

JOB DESCRIPTION

SCHOOL: Generic

GRADE: G5

JEM Reference No: 01-123

Enhanced DBS Required? Yes

JOB TITLE: Finance Administrator

REPORTS TO: Headteacher and Senior Administration Manager

1. PURPOSE OF JOB:

To be responsible for and complete all financial administration in connection with the school budget and School Fund and to act as Personal Assistant to the Headteacher

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

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| i. | To act as Personal Assistant to the Headteacher |
| ii. | To assist the Headteacher with the preparation of the college budget and to monitor this budget. To provide Heads of Department with a detailed analysis of their spending and to reconcile all records with print-outs from Headquarters |
| iii. | To account for and raise orders for purchases up to £1,000 and be responsible for the checking, coding and payment of all invoices |
| iv. | To answer telephone calls and deal with visitors to office in absence of Administrative Assistant and at busy periods |
| v | To check and process claims from staff and supply staff |
| vi. | To be responsible for the Imprest Account |
| vii. | To be responsible for School Fund and school canteen banking |
| viii | To deal with outgoing mail and the dispatch of external exam papers |
| ix | To keep all college accounts and collect moneys due, where appropriate |
| x | To carry out year end procedures for budget and School fund on college records |
| xi | To be responsible for all college banking |
| xii | Negotiate new price for contracts |
| xiii | To liaise with Cook Supervisor and Lincs CC regarding Free School Meals |

	xiv	To complete returns and reports as may be required by Headteacher, Education Authority and DfES
3.	MANAGEMENT OF PEOPLE	
	N/A	
	SUPERVISION OF PEOPLE	
	N/A	
4.	CREATIVITY AND INNOVATION	
	Work generally within set procedures and guidelines, occasional use of creativity in the solving of routine problems	
5.	CONTACTS AND RELATIONSHIPS	
	Day to day contact with staff of the college and on occasions parents/carers, external bodies and HBS	
6.	DECISIONS	
	a) Discretion	
	Work is carried out clearly within defined policies and procedures, advice can be sought from the Headteacher	
	b) Consequences	
	A vital part of this role is that all invoices are paid on time and all budgets kept up to date	
7.	RESOURCES	
	The postholder has a licence for the running of SAP The postholder is responsible for all college banking, including takings from the college canteen, School Imprest Account and School Fund	
8.	WORK ENVIRONMENT	
	a) Work Demands	
	The post is subject to interruptions, tasks are interchangeable and interruption would not impact on the overall programme of tasks	
	b) Physical Demands	
	General office work which may involve long periods of working at computer	
	c) Working Conditions	
	Work is carried out in a well lit and ventilated office environment	

	<p>d) Work Context</p> <p>Contact with Headteacher, Senior Administration Manager, all employees at the college, HBS and suppliers</p>		
9.	<p>KNOWLEDGE AND SKILLS</p> <p>A minimum of one year's experience in a similar role IT literate Keyboard skills Desirable: 2 years experience, CLAIT or relevant NVQ Level 2 Desirable: Experience of SAP</p>		
10.	<p>GENERAL</p>		
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>			
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>			
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>			
<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p>			
<p>Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>			
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
<p>Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.</p> <p>Guidance on the completion of this JD can also be found on George or available from your Directorate HR Adviser.</p>			