

JOB DESCRIPTION

Role: Finance and Lettings administrator

NJC Scale 4-7-point range (depending on experience)

£22,518 – 30,852

Line of responsibility

This role will be directly responsible to the Director of Finance and Facilities.

Career development

You will be trained in your current role with the opportunity for further career progression and continuous professional learning.

Job Purpose

- Assisting with all aspects of the development and effective operation of the finance and lettings department.
- Assisting with operating and monitoring all school accounts and budgets, ensuring the safe receipt and handling of cash and cashless reconciliation of transactions.
- Completing administrative routines relating to orders, invoices, payment of suppliers, income, maintaining stock and other administrative tasks.
- Undertaking general office and administrative duties, as required.

Duties and Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, by the line manager and/or Headteacher

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of Conditions of Employment [the Contract of Employment].
- The finance and lettings administrator;
- Will be is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- Will uphold the School's Policy in respect of Child Protection and Safeguarding matters.
- Will be subject to all relevant statutory and institutional requirements.
- May be required to perform any other reasonable tasks, after consultation.
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

- This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the School's PMR process

Job Specification

Operational

- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors.
- Provide efficient finance, lettings and administration assistance to the Line Manager.
- Assist in maintaining and updating information held on School Databases, in particular those relating to finance including recording expenditure and income, accessing and producing reports for budget holders.
- Assist in transferring data safely when database systems are introduced and/or changed.
- Assist in the setting up and maintaining of archive files and historical data.
- Assist in the preparation of statistics and management information with regard to finance as required by the Line Manager, the Headteacher, Governors, Auditors, Local Authority and the DfE, including end of year accounts and the Schools Financial Value Standard.
- Assist in the collection, entry and extraction of data required to complete statutory returns.
- Process orders ensuring sufficient funds are available beforehand, receive delivered goods and process invoices.
- Process payments following required authorisation and ensure payments are signed by relevant signatories.
- Issue petty cash payments ensuring required receipts and signatories are obtained for all purchases.
- Ensure the safe receipt, handling and banking of monies and cheques received.
- Receive, record and bank school trip monies received from students or parents/carers.
- Assist the Line Manager with all aspects of payroll administration within the relevant deadlines, including preparation of timesheets, submission of variations and new details, entry of sickness data.
- Provide assistance to staff with regard to financial issues, for example, placing and following up orders, advising on best value, providing details of alternative suppliers.
- Liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required by the Line Manager.
- Assist the Line Manager in organising the letting of school premises, including dealing with initial enquiries, sending out documentation and contracts, liaising with staff as appropriate.
- Contribute to the evaluation and development of financial systems and procedures.

- Report technical faults relating to the school database system/s and equipment to the ICT Technicians in accordance with school reporting procedures.
- Report H&S issues to the caretaker

Administrative

- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.
- Process, input and extract data held on the school's database systems.
- Maintain both manual and computerised record and filing systems in line with audit requirements such as the authorised signatories list, invoices, petty cash vouchers, chequebooks.
- Take minutes/notes in meetings as required, and circulate associated information.
- Deal with correspondence promptly and as required including distribution of invoices received, payment queries, communications received from suppliers, contractors and the bank.
- Answer incoming and internal switchboard calls, dealing with requests and enquiries and taking messages as required.

General and Lettings

- Market the School's premises to prospective lettings and use social media platforms effectively.
- Meet and greet prospective clients, showing facilities in a timely efficient manner
- Meet school income generation targets, ensuring good use of site premises outside of school hours
- Update lettings calendar and communicate with key staff about future events, ensuring maximum use of premises and minimum clashes
- Ensure all procedures are followed, pre and post event with the lettings team, especially feedback from clients and safety on site
- Ensure that all preparations required prior to hosting events are taken in good time, are co-ordinated and communicated to relevant staff.
- Raising invoices for each event and ensuring that these are paid strictly in advance of any event
- Ensuring accurate audit trails are maintained for the software used for lettings/payments
- Attend school events as required to feedback (shift work not required)
- Assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation.
- Keep abreast of developments and changes in fields relevant to role and communicate to staff as required.

Key Organisational Objectives

The postholder will contribute to the School's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives, as directed.
- Ensuring compliance with Data Protection legislation.
- Operating within the School's Equalities Framework at all times.
- Commitment and contribution to improving standards for students, as appropriate.
- Acknowledging customer care and quality initiatives.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1971 [Exemptions] Order 1975, as amended. Candidates are required to give details of any convictions on their Application Form and are expected to disclose such information at the Appointment Interview.

Because this post allows substantial access to children, candidates are required to comply with procedures in relation to Police Checks. Prior to taking up the post, the successful candidate will be required to give written permission to the School to ascertain details from the Police regarding any convictions against them and, as appropriate, the nature of such convictions.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

Date of Issue:

Signature of Postholder:

Signature of Headteacher:

FINANCE ASSISTANT: PERSON SPECIFICATION

| Essential | Desirable | Evidence |
|---|---|--|
| <p>Qualifications and Experience:</p> <ul style="list-style-type: none"> • Studied to a minimum standard of GCSE [Grade A*–C] or equivalent, in English and mathematics. • Experience of working in a busy office environment. • Previous finance/accounting and administration experience [at least one year]. | <p>Qualifications and Experience:</p> <ul style="list-style-type: none"> • Finance/Accounting related qualifications. • Experience of working in a school or similar establishment. • Prior knowledge of working on FMS – school software | <p>Application Form</p> <p>Letter of Application</p> <p>References</p> <p>Interviews</p> <p>Certificate/s [to be available at interview]</p> |
| <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Ability to build and form good relationships with colleagues and students. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and suppliers/contractors. • Good standard of numeracy and literacy skills. | <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Working knowledge of SIMS [or insert package used by school] financial and personnel software packages. • Working knowledge of payroll/pension provision. • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation - such as the Schools' Financial Value Standard. | <p>Application Form</p> <p>Letter of Application</p> <p>References</p> <p>Interviews</p> |

| Essential | Desirable | Evidence |
|---|------------------|-----------------|
| <ul style="list-style-type: none">• Ability to proficiently use office computer and finance software including word-processing, spreadsheet, database and internet systems.• Ability to absorb and understand a wide range of information.• Ability to maintain accurate records and filing systems.• Ability to deal with confidential data/issues appropriately. | | |

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| <p>Personal Qualities:</p> <ul style="list-style-type: none"> • Initiative and ability to prioritise one's own work. • Able to follow direction and work in collaboration with line manager. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Able to attend evening meetings if required. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. | | <p>Application Form</p> <p>Letter of Application</p> <p>References</p> <p>Interviews</p> |
| <p>Essential</p> | <p>Desirable</p> | <p>Evidence</p> |
| <ul style="list-style-type: none"> • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. | | |