

Job Description : **Administrative Officer/Finance/**
Location : **School office**
Line Manager : **School Business Manager**
Pay scale : **SO1**
Hours : **part time**

Job Purpose

To provide support with day-to-day financial tasks to ensure the smooth and efficient running of the school.

Job Description

You will be required to do any reasonable tasks necessary to perform this role and this Job description is not exhaustive

Main Areas of work

Financial Administration-

Source and place orders as necessary ensuring cost centres are not overspent

Enter financial data into the system

Populate purchase orders and invoices and prepare documents for the cheque/BACS run

Ensure the school has an audit trail for all spend

Work with the business manager to monitor spend

Monitor budget holders spend

Maintain the asset management system

Ensuring orders forms are raised and correctly signed by budget holders and then submitted to signatories for authorisation. In Head teachers absence named signatories may authorise orders under £200.

Procuring items for the school ensuring value for money and ensuring all delivery notes are retained

Produce information such as leaflets for budget holders and disseminate to budget holders

Meet with budget holders to update them on a half termly basis and keep minutes

Check payroll information on monthly returns

Support with invoicing for play service

Monitor petty cash and reconcile this monthly with the School Business Manager.

Work in line with Local Authority Financial regulations.

Filing of financial information

Negotiating with suppliers and forming good working relationships

Monitoring spend on school contracts and services and highlighting when contracts are due to end

Keep an accurate record of Eva6 and students receiving pupil premium ensuring that LA records are in line with school records

Support with tracking Pupil Premium spend

Signing off agency timesheets and keeping accurate records

School Dinners

Update meal numbers

Check H&F free school meal schedules against actual free school meal pupils on the system and report this SBM

Reception

Cover reception as necessary

This list is not exhaustive and, at times, you will be expected to carry out reasonable requests by the senior leadership team.

Person Specification

Job Title: Administrative Officer

Date: September 21

Education and Training: Educated to GCSE Level good general education

Person Specification

Experience working within a school setting

The ability to use a range of information technology for administration, including the ability and willingness to undertake training to use new software packages as required.

Excellent keyboard skills - proficient in the use of computers, in particular experience of Microsoft Office Suite (Word, Excel and Outlook) and all general office equipment. Excellent computer skills including data input and report generation

Strong knowledge of SIMS essential

Strong knowledge of FMS or other financial package essential

The ability to communicate clearly verbally, and in writing, and to demonstrate a good level of numeracy.

Strong experience of office administrative duties including the maintenance of manual and electronic records.

Good telephone manner and a pleasant personal manner.

The ability to deal with visitors, Governors, parents, colleagues and pupils in a sensitive manner

The ability to maintain confidentiality regarding conversations, information and material.

The ability to work as part of a team.

The ability to work under pressure whilst maintaining work organisation, accuracy and attention to detail.

A willingness to be flexible and the ability to work on your own initiative.

A commitment to the Council's equal opportunities policies on challenging discrimination and disadvantage in the areas of anti-racism, anti-sexism, disability and discrimination against sexual preference.

Commitment to the schools safeguarding policy

A willingness to undertake training considered necessary for the post

Organisational skills

The ability to work as part of a team, promoting a strong team spirit.

The ability to work with minimum supervision

Ability to multi-task

Ability to work under pressure