including liaising with Deputy Headteacher, checking Free School eligibility for exemption, administration of fees on ParentPay, reminder letters, debt collection and preparation of money for banking.
- To ensure all pupils are registered to make payments using ParentPay and assisting parents when required.
- To administer collection of other fees e.g. Breakfast & After School Club fees including administration of fees on ParentPay, reminder letters, debt collection and preparation of money for banking.
- To undertake word processing and to interrogate and maintain databases in the operation of the school's administration

Clerical:

- To maintain and update as required confidential and general financial filing systems.
- To prepare, print and duplicate forms, letters and documents

General

- To be aware of, read, understand and comply with federation policies and procedures, especially those relating to financial procedures, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. To carry out all duties with regard to all school policies and values.
- To ensure compliance in safeguarding and promoting the welfare of children
- The post holder will be expected to cover for and support administration staff in order to manage the varying demands and deadlines within the school offices.
- To participate in job related training as required

Please note that the above is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. This job description may be amended at any time in consultation with the post holder.

Last reviewed: October 2019

Headteacher / line manager's signature: _____

Date: _____

Post holder's signature: _____

Date: _____

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

**Heathland
Whitefriars
Federation**



PERSON SPECIFICATION

FINANCE/ADMINISTRATIVE ASSISTANT

Essential	Desirable
<p>Educational Achievements, Qualifications and Training</p> <ul style="list-style-type: none"> • a good standard of education, to at least Qualifications and Credit Framework Level 3 	<ul style="list-style-type: none"> • a finance, bookkeeping or accountancy qualification
<p>Experience</p> <ul style="list-style-type: none"> • experience of working in a financial environment • experience of Microsoft Office and in particular Microsoft Excel 	<ul style="list-style-type: none"> • experience of PS Financials, SIMS.Net and ParentPay • experience of working in an educational setting • experience of working with computerised database systems
<p>Job Related Knowledge/Aptitude /Skills</p> <ul style="list-style-type: none"> • a high degree of numerical competence, accuracy and attention to detail • an ability to use information technology • a respect for the need for confidentiality • an ability to communicate effectively verbally and in writing • an ability to work independently and as part of a team • an ability to show initiative in a range of situations • an ability to interact positively with pupils, parents, colleagues and visitors to the school 	<ul style="list-style-type: none"> • knowledge of educational issues • knowledge of relevant community languages – Tamil, Somali, Gujarati, Arabic, Farsi
<p>Personal Qualities</p> <ul style="list-style-type: none"> • confidence, warmth, sensitivity, reliability, and enthusiasm • good interpersonal skills • a commitment to parental, community and governing body partnership 	

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