

Job Description – Finance and HR Administrator



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

Job Title: Finance and HR Administrator

Reports to: Headteacher

Liaison with: Headteacher, Hub Business Managers, School-based administrators, CEO, DSAT Services Team, Parents, Wiltshire County Council, and external companies.

To assist and support the Headteacher with the administration of personnel records and data and offer an effective administrative support service, always ensuring confidentiality.

To assist in the administration of a range of Finance procedures and to ensure that the use of resources is adequately monitored and controlled.

Main Job Purpose:

1. Finance

- To undertake the efficient and accurate preparation, input and maintenance of information and data into the financial systems operated by the School in accordance with agreed procedures and regulations.
- To be responsible for complete and accurate recording/receipt of all monies, including the maintenance and recovery of returned cheques.
- To ensure all items on orders have been received correctly in liaison with budget holders.
- To assist in administering the school petty cash fund. Ensuring monies are adequately receipted and float replenished and to ensure that the level of petty cash held is correctly controlled.
- To assist and support School trip arrangements including collection, banking and recording monies received.
- Support the Finance Director in the operation of the debtors system including the recovery of unpaid sums.
- Provide support to staff on the production of timesheets, travel claims, orders and any other relevant financial documentation.
- Assist in the production of regular financial reports for budget holder and appropriate staff as and when required as directed by the Finance Director.
- Provide help and advice to staff, pupils, parents and external parties as and when required in relation to financial matters such as non-payment of invoices

2. Human Resources

- To undertake the efficient and accurate preparation, input and maintenance of information and data into the personnel systems operated by the School in accordance with agreed procedures and regulations.
- To be responsible for the school sickness line and arrangements for cover of absent teachers by agencies where necessary.
- Maintain staff sickness and absence records.
- Create, maintain and update confidential HR records for all staff.
- Undertake administrative duties in connection with personnel changes/amendments and terminations of contracts for staff.
- Process promptly, all necessary timesheets and expenses for input into the payroll system.
- To provide support to the Head Teacher in relation to recruitment processes.

3. Other Duties

- Provide advice and training to staff on relevant procedures
- To promptly deal with relevant correspondence and maintain an efficient system for all data
- To undertake agreed tasks on the School duty rota system on a weekly basis.

- Participate in any School staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- To contribute to School Policies as and when appropriate as directed by Head Teacher or Finance Controller.
- Undertake any other tasks and responsibilities appropriate to the level of this post as required by the Head Teacher and / or Finance Controller.
- To comply fully with the Trust's safeguarding policy.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.

Person Specification – Finance and HR Administrator



	Essential	Desirable	Assessed
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level in maths and English at grades A*-C or equivalent • Some training in accountancy, book-keeping or maths 	<ul style="list-style-type: none"> • AAT Level 2 or equivalent accounting and/or financial management qualifications • SIMS, PS Financial and HCSS Budget Tool training • Knowledge of schools finance and relevant legislation and practice • Awareness of Child Protection issues • First Aid trained 	Application Form Interview
Knowledge and Understanding	<ul style="list-style-type: none"> • Good accounting skills • Good record-keeping • Good communication skills with both adults and children • Understanding and practice of confidentiality • Ability to manage time and prioritise tasks • Good technology skills • Experience of working with budgets • Experience working in a financial capacity 	<ul style="list-style-type: none"> • Experience of working with Arbor/Sims, PS Financial and HCSS Budget Tool • Experience working within a school environment • Experience of working in the financial sector • Experience of working with spreadsheets 	Application Form Interview
Skills and Abilities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Good numeracy and literacy skills • Excellent IT skills • Excellent administration and organisational skills • Ability to prioritise and work to deadlines • Ability to work under pressure • Ability to work independently and with initiative • Willingness to undertake further training • Willingness to take part in the broader life of the school. 		Application Form Interview
Working with others	<ul style="list-style-type: none"> • Be able to build positive relationships with children and adults • Be a role model to staff, children and the community 	<ul style="list-style-type: none"> • Show experience of working alongside others 	Application Form Interview

	<ul style="list-style-type: none"> • Liaise with and report to parents, governors and outside agencies 		
Personal Attributes	<ul style="list-style-type: none"> • Organised • Flexible • Enthusiastic • Committed to upholding the Christian ethos of the school • Self-motivated • Excellent communication and interpersonal skills. • Show initiative • Resilient • Be reflective on own practice. • Have a desire to engage in own professional development. 		