

Beacon Hill Academy



JOB TITLE: Finance Administration Officer

GRADE: Band C

RESPONSIBLE TO: The Principal

KEY LIAISON WITH: Principal, Finance manager

JOB PURPOSE: Provide administrative support to the Finance Manager to support the Finance and Business Management of the Academy

Main Responsibilities

- To support the Finance Manager with the maintenance of the Academy's Financial Operations and to shadow and be able to cover all aspects of their role.
- To undertake administration tasks in support of the Academy's day to day operations

Administrative Support

To provide administrative support to the Finance Manager and other members of the office team which may include but is not limited to: -

- Ordering of supplies and equipment for the Academy including the issuing of invoices and settling of accounts
- Raising and chasing invoices and orders
- Supporting delegated budget holders

- Completing orders for the catering team and entering information on the catering account
- Support with administration of petty cash system
- Support with the Academy's payroll processes
- Support with the administration of lettings
- Support with premises administration such as booking call outs for maintenance and repairs and insurance renewal
- Maintenance of the gifts and hospitality register
- Supporting academy financial processes around segregation of duties
- To deputise for the Finance Manager as needed

Continuing Professional development

The post holder will be required to attend training relevant to their post and to understanding the role of the Finance Manager in order to be able to deputise for this as needed.

Appraisal

The post holder will be included in the Academy's Appraisal programme.

Health and Safety

- To observe the requirements of and implement the Academy's Health and Safety Policy
- To observe the requirements of Thurrock Council relating to Health and Safety in schools and to implement these as instructed
- To understand their responsibility for Health and Safety issues in their place of work
- The post holder will be required to train as a Fire Marshal

Data Protection

The post holder will:

- Comply with the Academy's policies about the protection of data
- Comply with legal requirements placed on the Academy by GDPR
- Not use data or information about pupils or Academy staff on internet or public network sites
- Not act in a manner that would bring the Academy, Governing Body or Thurrock Council into disrepute

General

Job Evaluation - this job description has been set out in such a way as to allow for job evaluation.

Other duties - the duties and responsibilities set out in this job description are not restrictive and the post holder may be required to undertake additional duties from time to time. Any such duties should not however substantially change the general character of the post.

Equal opportunities - the post holder must carry out their duties with full regard the equality policies of the Academy and Thurrock Council.

To undertake other duties that might reasonably be expected to be undertaken by a post holder at this level as directed by the Principal or their delegated representatives.

The role will be further reviewed as the Academy's business leadership structure is developed.