

St Christopher Primary School

Allesley Old Road, Coventry, CV5 9JG

Tel: 02476 675 017

Email: webenquiry@st-christopher.coventry.sch.uk



St Christopher
PRIMARY SCHOOL

Job Description

Job Title:	Finance and Admin Assistant	Job Number:	L3410D
Directorate:	Children Learning & Young People	Post Number:	
Service:	Services for Schools	Grade:	4
Location:	St Christopher Primary School		

Reporting to: The Headteacher & the Finance & HR Manager

Job Purpose

To provide an efficient finance and administration service to the school. To assist the HR & Finance Manager with the day to day running of the finance and administration functions.

Main Duties & Responsibilities

1. In accordance with the approved procedures for the Local Management of Schools (LMS) and the financial regulations of Coventry City Council, undertake the following:-
 - a. Ensure the accurate input of data into the school financial computer accounting system (Bromcom); assist all financial transactions as necessary ensuring financial procedure are adhered to.
 - b. Raise orders, receive and record deliveries, process invoices for goods and services provided and pay all invoices in a timely manner.
 - c. Assist the HR & Finance Manager with the monthly production, checking and submission of VAT information to the LA.
 - d. Record cash income.
 - e. Ensure the preparation of invoices and collection of fees for extra-curricular tuition, Nursery fees, banking of monies, and inputting of information onto the finance module (Bromcom and Instant Nursery Manager).
 - f. To assist with the weekly BACS by accurately preparing, checking and uploading payment files via the online banking system.
 - g. Liaise with the School Finance Officer, Education Finance and other City Council departments regarding financial enquiries and payment of invoices when necessary.
 - h. Provide assistance to the budget holders within the school, advise and support budget holders on issues relating to the management of those budgets.
 - i. Assist the HR & Finance Manager with the monthly reconciliation of school credit cards.
 - j. Ensure the school inventory is maintained in accordance with Audit requirements, using Bromcom Asset Management module.

2. Provide administrative assistance on recruitment and Personnel matters, i.e. advertising vacancies, issuing application forms, arranging interviews, dealing with references, arranging supply cover.
3. Ensure DBS checks are completed and documented in line with DfE guidelines in respect of all staff and volunteers. Ensure the Single Central Record is kept as directed and available for inspection when necessary.
4. Complete excel spreadsheets for audit purposes.
5. Any other duties and responsibilities within the range of the salary grade.

Responsible to: Headteacher

Responsible for: Administration staff

Key Relationships: Senior Leadership Team, Staff, Parents and Governors

Location: St Christopher Primary School

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointments to these posts will be conditional upon the receipt of a satisfactory response to a check of police records via The Criminal Records Bureau.

All employees

All duties and responsibilities must be carried out with due regard to the City Council's Health & Safety Policy. The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-
To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected

To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately
Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate GDPR guidelines.

Date Reviewed: March 2025

Updated: March 2025

St Christopher Primary School

Allesley Old Road, Coventry, CV5 9JG

Tel: 02476 675 017

Email: webenquiry@st-christopher.coventry.sch.uk



St Christopher
PRIMARY SCHOOL

Person Specification

Area	Description	
Knowledge:	<ul style="list-style-type: none"> - Financial procedures, relating to ordering, invoicing, petty cash and monitoring of expenditure and income - Office procedures and practices - ICT equipment/network systems and their use within a business context - School MIS systems (Bromcom) - Microsoft software including Word, Excel, Teams - School HR recruitment - GDPR 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential (Desirable)</p> <p>Essential</p> <p>Desirable</p>
Skills and Abilities:	<ul style="list-style-type: none"> - Strong written and oral communication skills - Excellent organisational skills - Good interpersonal skills - Ability to work under pressure and prioritise effectively. - Ability to work flexibly and be solution focussed - Ability to be extremely organised and meet deadlines - Ability to carry out tasks that require accuracy and attention to detail. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Experience	<ul style="list-style-type: none"> - Experience of working in a school environment in a school environment - Successful administration role - Communicating/serving public, staff, colleagues, other agencies and management - Financial procedures 	<p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Educational:	<ul style="list-style-type: none"> • NVQ level 3 (or equivalent qualification) or evidence of equivalent knowledge and experience in a relevant discipline • Minimum GCSE (or equivalent) English and Maths and grade A-C • OCR Level II Word Processing, OCR Excel Stage II (or equivalent) 	
Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 • A DBS check will be required prior to appointment. • Online checks required prior to appointment. 	

Date Reviewed:

March 2025

Updated:

March 2025