



## **Job Description: Financial Administration Officer G4**

John Gulson Primary School is committed to inclusive policies and practice; ensuring equal opportunities for all pupils and staff regardless of race, gender or disability. We are also committed to safeguarding the welfare of our pupils

<b>Job Title:</b>	Financial Administration Officer	<b>Job Number:</b>	
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 4
<b>Location:</b>	John Gulson Primary School		

### **Job Purpose:**

- To provide an efficient financial administration service to the school.
- To help supervise the work of the clerical assistants

### **Main Duties and 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 (SIMS, FMS6); supervise all financial transactions as necessary.
  - b. Raise orders, receive and record deliveries, process invoices for goods and services provided and pay all invoices on a timely basis.
  - c. Be responsible for the monthly production, checking and submission of VAT information to the Local Education Authority.
  - d. Ensure the collection, reconciliation and recording of payments for various schemes, trips, and activities undertaken at the school.
  - e. Ensure the preparation of invoices and collection of fees for Extra-Curricular tuition, banking of monies, and inputting of information onto the finance module (SIMS FMS6) of the school financial accounting system.
  - f. Liaise with the School Finance Officer, Education Finance and other City Council departments regarding financial enquiries and payment of invoices.
  - g. Ensure submission of requested schedules and reports as required by the LA for Year End Accounting.
  - h. Provide information to the budget holders within the school, advise and support budget holders on issues relating to the management of those budgets.
  - i. Work closely with the Head Teacher and School Business Manager in the preparation of reports for Governors.
  - j. Ensure the school inventory is maintained in accordance with Audit requirements, using SIMS FMS, Equipment Register module.
  - k. Maintain Unofficial/School Fund – including arrangements for auditor's reports and submission to Governors.
  - i. Handle Petty Cash and credit card transactions, in line with Audit requirements.
2. Monitor levels of stock such as stationery and office supplies, ensuring that orders are placed in good time to maintain the required levels (including learning materials).

3. Ensure procedures are undertaken in relation to authorisation for school medicals and ensure staff are aware of procedures for contacting parents in the event of illness or accident of a child.
4. Undertake word processing, duplicating and collating of documents and production of information including school correspondence and newsletters.
5. Ensure the efficient operation of the school administrative function and systems within the school, and deal with administrative matters on behalf of the Headteacher and School Business Manager.
6. Ensure implementation of clerical processes for maintaining and updating of manual and computerised records and filing systems, production of statistics, completion of returns and assistance on the provision of information in relation to:
  - a. Financial matters and school budget
  - b. Other school matters.
7. Provide assistance on recruitment and Personnel matters as needed i.e. advertising vacancies, issuing application forms, arranging interviews, dealing with references, relevant personnel forms, arranging supply cover and completion of returns for staff sickness and absence.
8. Ensure office equipment and computerised systems are in good order and liaise with outside agencies regarding repair and replacement.
9. Implement office procedures to ensure confidentiality and security of information and adherence to the GDPR.
10. Assist on other matters including administration of school trips including arrangements for insurance cover, transport/venue bookings.
11. Ensuring this information is provided and available on the required deadlines.
12. Ensure that DBS checks are completed and documented as required by the current DfE guidance, in respect of all staff and volunteers within the school. Ensure the relevant information is kept as directed and available for inspection as necessary.
13. Arrange supply cover for absent staff as and when necessary, liaising with the Head Teacher.
14. Photocopy, collate, distribute and file documents with due regard for safeguarding and confidentiality.
15. Monitor levels of stock such as stationery, office supplies & learning resources - ensuring all orders are placed in good time to maintain the required levels.
16. Supervise administration staff on a day-to-day basis, in the absence of the SBM line manager
17. Act as a first line of contact; receive enquiries from parents and other visitors via telephone and reception as needed
18. 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:** School Business Manager

**Date Reviewed:** May 2021

## Person Specification

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<b>Location:</b>	John Gulson Primary School		

	<b>Job Requirements</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Word Processing packages, such as Word, Excel, Publisher for windows systems.</li> <li>• Office procedure, practices and equipment.</li> <li>• Computer applications (SIMS) used in schools – FMS, SIMS.net data and modules (Attendance and Personnel 7).</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure.</li> <li>• Liaise and communicate effectively with staff, parents, children and others by telephone and in person. Deal with all matters in a courteous manner and resolve queries and filter calls where appropriate.</li> <li>• Sort, identify, classify, record and file accurately in alphabetical and numerical order.</li> <li>• Maintain financial accounts relating to official and unofficial funds – both computerised system and paper records for audit purposes.</li> <li>• Numerate – add, subtract, divide and multiply, calculate percentages.</li> <li>• Record and present information in a neat and legible way.</li> <li>• Work effectively, meeting deadlines as necessary.</li> <li>• Record and monitor expenditure accurately.</li> <li>• Organise school trips by telephone and inter-personal contact.</li> <li>• Draft letters and compose replies, produce statistics and reports as required.</li> <li>• Remain calm in the presence of irate visitors, and follow agreed guidelines for such situations, cope with interruptions.</li> <li>• Operate office equipment such as photocopier, computer, fax and duplicating machine, ensure their daily maintenance and deal with breakdown by taking action as necessary.</li> <li>• Place authorised orders, process deliveries and invoices and ensure accurate recording and timely payment.</li> <li>• Assist the Business Manager with all end of year procedures</li> <li>• Maintain and update manual and computerised records and filing systems relating to pupils, finance, personnel and other school matters using appropriate software.</li> <li>• Communicate effectively at all levels in a professional and polite way.</li> <li>• Be sympathetic to the needs of primary school age children, and able to communicate with them appropriately.</li> <li>• Recognise the importance of security and confidentiality in a school setting.</li> </ul>
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<b>Behavioural Attributes</b>	<ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of Financial and Personnel administration within a school setting.</li> <li>• Experience of dealing with children of Primary school age, and of their needs.</li> <li>• Experience of using SIMS Computer applications, SIMS FMS6, SIMS.net and associated modules in a school environment.</li> <li>• Office clerical background covering activities such as word processing, filing, maintenance of records, using telephones, dealing with people.</li> <li>• Experience of supervision of staff.</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Good general education, including GCSE pass in English and Maths</li> <li>• Commitment to continuing Professional Development.</li> <li>• Relevant qualifications in Word Processing / Typing.</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>

**Date Reviewed:** May 2021