



Broughton Hall Catholic High School JOB DESCRIPTION

Maternity Cover

Title of Post:	Finance and Administration Officer
Line Manager:	Director of Resources
Working time:	39 weeks – 21 hours per week 8:30am – 4:00pm daily during term time School term time plus INSET days
Grade:	5
Disclosure Level :	Enhanced with Barred List
Responsible to:	Director of Resources, Office Administration Manager, Head Teacher and Senior Leadership Team
Purpose of Role:	
Purpose of Role:	To provide support and assistance by way of comprehensive financial support and administrative service to the school and to meet the changing needs of the school's finance.
General Duties and Responsibilities:	
General Duties and Responsibilities:	<ol style="list-style-type: none"> 1. To contribute to the ethos of the school, as laid down in its Mission Statement in all areas of contact and responsibility, and in relationships with staff and pupils. 2. To support and comply with the policies and procedures set out in the Staff Handbook and as directed by the Governing Body. 3. To participate in the school's performance management system for support staff
Main Duties:	
<ol style="list-style-type: none"> 1. Contribute to the smooth running of the finance office and the efficient control, disbursement and recording of all financial transactions undertaken by the school. 2. Supported by the Senior Finance Officer, maintain accurate book keeping records in order that they can be reported on a regular basis to the Director of Resources. 3. Ensure that budgets within each specific funding area are operated within the financial guidelines issued by funding authorities (DfE, EFA, etc). 4. Supported by the Senior Finance Officer, reconcile bank statements for all bank accounts held by the school. 5. Manage the school bank account, maintain the school debit card, including reconciling debit card statements, action on-line purchases/debit card purchases required by the school. 6. Manage cost centre budgets and assist cost centre managers in the operation of their individual budgets. 7. Supported by the Finance Assistant, process orders, invoices and receipts through the SIMS FMS programme. 8. Supported by the Finance Assistant, raise orders and payments for internet purchases. 9. Control and manage the School Fund. 10. Operate and manage Parent Pay and deal with queries from parents, staff and students. 11. Set up excel spreadsheets and monitor accounts, providing management information when required e.g. peri music, trips, printing costs etc. 	

12. Help to maintain school inventory, risk register, and asset disposal register.
13. To organise, manage and document arrangements for school trips with the aim of developing a process that will further reduce the amount of teacher time
14. Secure best value in all aspects of work.
15. Advise the Director of Resources/Head Teacher of any potential under/over spends for budgets operated by the school. Ensure that individual budgets never go into deficit without the Head Teacher's agreement.
16. Assist in other parts of the school administration as directed by the Director of Resources.
17. To be a first response first aider and help with school emergency evacuation
18. Maintain confidentiality, security of information and uphold the principles of GDPR at all times.

Addendum

Whilst every effort has been made to explain the key duties and responsibilities of this post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher and/or Governing Body to reflect or anticipate changes in the job commensurate with the grade and job title.



Broughton Hall Catholic High School PERSON SPECIFICATION Finance and Administration Officer

E = Essential D = Desirable for applicants to meet the relevant standard.

Criteria	Standard	E/D	Measured By
Skills and Knowledge	Book keeping, reconciliations, managing general financial paperwork, posting receipts and payments, producing financial reports	E	Application Form & Interview
	Excellent organisation & time management skills	E	Application Form & Interview
	Able to resolve problems effectively	E	Application Form & Interview
	Able to manage and work effectively as part of a team	E	Application Form & Interview
	Excellent numeracy/ IT skills with good working knowledge of Microsoft Office applications particularly Word & Excel	E	Application Form & Interview
	Knowledge of SIMS FMS and Parent Pay	D	Application Form
	Knowledge and understanding of monthly management accounts and experience of year end closure of accounts	D	Application Form
	Ability to work under pressure with competing deadlines and frequent interruptions	E	Application Form & Interview
	An understanding of safeguarding regulations within a school environment	D	Application Form & Interview
Attitude & Approach	Honest and Conscientious with the ability to Maintain Confidentiality at all times	E	Application Form
	Initiative and patience, ensuring tasks are completed within specified timeframes	E	Application Form
	Punctual, positive and professional	E	Application Form
	Accurate and detailed	E	Application Form
	Ability to build and maintain successful relationships with people of all ages, treating them sensitively, with respect and consideration.	E	Application Form
Qualifications, Training and Experience	Working towards or fully AAT qualified, part qualified accountant, accounting degree or similar.	E	Application Form and supporting qualification certificate
	GCSE / A Level Maths	E	Application Form and supporting qualification certificate
	Experience of working within a school environment	D	Application Form
	First Aid Training	D	Application Form

