

Job Description: Finance & Office Administration Assistant

GRADE:	4
HOURS:	28 per week, 40 weeks (TTO plus teacher training days plus 4 days)
RESPONSIBLE FOR	N/A
RESPONSIBLE TO:	<i>School Business Manager</i>

Main purpose:

To provide administration support for the general school operation with a specific focus on assisting with the delivery of high quality Finance activities and other administrative tasks.

Duties and Responsibilities:

In accordance with the approved procedures for the Local Management of Schools (LMS) and the financial regulations of Coventry City Council, undertake the following:

- Ensure the accurate input of data into the school financial computer accounting system (BROMCOM, SIMS, FMS); supervise all financial transactions as necessary.
- Raise orders, receive and record deliveries, process invoices for goods and services provided and pay all invoices on a timely basis.
- Be responsible for the monthly production, checking and submission of VAT information to the Local Education Authority.
- Ensure the collection, reconciliation and recording of payments for various schemes, trips, and activities undertaken at the school.
- Liaise with the School Finance Officer, Education Finance and other City Council departments regarding financial enquiries and payment of invoices.
- Ensure submission of requested schedules and reports as required by the LA for Year End Accounting.
- Provide information to the budget holders within the school, advise and support budget holders on issues relating to the management of those budgets.
- Maintain Unofficial/School Fund – including arrangements for auditor's reports and submission to Governors.
- Handle Petty Cash transactions and its security until collection, in line with Audit requirements.
- Ensure the school meal procedures are undertaken efficiently, the collection and reconciliation of online payments.
- Be responsible for implementing and administering all aspects of the schools letting policy, providing recommendations for the annual review of charges and policy.
- Ensure the efficient operation of the school administrative function and systems within the school, and deal with administrative matters on behalf of the Head Teacher / Business Manager.
- Be responsible 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
- Ensure office equipment and computerised systems are in good order and liaise with outside agencies regarding repair and replacement.
- Implement office procedures to ensure confidentiality and security of information and adherence to the Data Protection Act and General Data Processing Regulations (GDPR).
- Assist on other matters including administration of school trips including arrangements for insurance cover, transport/venue bookings.

- To ensure that the monthly salary download is completed in a timely manner and that all items are cleared not held in suspense.
- Provide routine administrative support e.g. photocopying, scanning, filing, emailing, complete routine forms
- Maintain school MIS systems such as Bromcom.
- Liase with parents and other visitors both over the phone and in person.
- To support the school through attendance at meetings and the provision of appropriate administrative and clerical support.
- Under direction of the SBM, review policies and activities within the school, relating to general matters such as administration/clerical procedures, finances.
- To attend relevant training courses to update knowledge.
- Demonstrate initiative in improving the quality of service provided by support staff within the school.
- Attend to deliveries on an adhoc basis.
- Any other duties and responsibilities within the range of the salary grade.

Other Areas of Responsibility

You will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

There may be a requirement to carry out particular duties as the Headteacher may reasonably direct from time to time.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HR & Office Administration Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

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

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Coventry City Council's Equal Opportunities Policy.

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

Castle Wood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Notes:

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Person specification:

CRITERIA	ESSENTIAL QUALITIES
Qualifications	<ul style="list-style-type: none">• Minimum of 5 GCSEs or equivalent to level 4 or grade C and above including English and Maths• Evidence of further qualifications would be welcomed, in particular finance / accounting qualifications
Knowledge and Experience	<ul style="list-style-type: none">• Experience of finance management and procedures, including school finance systems and processes• Excellent knowledge of computer applications including Office 365 including SharePoint and MS Teams. Previous experience of operating school MIS would be desired including Bromcom, SIMs, FMS• Experience of working in an office is essential. Experience of working within a busy school office environment is desired• Experience of dealing with confidential data
Skills and Abilities	<ul style="list-style-type: none">• Excellent numeracy and written and verbal communication skills• Advanced communication skills in order to advise, guide and negotiate successfully with a range of audiences• Ability to plan and prioritise workload to meet conflicting deadlines• Evidence of ability to analyse and interpret complex information and solve problems• Good negotiation skills in order to negotiate contracts with suppliers• Robust ability to work independently and act on own initiative and be a key team member• Able to cope well with pressure and keep calm in stressful situations• Ability to maintain absolute confidentiality and integrity• Able to maintain and update manual and computerised records and filing systems relating to finance, pupils and other school matters using appropriate software• To control own workload to meet agreed deadlines through effective and efficient prioritisation and organisation with the ability to cope with interruptions• Work with minimum supervision• Maintain financial accounts relating to official and unofficial funds in line with auditing purposes• Reconcile cash, cheques, online payments and school bank accounts• Record and monitor income and expenditure accurately• Place authorised orders, process deliveries and invoices and ensure accurate recording and timely
Personal qualities	<ul style="list-style-type: none">• Adaptability to changing circumstances and ideas• Reliability, flexibility and resilience• Commitment to safeguarding and equality• Desire to actively contribute to a positive team spirit and be a positive role model• Open minded• Professional

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Post holder's signature: _____

Date: _____

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