



Cheshire Academies Trust  
*Inspiring hearts and minds*



"A Love for Learning"

## Kelsall Primary and Nursery School

### JOB DESCRIPTION: FINANCE AND ADMINISTRATION OFFICER

#### **Job Purpose**

To provide accurate and timely administrative, organisational and financial support to the Governing Body, Senior Leadership Team, School Business Manager and other members of the school. To organise and supervise administrative and finance functions/ systems. Contribute to the planning, development and monitoring of support services.

#### **Key Tasks**

- Plan, develop, organise and monitor support systems, and procedures
- Contribute to the development of administration and HR policies
- Provide support, advice and guidance on administrative issues to senior staff, governing body and others
- Liaise with other staff, pupils, parents/carers and external agencies
- Develop and maintain recording and information systems, including personnel staff.
- Undertake analysis and interpretation of data, and produce detailed reports and complex information
- Operates bespoke school information management systems
- Responsible for completion and submission of forms, returns etc., including those to outside agencies
- Produce, and respond to, correspondence
- Oversee, develop and implement financial procedures and oversee all financial transactions/activity within the school/ CLTA (e.g. requisitions and/orders, invoicing, banking and cash and accounting entries)
- Undertake general based administration, e.g. booking trips, coaches, ordering resources
- Work with the Head teacher / SBM to assist with the preparation of the annual budgets and undertake financial planning
- Ensure adherence to financial regulations and provide advice on these to other staff and the senior leadership team
- Manage the financial management system
- Undertake financial analysis on current and future variations in income, expenditure and trends to inform school-wide decision-making
- Keep up to date and ensure statutory compliance of the schools Single Central Register
- Responsible for producing annual and statutory returns
- Manage procurement within the school, including contract management and compliance to contractual conditions
- Assist the SBM to manage all budgets, undertake variance analyses and provide advice on options to improve over-under spends
- Undertake complex administration procedures.
- Complete and submit complex forms and returns including those for the DfES and LEA.
- Liaise with payroll provider, providing relevant information.
- Undertake research and obtain information to inform decisions.
- Assist with procurement, sponsorship and bidding matters.
- Manage the administration of the management information systems.
- Maintain and manage the school website to ensure it is compliant with statutory duties
- Comply 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.
- Be aware of and support equal opportunities for all.
- To be a proactive member of the school team, contributing to the overall ethos / work / aims of the school.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To perform other duties considered reasonable, that are commensurate with the grading and designation of the post

**NOTE:**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.