



Coventry City Council

Job Description

Vacancy Reference No:

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|---------------------|-------------------------------------|---------------------|---------|
| Job Title: | Finance and Admin Officer | Job Number: | L3593D |
| Directorate: | Children, Learning and Young People | Post Number: | |
| Service: | Services for Schools | Grade: | Grade 4 |
| Location: | Allesley Primary School | | |

Job Purpose:

Under the direction of the School Business Manager, to ensure that a quality administrative and financial responsibilities are completed to support the school.

Administrative Duties and Responsibilities:

1. To assist with the administrative arrangements for school trips e.g. transport / venue bookings, updating products on SIMS Pay to collect parental contributions, maintaining appropriate records.
2. Undertake all work in relation to school lettings, receiving and processing bookings, policies and finance tasks following laid down procedures and liaising with the Site Service Officer and Hirer as required.
3. Document and keep up-to-date details of all procedures within areas of responsibility.
4. Confidential clerical assistance to the Headteacher and Deputy Headteacher and Assistant Head teachers.
5. Help plan and provide support for forthcoming whole school events including parents evenings
6. Oversee the team of Lunchtime Supervisors in the School Business Managers absence and arrange cover when necessary liaising with the Senior Lunchtime Supervisor.
7. Undertake general office duties including maintaining and updating manual and computerised records and filing systems e.g. pupil records, assisting with data input onto SIMS.net
8. Prepare paperwork for all after school clubs including letters / registers and cash collection sheets.
9. Complete tasks in relation to pupil transfers and admissions.
10. Provide cover for the reception and switch board in the absence of the receptionist
11. Provide supervisory support cover in the school dining hall as and when required.
12. Responsible for the care of children who are hurt or unwell, including liaison with staff, first aiders and parents.

13. Responsible for school meal procedures and maintenance of registers in the absence of the admin assistant.

Financial

14. Ensure the accurate input of data onto the school accounting system (SIMS FMS).
15. Be responsible for dealing with ordering and invoices ensuring value for money is achieved, resources are purchased for appropriate use and financial processes and procurement rules are followed at all times.
16. Check goods inwards. Liaise with suppliers re prices, delivery dates and discrepancies.
17. Raise orders via FMS, check and enter deliveries, check and enter invoices for payment. Deal with queries from suppliers.
18. Deal with purchasing queries on a timely basis, liaising with outside suppliers, Education Finance and other Coventry City Council departments.
18. Make regular supplier payments by cheque/BACS.
19. Provide regular information to budget holders within the school, offering advice and support on issues relating to the management of their budgets.
20. Assist the School Business Manager with the monitoring of outstanding purchase orders.
21. Assist the School Business Manager with the calculation of commitments for estimated future expenditure during the financial year.
22. Raise commitments and journal entries for credit card purchases and reconcile to monthly statements on the FMS system
23. Maintain the School Fund records in line with Audit requirements, for checking by Education Finance and for annual submission to Governors.
24. Handle Petty Cash transactions on a timely basis, reconciling and replenishing in line with Audit requirements.
25. Create and maintain spreadsheets for trips and chase outstanding contributions / permission slips.
26. Ensure the collection, reconciliation and recording of payments for various events, trips and activities undertaken by the school.
27. Maintain a debt recovery log of action taken to recover outstanding debts.
28. Be responsible for implementing and administering all aspects of the school's letting policy, providing recommendations for the annual review of charges and policy.
29. Raise invoices for lettings and miscellaneous charges as and when required.
30. Liaise with external music tutors and sports coaches re: charges and payment methods.
31. Record all receipts of cash, cheques and parent payments onto SIMS FMS / SIMS Agora.
32. Prepare all monies received for monthly secure cash collection.
33. Ensure all monies are secured in the school safe and maintain a log of the safe contents.

- 34. Assist the School Business Manager to raise termly wraparound before and afterschool invoice fees and assist in chasing payments where necessary.
 - 35. Support the School Business Manager with year-end financial procedures
 - 36. Any other duties and responsibilities within the range of the salary grade.
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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

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 data protection guidelines.

Responsible to: Headteacher & School Business Manager

Updated: September 2018



Coventry City Council

Person Specification

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| Area | Description |
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| Knowledge | School office procedures and practices |
| | Working knowledge of Microsoft packages including Word, Excel, Powerpoint, Publisher |
| | Experience in creation and use of Excel spreadsheets and use spreadsheets to produce statistics for reports as required |
| | Knowledge of school year end procedures, accounting practices and procedures |
| | Full working knowledge of SIMS MIS system and FMS6 Finance Package Knowledge of all other computer software used by the school desirable including CPOMS, Express Invoice, NCA Tools Understand the organisation of VAT returns, finance reports and banking |

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| Skills and Abilities: | Good standard of written and spoken English Good numeracy skills Liaise and communicate effectively with a wide range of people in a polite and professional way Record, monitor and analyse income and expenditure accurately Demonstrate integrity and recognise the importance of security and confidentiality in a school setting Prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure |
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| Experience: | Recent experience of working in financial administration, preferably in a school setting Essential experience of using SIMS and FMS Management Information Systems Experience of support and supervision of office staff Credit Control experience |
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| Educational: | NVQ in Business and Administration (or equivalent qualification) GCSE Grade C or above in English and Mathematics (or equivalent qualification) |
| Special Requirements: | <ul style="list-style-type: none"> This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. |

Date Reviewed: **September 2018**