

JOB DESCRIPTION

Post:	Finance and E-Learning Support Officer
Reporting to:	School Business Manager
Post Level & Grade:	Kent Scheme D
	37 hours per week / 39 weeks per year
	08:30am - 16:30pm Monday to Thursday
	08:30am - 16:00pm Friday

Role purpose

To assist with the smooth running of the finance and e-learning functions, ensuring effective and professional support is provided in accordance with statutory guidelines. Ensure the processing of information is accurate on all finance and payroll systems. Provide efficient support to the School Business Manager, Senior Finance and Payroll Officer and wider administrative team.

Main Duties:

Finance

- Processing of day-to-day finance tasks including raising purchase orders, placing orders with suppliers, processing invoices and reconciling supplier statements
- Monitor departmental budgets regularly to track expenditure and escalate any budgetary concerns or discrepancies to the Business Operations Manager promptly
- Dealing with queries and chasing delivery of orders, working closely with the site team to ensure goods are delivered to the relevant department in a timely manner
- Monitor and manage the finance mailbox, ensuring timely responses and appropriate escalation of enquiries and requests
- Supporting the Business Operations Manager with creating reports and forecasts as directed
- Support the wider finance function with month-end procedures, which may include raising accounts receivable invoices, recording income and reconciling bank statements
- Support with the management of Schoolcomms and Arbor, this will include setting up payment options and chasing for monies where directed
- Support with banking monies via the Loomis collection service
- Send departmental budget spend reports on a monthly basis and be responsible for dealing with queries.
- Work closely with the Senior Finance and Payroll Officer and Catering Manager, ensuring the in-house catering provision systems and reconciliation are accurately maintained. This will include the recording of free school meals and staff duties
- Support with maintaining the school's asset register, including disposal of items
- Support with the running of the school shop, ensuring we hold appropriate stock of the relevant resource. This will include prompt distribution of the items to ensure that students receive these at the earliest opportunity
- Ensure financial activities comply with relevant national and local government regulations and frameworks, supporting adherence to statutory and internal audit requirements.

E-Learning Scheme

- Coordinate the e-learning scheme specifically for the new Year 7 cohort, Year 10 refresh and in-year admissions to the school
- Support with the creation of paperwork via Applicaa
- Maintain the year group e-learning spreadsheets, undertaking the monthly reconciliation
- Maintain the gift aid records and submit the HMRC documentation within the agreed timeframe
- Work with the IT department, ESLs and finance staff to ensure financial contributions are made and the smooth running of the scheme. This will involve working closely with parents to engage in contributions and overcome barriers
- Work closely with the pastoral and DSEN teams to identify where parents might require additional support to engage with the scheme and act on findings
- Feedback any concerns from parents to pastoral and DSEN teams as required
- Support with closing the scheme for any students leaving the school, working closely with the Admissions and Attendance Officers for any students that leave the school mid-year
- Liaise with IT on the effective deployment of devices
- Chase outstanding contributions and escalate to the School Business Manager and Network Manager as required
- Maintain a professional dialogue with parents and carers, ensuring the school remains supportive to retain the student on the scheme.

Other duties

- To support the HR function with administrative tasks as directed by the HR Manager
- To undertake any other duties that the Headteacher may reasonably request
- Answer internal and external calls as directed
- Be available to support with any other administrative duties as required
- Support with evening events such as Open Evening, New Year 7 Evening and Year 10 Information Evening.

Note

- The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

Person Specification

	Criteria
Qualifications	<ul style="list-style-type: none"> GCSE in English and Maths at a minimum of a Grade C – or equivalent
Experience	<p>Desirable</p> <ul style="list-style-type: none"> Operational experience of administration and office systems Working with the public and dealing with confidential issues Working effectively with young people in education or another related area Working in an educational environment or setting
Skills and abilities	<ul style="list-style-type: none"> Ability to demonstrate a positive and enthusiastic approach Ability to organise and prioritise workload to achieve deadlines Ability to monitor and process accurate financial records Good communication, interpersonal, organisational and administrative skills Being friendly and welcoming at all times to students, staff, parents and visitors Good problem solving, time management and organisational skills Demonstrate high standards and attention to detail, following tasks through to ensure good outcomes Effective use of ICT and other specialist equipment/resources. Including ability to produce a range of documents, spreadsheets and reports, using Microsoft Office Software, Excel spreadsheets and database functions Ability to work effectively in a team but also take initiative and work independently where required Ability to work confidentially Display commitment to the protection and safeguarding of students
Knowledge	<ul style="list-style-type: none"> Knowledge of MS office, Word and Excel is essential Knowledge of a range of applications and software commonly used in schools including Arbor and FMS6 Up to date knowledge of current online safety standards Awareness of Data Protection and confidentiality issues
Behaviours	<p>Behaviours which are compatible with our school vision, including:</p> <ul style="list-style-type: none"> We achieve the best outcomes when all staff work together in a supportive collaborative environment High expectations in all aspects of our work Staff and students can ‘enjoy the journey’ <p>In addition, we expect the following:</p> <ul style="list-style-type: none"> A ‘can do’ attitude where all possible avenues are explored to achieve the best outcomes for students Flexibility to work as required to achieve the best outcomes for students Integrity and professional pride to do the job properly Rigorous, consistent and logical approach to ensuring all procedures and policies are followed Good sense of humour and ability to relate to colleagues, parents and students

Organisation



Signed (Postholder): _____

Dated: _____

Signed (Line Manager): _____

Dated: _____