Job Description – Finance Administrator

REPORTING TO: Office Manager

MAIN PURPOSE: To provide Finance support to the office, and admin support for HR and the Pre-School.

Finance

1. To ensure the school's finances are managed in accordance with statutory regulations.

2. To raise orders to ensure best value for the school, liaise with suppliers, check and distribute deliveries and maintain stocks of resources and stationery, liaising with the Office Manager and Assistant Headteacher.

3. To process invoices and purchasing card transactions promptly using the Financial Management Systems.

4. To be responsible for school trip administration including obtaining quotes and booking coaches, liaising with the teaching staff, sending out letters and forms/chasing replies, and setting up and monitoring online trip payments under the guidance of the Office Manager.

5. To prepare hire agreements and invoices for school lettings, chasing outstanding payments as required.

6. To bank all school income and to ensure income is accurately recorded.

7. To use Parentmail to set up and monitor parental payments to school.

8. To maintain the school asset register including the addition of all new equipment and the removal of obsolete items. To undertake the annual stocktake with the support of the Office Manager.

9. To support the Office Manager in maintaining records for audit and preparing for audit visits.

HR

1. To collate application forms for job vacancies and forward to the Headteacher/Office Manager as required.

2. To prepare packs of forms for online and hard copy distribution.

3. To assist with the setting up of new members of staff by requesting and chasing references and drafting offer letters.

4. To assist with absence reporting on SIMS/to Buckinghamshire Council.

Pre School

1. To be responsible for the day to day running of the Pre School.

2. To deal with all Pre School admission enquiries, liaising with the Office Manager and Pre School Manager.

3. To review the Pre School application packs annually and prepare for sending to parents.

4. To check all forms and hours to ensure ratios are maintained.

5. To prepare offer letters for parents to be checked by the Office Manager.

6. To prepare all invoices for parents for wraparound/paid sessions to be checked by the Office Manager.

General

1. To deal with enquiries, answering the telephone and relaying messages to staff.

2. To be aware of, and comply with, policies and procedures relating to Child Protection and safeguarding ensuring all concerns are reported appropriately in a timely manner.

3. To deal with all confidential matters with tact and discretion, ensuring the security and confidentiality of data, and reporting any concerns promptly.

4. To support the front desk at peak times, providing general support to the main office as required/in the absence of the Office Administrator.

5. To ensure archived files/ historical data is reviewed and maintained within LEA guidelines.

6. To undertake first aid training provided by the school and administer first aid as required, recording incidents on Medical Tracker.

7. To carry out all duties in accordance with the school's policies.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.