



## Shirley Community Primary School & Pre-School

### Job Description

#### Finance Assistant & Administrator

Shirley Community Primary & Pre-School is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an enhanced DBS check.

<b>POST TITLE:</b>	Finance Assistant (Permanent)
<b>GRADE:</b>	Grade 5, points 12-17 (£28,958 - £31,022 FTE)
<b>HOURS:</b>	37 hrs per week, Monday – Thursday 8am – 4pm, Friday 8am – 3.30pm
<b>RESPONSIBLE TO:</b>	School Business Manager

#### **Purpose of the job:**

To work as part of the SBM team in supporting the school in attaining its aims, ethos and objectives.

To ensure proper records are kept, maintaining and inputting data into computerised financial management systems, ensuring accuracy of record keeping and compliance with relevant legislation, regulations and policy.

#### Main Responsibilities

##### Finance

- Dealing with all the day to day financial matters, including correspondence, orders, invoices and payments, monitoring expenditure and budgetary performance to ensure that spending is within approved limits and in accordance with adopted procedures and regulations.
- Liaise with existing suppliers.
- Ensuring the recording, collection, reconciliation and banking of all bank and transactions including cash and cards and those transactions made via online payment portals.
- Liaising with budget holders to ensure that spending remains within budgets.
- Taking responsibility for orders, invoices and for preparing supplier payments by BACS ready for authorisation.
- Ensuring that dinner money, trips and other payments made by parents are up to date and chasing for outstanding debt where needed
- Support class teachers with the administration and financial aspects of educational visits – booking of coaches.
- Order, and secure associated funding for milk for Pre-School.
- Maintain records and systems in accordance with approved regulations and standards, to assist the School Business manager and Headteacher in the efficient management of the school budget.
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- Check and respond to emails as directed by the School Business Manager
- Effectively handle telephone enquiries relating to financial matters and pass to the relevant person.
- Maintain accurate and effective filing systems for school's financial records.
- Highlight any areas of concern relating to expenditure or any potential cost savings to School Business Manager
- Develop and maintain effective working relationships with all stakeholders/ school staff and pupils.
- Supporting any audits that are undertaken by the LA or external consultants/organisations

#### Administration

- Assist with reception and administrative duties to support the other members of the Office team as required.
- Record all staff absence and monitor on a regular basis, in accordance with the Sickness Absence Management Procedure, discretionary leave policy and any other relevant policy as necessary.
- Under direction from the School Business Manager, help with the administration of the recruitment process when needed.
- Manage school's GDPR schedule
- Manage the ICT equipment and maintain the asset register for the school
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Monitor the schedule of statutory premises checks and flag to the relevant people when these need carrying out
- Liaise with contracts to book in relevant works

#### Other

- Be fully aware of and comply with all departmental instructions and procedures relating to Health and Safety at work.
- Understand and adhere to data protection policy and law, with specific regard to confidentiality and child protection.
- Undertake any other duties that are within the scope of this post as determined by the School Business manager or the Headteacher