

London Borough of Havering

Job Profile Children, Adults & Housing Directorate

Job title:	Financial and Administrative Compliance Manager
Grade:	Grade 6
Model No:	31
Reports to:	Schools Business Manager / Heads group
Staff managed (if any):	Admin / Admin Finance staff: number 4 Finance staff: number N/K

Job Purpose and Context

The purpose of the **Financial and Administrative Compliance Manager** role is to make sure that effective and efficient administration supports the strategic aims and day-to-day operation of the school, ensuring effective systems and compliance across finance, HR, personnel, communications, and administration. This role also includes having particular responsibility to support the operation of financial procedures and systems and will act as an authorised certifying officer.

The **Financial and Administrative Compliance Manager** may, therefore, be responsible for

- The management and supervision of relevant staff
- The administrative infrastructure
- coordinate internal communications, organise staff cover, and manage operational needs.
- The management of information and information systems – which may include administrative, financial, personnel and payroll
- Oversee and coordinate the work of the administrative team across both schools, ensuring smooth day-to-day operations.
- Support the Business Manager in ensuring financial compliance, accurate reporting, and adherence to audit and policy requirements.
- Support with lettings management — promoting community use of our facilities while ensuring compliance with all health, safety, and safeguarding protocols.
- Ensure compliance with relevant legislation, including GDPR, safeguarding, and health & safety
- Administrative systems, procedures and policies
- Assist with risk assessments, internal audits, and the preparation of reports for the Business Manager and senior leaders.
- The delivery of timely administrative services and functions to: the Executive Head Teacher, the Heads of sites, the governing body, the staff of the school, parents and carers, the public, the local education authority, the DfES and other agencies
- And the quality of customer service.

Roles and Responsibilities

1. To manage (including performance management), support and provide day-to-supervision of other admin and finance staff who report to the postholder to do their jobs efficiently and effectively
2. In the absence of the Schoolkeeper or Head of Estates, manage and supervise site staff and premises related activities and issues
3. To be responsible for, manage and develop the administrative infrastructure of the school, which includes machinery and equipment, telecoms, ICT, materials, resources, consumables and so forth
4. To make sure the school delivers an effective and efficient customer service through communication, the provision of information and services and dealing with and resolving enquiries, problems and complaints. This includes the management of the public face/interface of the school.
5. To be the lead person for the management and distribution of the schools websites in order to ensure compliance.
6. To make sure the school maintains and develops accurate and up-to-date databases and information systems to retrieve, enter, extract and output relevant information
7. To manage, coordinate and develop administration and organisational services that meet the needs of the school and its staff. Such services may be in the functional areas of:

• Personnel
• Payroll
• Finance - Income, - The collection of debts and payments - Processing goods and services received
• Premises management
• Health and safety
• Curriculum support
• Administrative and secretarial support to school management

8. To operate the computerised personnel, payroll and financial information systems of the school for financial monitoring, data processing, making and authorising payments, allocating cost codes, viring money, and maintaining the accuracy of the payroll
9. To gather and record financial data, monitor and submit records and claims, make, submit and reconcile claims and complete returns required for various purposes
10. To receive, record, and process incoming payments using the relevant financial systems of the council and the school
11. To collect debts and payments due by monitoring records, making requests, following up and taking action on responses and identifying, investigating and resolving arrears
12. To process documents relating to goods and services ordered and received, to make and record payments and prepare and authorise payments

13. To assist the relevant manager in the development, setting, monitoring and reporting on the school budget and in the day-to-day management of the budget
14. To assist with inventory and the school's procurement systems and procedures
15. To assist with the school's banking arrangements, including cash flow, bank reconciliation, year-end reconciliation and so forth
16. To design, create and print out complex documents using a computer
17. To design, create, produce and print out presentations, learning materials, newsletters and so forth for the use of the school, using a computer
18. To manage the organisation and arrangement of events – which may include (but not exclusively) training courses, meetings of the governors, school assemblies, festivals and concerts – including the arrangement of venues, the organisation and provision of resources, arranging attendance and coordinating the contributions of other school staff
19. To use computerised management information systems and/or paper based filing systems to enter, record and retrieve data, supply information in response to requests and make reports and returns required by a variety of different sources. (Examples might be, the use of Sims.net (the staff, teacher, and academic database) or the SIMS package used for attendance).
20. To complete school based induction and any subsequent training, for example, modules leading to proficiency in the SIMS financial package, required to improve performance.
21. To find, locate, select, analyse and prepare financial data to support school accountability and decision making
22. To help, support and supervise other members of the school staff in the use, organisation and maintenance of the school financial systems and procedures in accordance with the financial regulations of the school
23. To use the appropriate spreadsheet, software to retrieve and enter data, create and update files and produce and output spreadsheets
24. To find, locate, select, analyse and prepare information to support school accountability and decision making
25. To help, support and supervise other school staff in the use, organisation, application and maintenance of the school administration and computerised systems and deliver on-the-job training and development where appropriate
26. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
27. To take appropriate action to manage, monitor and maintain a healthy, safe, secure, efficient and effective working environment.

28. To complete school based induction and any subsequent training, which may improve and development performance.

29. To take part in the school performance management system.

Notes:

1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
3. This is a new job profile for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time

Signed **Date**

Signed **Date**
Headteacher

London Borough of Havering Education Department

Financial and Administrative Compliance Manager

Person specification

Skills and abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to work independently and manage and supervise the work of the team	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with adults and children and young people	✓		Application & interview
Awareness of sensitive information and the need for confidentiality	✓		Interview
Ability to manage and coordinate administrative services	✓		Application & interview
Ability to maintain accurate financial records			Application & Interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
Knowledge			
An understanding of health, safety and security issues in schools	✓		Interview
An understanding of school office systems, procedures and policies	✓		Application & interview
A willingness to become conversant with and apply the financial regulations and the school	✓		Application
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application & interview
Qualifications and experience			
ICT certification to support word processing skills, database and spreadsheet skills		✓	Application
GCSE at level A – C in English and mathematics	✓		Application
NVQ Level III or equivalent qualification in financial / administration organisation		✓	Application
A minimum of three years relevant experience in financial / administration organisation	✓		Application & interview
Previous experience in computerised pay, personnel and financial systems		✓	Application
Experience in the SIMS financial package used in schools		✓	Application
Previous experience in computerised	✓		Application &

administrative and management information systems			interview
Previous experience in computerised pay and personnel systems		✓	Application & interview
Experience in the SIMS/BROMCOM/ARBOR computerised package used in schools		✓	Application
Willingness and motivation to develop own skills and proficiency	✓		Application & interview