

Finance and Administration Officer

Job Description

Job Area:	Schools
Department:	Finance
Line management responsibility:	NA
Hours:	7.5 hours per week, 38 weeks per year
Salary Range:	Scale Point 7 to 11 – Actual Salary approx £5000 based on one day per week

Main objectives of the post

The Finance and Administration Officer to support various financial and administrative functions within the school. The successful candidate will play a crucial role in ensuring the smooth operation of financial processes at school level and administrative tasks, particularly related to payment platforms to improve the rate of voluntary contribution, school meals, and school visit monetary collection.

Parent Payment Systems Management

- Administer and manage the Arbor Pay systems for school payments and communications.
- Oversee the day-to-day administration of the Arbor clubs system for after-school provision, including processing bookings, tracking attendance, reconciling payments and liaising with parents/carers to resolve outstanding fees.
- Monitor and reconcile payments and identify parents who have not paid for items.
- Send out reminders and notifications to parents for outstanding payments.
- Communicate with parents by telephone and email to resolve payment.
- Ensure the school remains compliant with all platforms.
- Administer and manage any additional payment systems used by the school.

General Administration Tasks

- Complete any other school-based admin or finance tasks as allocated by the Headteacher
- Maintain accurate financial records and reports as required.
- Maintain and organise the reception area, ensuring it is welcoming and tidy.
- Assist with photocopying, scanning, and filing documents as required.

Additional Information

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Headteacher.

JCAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder’s responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible or with whom they come into contact, will be to adhere to and ensure compliance with JCAT’s Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the Trust, they must report any concerns to the Trust’s Child Protection Officer.

Finance and Administration Officer Person Specification

Qualifications and training	Criteria
English and Maths at GCSE Grade 4 (Level C) or above	E
Relevant professional qualifications or certifications in finance or administration	D
Training in data protection and confidentiality practices	D

Experience and knowledge	Criteria
Previous experience in a finance or administrative role,	E
Previous experience within an educational setting.	D
Experience in handling financial transactions and financial reporting.	D
Familiarity with financial and administrative systems used in schools, such as Arbor, GoCardless and other payment systems.	D
Knowledge of the educational sector, including regulatory and compliance requirements.	D
Awareness of best practices in school finance and administration.	D

Skills and abilities	Criteria
Excellent organisational and time management skills with the ability to prioritise tasks effectively.	E
High level of accuracy and attention to detail in all financial and administrative tasks.	E
Strong written and verbal communication skills, with the ability to interact effectively with parents, staff, and external stakeholders.	E
Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint).	E
Ability to quickly learn and understand new systems and software.	E

Personal Qualities	Criteria
High level of integrity and professionalism in handling sensitive and confidential information.	E
Strong ethical standards and commitment to compliance with financial regulations and school policies.	E
Ability to work effectively both independently and as part of a team.	E
Strong interpersonal skills with the ability to build positive relationships with colleagues, parents, and external partners.	E
Flexibility and adaptability in responding to changing priorities and demands.	E
Proactive approach to problem-solving and the ability to work well under pressure.	E