

## Job Description

Ridgefield is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<b>Job Title</b>	<b>Finance Assistant / Administrator</b>
<b>Level and Scale Point</b>	Level 3, Scale 4 – NJC pt 7 – 11 (£25,584 - £27,269)– <i>salary is pro-rata of FTE</i>
<b>Hours</b>	22.5 hours per week (ideally 08.30 to 13.00 – Monday to Friday)
<b>Type of position</b>	Fixed term – 12 months/39 weeks (term time plus INSET)
<b>Responsible to</b>	School Business Manager/Headteacher

## Purpose of the Job

To support the school in attaining its aims and objectives by providing an effective administrative service within the establishment and assisting the School Business Manager and Headteacher in the preparation and monitoring of the school's budgetary provision to ensure proper accounting of all school finances.

Such decisions include, planning and prioritising, allocating and organising work to ensure the smooth running of the administrative function.

The role involves working closely with the School Business Manager.

This role is initially for a 12-month fixed term period.

## Main Responsibilities:

- To act as a point of contact for all visitors to the school ensuring that school safeguarding and visitor protocols are followed,
- To be assist with the day-to-day administration within the school office
- To provide an efficient administration service to the Headteacher, School Business Manager, Senior staff and teachers
- To undertake basic financial responsibilities

## Other Responsibilities:

1. Maintain, operate and review efficient administrative support systems in accordance with approved criteria and resources to meet the needs of the school.
2. Provide a timely and effective secretarial and administrative support service to the Headteacher and Senior Leadership Team in accordance with good practice.
3. Co-ordinate the work alongside other office staff.
4. Finance related:
  - Process purchase order requisitions and place orders with suppliers, checking deliveries when they arrive.
  - Input purchase ledger invoices/journal transactions onto Bromcom system. Responsible for making sure all purchase ledger invoices are authorised by budget holder and Head Teacher.

- Ensure accuracy of payment of invoices for the school in line with relevant finance policies and procedures
  - Oversee the correct allocation and financial compliance of the school's purchasing card
  - To be responsible for the recording of all income into the school. Processing income through the appropriate system of receipts and paying-in slips.
  - Assist with compliance with the payroll and month end checklist process
  - To support the Business Manager with the preparation, implementation and monitoring of the budget. To be responsible for the accurate maintenance of financial records, ensuring adequate audit trails are available and that archiving is undertaken in compliance with current legislation
  - Ensure accuracy of payment of invoices for the school in line with relevant finance policies and procedures
  - Assist with the month end process to include the production of BACS payment runs and reports. Month end process including assisting with completion of reports on Bromcom.
5. Liaise and co-ordinate with contractors for premises compliances visits and maintain the related documentation.
  6. Maintain records and systems in accordance with approved regulations and standards to assist the Headteacher in the efficient management of the budget.
  7. Support the operation of school letting policy, taking bookings and invoicing for use.
  8. Ensure the effective reception of all visitors and telephone enquiries to the establishment in accordance with standards and procedures required.
  9. Operating all computerised data systems including the pupil and staff records and finance/budget information records.
  10. Locating, collating analysing and presenting basic numerical information.
  11. Maintain filing systems.
  12. Any other duties consistent with the post.

### **Variation Clause**

1. *This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder.*
2. *In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.*

### **Flexibility Clause**

*Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the school's other sections or departments.*

## Person Specification

Criteria	Essential	Desirable	How identify
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Recognised ICT qualification</li> <li>• A range of GCSE's at A-C grade including English and Maths</li> </ul>	E	D	Application Application
<b>Skills</b> <ul style="list-style-type: none"> <li>• Ability to use and understand information technology</li> <li>• Excellent communication skills and providing advice and information in accurate spoken English</li> <li>• Good written communication and numeracy skills</li> <li>• Sensitive to the needs of staff, pupils and parents</li> <li>• Good organisational and interpersonal skills</li> <li>• Ability to prioritise and multi-task</li> <li>• Ability to meet agreed deadlines</li> <li>• Excellent team working skills</li> <li>• Ability to work independently</li> <li>• Can demonstrate flexibility of approach</li> </ul>	E E E E E E E E E		Application Interview Application Interview Interview Interview Reference Reference Interview Interview
Criteria	Essential	Desirable	How identify
<b>Experience</b> <ul style="list-style-type: none"> <li>• Working in a customer service role</li> <li>• Working in an administrative role</li> <li>• Working in a finance administration role</li> <li>• Working in an educational establishment</li> <li>• Dealing with confidential and sensitive information</li> <li>• Working with MS Office</li> </ul>	E E E E	D D	Application Application Application Application Application
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Knowledge of office procedures</li> <li>• A good working knowledge of school procedures, policies, rules and regulations</li> <li>• Knowledge of data protection requirements</li> </ul>		D D D	Application Application Application

<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Committed to high standards of customer service</li> <li>• Resilient, positive and flexible attitude</li> <li>• Committed to equality and diversity</li> <li>• Committed to own continuing professional development</li> </ul>	E		Interview
<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Ability to safeguard and promote the welfare of children and young people</li> <li>• Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their life circumstances</li> <li>• Has a good understanding of the safeguarding agenda</li> <li>• Can demonstrate an ability to contribute towards a safe environment</li> <li>• Shows a personal commitment to safeguarding</li> </ul>	E	D	Interview
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