

<p style="text-align: center;">SCHOOL JOB DESCRIPTION</p>
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POSITION: Admin Officer (Finance)

GRADE: Scale 6

SCHOOL: 25 Hours per week – Term Time Only

RESPONSIBLE TO: SBM and Office Manager

Drayton Park Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Purpose of the post

Responsible for the day to day financial and operational administration and management, reporting to the Office Manager and School Business Manager.

The post holder will be expected to provide an efficient, effective and compliant service ensuring that the highest standards are achieved at all times.

The post holder is required to be flexible in their approach to work, with a positive attitude and work with honesty, confidentiality and integrity whilst carrying out their duties at all times. Duties and responsibilities will include but are not limited to, those outlined in this job description.

This job description may be modified by the Head of School, with your agreement, to reflect or anticipate changes in the role, commensurate with the salary and job title.

Duties and Responsibilities

Finance

1. To support the SBM & Office Manager in the operational functions of financial administration
2. Maintain accurate financial records, raising purchase orders, inputting invoices, checking supplier statements and processing regular payments ensuring appropriate checks and authorisation processes are in place at all times.
3. Liaise with the Office Manager and Senior Leadership with regard to controlling orders, deliveries and stock levels for Drayton Park.
4. Manage payments and cash flow, ensuring they are banked and coded to relevant income streams, including LA funding and other grants.
5. Oversee petty cash; maintaining records, daily cash book and receipts, performing monthly reconciliations.

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6. Invoice for lettings following the lettings policy. Manage income allocation and banking.
7. Manage and maintain income using the cashless payment system.
8. Maintain safe and responsible cash handling procedures.
9. Prepare and organise banking of cash for Drayton Park.
10. Prepare paperwork for invoice authorisation to be signed off by the Business Manager and / or Senior Leadership for cheques to be issued on a regular basis.
11. Support the SLT by processing and operating financial, information and other systems in pursuit of the school's objectives and good governance.
12. Support the Premises Manager to compile and maintain the Asset Management system.
13. Complete financial management tasks in line with weekly schedules agreed and reviewed by the Office Manager and Business Manager.
14. To monitor and manage your own workload and keep records in an agreed format.
15. To constructively take part in meetings/briefings, supervision, conferences and other events designed to improve communication and assist with the effective development of the post and the post holder
16. To provide support for the school office/ reception, as required including general reception duties.
17. To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.

Personal Responsibilities

1. To be professional in dress and manner at all times
2. To carry out the duties and responsibilities of the post, in accordance with the school' and children's centre's Health and Safety Policy and relevant H&S Guidance and Legislation.
3. To promote the safeguarding of children; be aware and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the relevant person.
4. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
5. To promote safeguarding of children
6. To undertake training and professional development as appropriate.
7. To undertake other duties appropriate to the post that may reasonably be required.
8. Ensure communication is always professional, friendly, tactful, respectful, clear and concise.

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9. At all times carry out duties with due regard to the school's Health and Safety Policy.
10. To work within and encourage the school's Equal Opportunities Policies

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which schools face. This job description is a guide to the level and range of responsibilities, which the post-holder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, so as to meet changing circumstances and demands. It will not form part of the post-holder's contract of employment.

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**PERSON SPECIFICATION
Admin Officer (Finance)**

1. Proven clerical/administrative experience
2. Proven experience of finance and operations or a similar field.
3. Ability to prioritise to ensure that deadlines are met, whilst working under pressure.
4. Proven experience using financial accounting systems, ideally FMS.
5. Strong organisational, financial, interpersonal and communication skills.
6. Ability to present information (data and text) in a variety of formats
7. Ability to monitor budgets and record expenditure
8. Experience of administration including dealing with correspondence and photocopying.
9. The ability to work within set procedures and to maintain confidentiality.
10. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
11. Excellent numerical skills to record routine statistical information.
12. Excellent communication skills – tact, diplomacy, clear and concise verbal communication skills.
13. Cultural awareness and sensitivity in greeting visitors to the school.
14. Ability to work effectively as part of a team.
15. Ability to work on own initiative
16. An understanding of and commitment to the schools Equal Opportunity Policy.
17. Ability to deliver services within the framework of an Equal Opportunity Policy.