



## Job Description

<b>Job Title</b>	<b>Central School Finance Administrator</b>
<b>Grade</b>	<b>Scale 4</b>
<b>Reports to</b>	<b>Trust Finance Manager / CFO</b>
<b>Liaison with</b>	School leaders/Trust Central Team/CFO/Trust Finance Manager
<b>Purpose of Job</b>	To provide financial assistance and support to the school and assist with the day-to-day running of the department.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To assist with school lettings, liaison with outside agencies, invoicing and calendar checking. Check 'aged debtor' list monthly for non-payment</li> <li>• To arrange for approved purchase orders to be raised and record all invoice details</li> <li>• To be responsible for maintaining the petty cash, recording all income and outgoings. Reconcile Day Book</li> <li>• To arrange for invoices to be raised in relation to tuition (music etc). Liaison with Headteachers and parents</li> <li>• To process travel and subsistence claims. Check details for accuracy. Obtain authorisation</li> <li>• To reconcile all income with that received. Record payments for book purchases, ticket sales, insurance, photocopying etc</li> <li>• To assist staff and pupils with their enquiries and deal with routine telephone calls</li> <li>• To undertake monthly reconciliations of the Purchase Ledger Control Account. To undertake regular checks on the overview of the School fund and Uniform Shop</li> <li>• Process all payments onto the Schools Financial Accounting System (FAS)</li> <li>• Bank any monies collected and record on FAS</li> </ul>

<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• To attend relevant training and meetings as required.</li> <li>• To respect confidentiality at all times.</li> <li>• To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager.</li> <li>• To understand and apply Trust/school policies in relation to the health, safety, welfare and behaviour of staff.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the Trust/School's Equal Opportunities Policy</li> <li>• Adhere to GDPR requirements to safeguard data held across the Trust.</li> <li>• The Trust &amp; Local Governing Committees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• EFSPT is committed to Trauma Perceptive Practice; the Essex approach to understanding behaviour and supporting emotional well-being.</li> <li>• Being trauma-perceptive means that through our values, policies, and practice, we can effectively support the children, families, and communities in our Trust, creating spaces of belonging and safety that enable everyone to flourish, become resilient, and learn.</li> <li>• The duties above are neither exclusive nor exhaustive and the postholder may be required by the CFO to carry out appropriate duties within the context of the job, skills and grade.</li> </ul>
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## PERSON SPECIFICATION

### Office Manager

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience of administrative work in a busy school environment  Educated to NVQ Level 4 or equivalent  Completion of DCSF Induction programme
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake complex calculations
	Technology	Ability to use photocopier  Ability to use word processor, databases and other IT applications
<b>Communication</b>	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues in an

		effective way
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Good Understanding and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Good understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing  Ability to support children who may be unwell
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school  Ability to work on own
	Information	Ability to provide timely and accurate information

<b>Responsibilities</b>	Organisational skills	Good organisational skills  Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team in a positive and successful way
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions effectively
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role  Ability to effectively evaluate own performance and share knowledge with others