

## JOB DESCRIPTION – Finance Administrator

### **TASKS**

#### **Organisation**

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Liaising with parents / pupils / staff
- Liaise with and assist Bursar with financial procedures

#### **Administration**

- Maintain manual and computerised records/management information systems
- Provide general clerical / admin support eg photocopying, filing, responding to routine correspondence
- Process all purchase orders and invoices
- Monitor receipt of goods and services
- Maintain records of supplier contracts and oversee renewals
- Record and bank all cash
- Assist with recruitment process of new staff
- Update HR system with staff details, contract changes, claims etc
- Keep a robust record of all staff absence
- Produce lists/information/data as required e.g. staff, finance data
- Assist with routine administration of school lettings and other uses of school premises

#### **Resources**

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, MIS, Internet)
- Provide general advice and guidance to staff, pupils and others

### **RESPONSIBILITIES**

- Be aware of and comply with 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 difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

<b>Experience</b>	<ul style="list-style-type: none"><li>• General clerical/administrative/financial work</li></ul>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"><li>• NVQ 2 or equivalent qualification or experience in relevant discipline</li><li>• Good numeracy/literacy skills</li></ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"><li>• Effective use of ICT packages</li><li>• Use of relevant equipment/resources</li><li>• Good keyboard skills</li><li>• Knowledge of relevant polices/codes of practice &amp; awareness of relevant legislation</li><li>• Ability to relate well to children and adults</li><li>• Work constructively as part of a team, understanding school roles &amp; responsibilities and your own position within these</li><li>• Ability to identify own training &amp; development needs &amp; cooperate with means to address these</li></ul>