



ST JOSEPH'S CATHOLIC HIGH SCHOOL

JOB DESCRIPTION – FINANCE AND ADMINISTRATION ASSISTANT

Post Title	FINANCE AND ADMINISTRATION ASSISTANT
Working time	Full time, 37 hours per week, Monday to Friday.
Reporting to	To be confirmed
Purpose	You will be the Designated Finance Office Lead (DFOL) for the school. You will support school staff in placing orders and be the key point of contact between the central finance team and budget holders within the school setting. Additionally, you will support the administrative function of the school.
DBS Level	<ul style="list-style-type: none"> • Enhanced
Key Accountabilities (and specific duties/ responsibilities)	<p>Designated Finance Office Lead:</p> <ul style="list-style-type: none"> • To support the school budget holders by placing orders on the Trust finance platform as required. • To support the Headteacher with the use of the school Procurement Card, ensuring all expenditure is accurately reported to the Trust finance hub. • Input of standing information to SAGE Finance system (suppliers, debtors, journals, cashbook entries) in accordance with procedures • To support the audit requirements of the Trust, implementing all processes set out for the DFOL in Trust guidance. • To maintain an accurate filing system suitable for audit purposes • Dealing with queries from suppliers where appropriate. • Preparation, processing, and safekeeping of all Academy income (cheques and cash) for payment into the Bank • Administrative support for all school trips, including parent payments. • To support the school's Account Manager in the management of Parent Pay / online parent pay functions. • Assist the Finance Hub in the raising of Sales Invoices from appropriate documentation, printing and checking for accuracy before distributing to debtors <p>GDPR:</p> <ul style="list-style-type: none"> • To fulfil the school-based administration requirements for Data Protection, liaising with the Trust Data Protection Officer where required. <p>Training records:</p> <ul style="list-style-type: none"> • Maintain all training records for the school ensuring staff receive timely reminders for training and gaps in training are reported to the SLT for action. <p>Contractor sign in:</p> <ul style="list-style-type: none"> • To ensure all contractors who sign in to Reception sign appropriate documentation to confirm they have read and understood the requirements of the school and sign the asbestos log where appropriate.

	<p>General administration:</p> <ul style="list-style-type: none"> • Support the school with general administrative duties as directed by the Headteacher / line manager. • The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative, and flexible in line with business needs of the Trust; and • The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post. <p>Health and Safety</p> <p>Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions Co-operate with the employer on all issues to do with Health, Safety and Welfare</p> <p>Continuing Professional Development</p> <p>Undertake any necessary professional development as identified in the Academies Development Plan taking full advantage of any relevant training and development available Undergo appropriate training in order to develop skills for the post</p> <p>Data protection</p> <ul style="list-style-type: none"> • Being aware of the Trust’s responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this. • Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements. <p>Confidentiality</p> <p>You are expected to treat all information acquired through your employment, bothy formally and informally, in strict confidence. There are strict rules and protocols defining employees’ access to and use of the Trust’s databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal whistleblowing procedures in place for employees to raise matters of concern regarding such issues as bad practice, finance management override and the Nolan principles of public office.</p> <p>Equalities</p> <p>The Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.</p>
	<p>Safeguarding Children and Safer Recruitment</p> <p>The Trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. An ENHANCED DBS check is required for this post. This job description will be reviewed annually to reflect the plans, growth and development of the St Thomas Catholic Academies Trust. The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of the Trust.</p>