

Job Description



Job Title:	Finance Administrator	Job Number:	1019357
Location:	Longford Park Primary School	Salary:	Grade 4

Job Purpose

To work as part of a busy administrative team under the supervision of the School Business Manager, providing efficient, proactive clerical, administrative, and financial support to the school. The role includes assisting with day-to-day financial processes such as purchase orders, invoice processing, budget monitoring, record-keeping, and ensuring compliance with school financial procedures. The post holder will contribute to the effective management of school resources while maintaining accurate financial records.

The role also acts as the first point of contact for callers and visitors to the school, offering professional guidance and assistance in person and by telephone, and ensuring a welcoming, well-organised, and responsive front-of-house service.

Financial Responsibility

- Use the school's Management Information System (MIS) to manage and support financial tasks and responsibilities, including processing transactions, maintaining accurate records, producing reports, and ensuring data accuracy and compliance with school procedures.
- Process routine orders for stationery, cleaning supplies, and other essential resources, ensuring best value for money, timely delivery, accurate record-keeping, and compliance with school procurement and financial procedures.
- Process purchase orders, deliveries, and invoicing in line with school financial procedures, ensuring orders are authorised, goods are received and checked, invoices are accurately matched and processed, and records are maintained to support budget control and audit requirements.
- Assist with forward budgeting of SLA costs, monitoring service level agreements, forecasting future expenditure, and supporting the School Business Manager with accurate financial planning and budget setting.
- Reconcile the school purchasing card, ensuring all transactions are accurately recorded, supported by receipts, reconciled within required timescales, and compliant with school financial controls and audit requirements.
- Respond to general budget enquiries, providing accurate and timely information to staff, supporting monitoring of expenditure against budgets, and assisting the School Business Manager with financial reporting and decision-making.
- Manage the dedicated finance email inbox, responding promptly and professionally to accounts-related queries, liaising with staff, suppliers, and external partners as required, and ensuring accurate records and timely follow-up actions are maintained.
- Support the school's VAT claim process, ensuring VAT is accurately recorded, claims are prepared and submitted in a timely manner, and all documentation is retained in accordance with HMRC requirements and school financial procedures.
- Set up products, after-school clubs, and educational visits on the school's MIS/payment system, ensuring accurate pricing, permissions, and payment options are in place to enable parents and carers to make payments efficiently and securely.
- Reconcile payments received from parents, carers, and external sources, ensuring all transactions are accurately recorded on the school's MIS and accounting systems, discrepancies are investigated, and records are maintained for financial reporting and audit purposes.

- Provide support to parents and carers with online payments, offering guidance on using the school's payment system, troubleshooting issues, and ensuring transactions are completed accurately and securely.
- Support curriculum staff with obtaining quotes & bookings for transport for school visits, ensuring arrangements are cost-effective, timely, and compliant with school policies & procedures.
- Chase outstanding balances for wraparound clubs, school dinners, and educational visits, liaising politely with parents and carers, maintaining accurate records of communications, and ensuring adherence to the school's debt recovery procedures.
- Support the Tax-Free Childcare process, processing payments, and reconciling transactions accurately to ensure records are up-to-date and compliant with school financial procedures.
- Support the School Business Manager with end-of-year processes, including closing accounts, reconciling budgets, preparing financial reports, and ensuring all records are accurate and compliant with school and statutory requirements.
- Annually archive or securely destroy old finance paperwork, ensuring compliance with GDPR and school data retention policies while maintaining accurate records of archived or disposed documents.
- Process staff overtime forms, checking for accuracy and completeness, and submitting them for approval by the School Business Manager in line with school payroll and financial procedures.

General Administration

- Act as a first point of contact for visitors to the Headteacher and provide an efficient, effective, helpful and friendly information service to them. providing a hospitality service as required
- Undertake word-processing, typing support, letters, statistical information and standard forms
- Provide efficient telephone switchboard service in relation to first day calling, dealing with front line calls to the school and directing them as appropriate. Take messages and pass on information as necessary and work as part of a team
- Manage the school office email inbox, responding to and forwarding emails in a timely manner
- Liaise with academic and support staff, LEA Officers, Local Authority staff and external organisations as appropriate
- Ensure all pupil information is recorded on Bromcom, keeping records updated.
- Create and run reports as required through Bromcom for Senior Leadership Team, teachers/teams.
- Prioritise workload effectively and meet deadlines appropriately
- Attend training sessions as and when required
- Provide administrative support to the Senior Leadership Team, teachers/teams.
- Establish and maintain administrative and clerical support procedures with the operation and effective use of information technology, ensuring efficient and effective use of office equipment and software packages
- Support the safe administration of medication to pupils in accordance with the school's Administering Medication Policy, ensuring appropriate records are maintained, confidentiality is upheld, and procedures are always followed.
- To be responsible and accountable for carrying out the duties of the post with regard to the City Council's equal opportunities policy, and health and safety law, and to ensure that duties will include the processing of any personal data are undertaken in accordance with the Data Protection Act 1998
- Provide support to cover the school office during the absence of the Administration Assistant, ensuring continuity of day-to-day administrative tasks, front-of-house duties, and effective communication with staff, parents, and visitors.
- To undertake any other duties and responsibilities within the range of the salary grade and nature of the post

GDPR & Managing Data

- Under the direction of the School Business Manager, ensure the effective and efficient operation of the school's Student Data.
- Keep up to date with developments relating to new Bromcom modules and other packages and attend and recommended training as necessary
- Maintain the confidentiality of all information and the security of office systems, records, files and equipment in line with GDPR.

Responsible to: School Business Manager / Headteacher

The School is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.

The School will take all reasonably practicable steps to ensure the health, safety and welfare of all employees and any other person that enter the school or are affected by the activity undertaken, in line with statutory compliance. All employees are required, to adhere to the School's policies and procedures to protect themselves and others around them. Health and safety does not stand alone; it is embedded into daily practice, in line with relevant health and safety legislation, safeguarding and Ofsted requirements. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

In accordance with the GDPR UK regulations, duties which include processing of any personal data must be undertaken within the scope of the School's Data Protection policy.

Date Reviewed: January 2026