

Roehampton Church School



JOB DESCRIPTION: Admin and Finance Officer

RESPONSIBLE TO: School Business Manager (Line Manager), Headteacher, Governors.

GRADE: Scale 3 (Pro Rata)

14 hours per week, 39 weeks per year

OVERVIEW

The Admin and Finance Officer is required to assist the Senior Admin Officer (SAO) by providing support for a range of office functions.

To provide administrative support to the school Head Teacher, Senior Management Team and Teachers as and when required, as appropriate.

To carry out duties commensurate with the post, as a member of the office support staff and whole

School team

To provide efficient and accurate finance and administrative service to the school by supporting the Business Manager.

Admin Duties

1. Providing receptionist service to the school, including:

- Welcoming, receiving, signing in and dealing with and directing staff, pupils, parents, school governors, school visitors and other stakeholders as appropriate
- Managing the staff, pupil, parents and visitor school entry system
- Operating the school's main telephone, transferring calls, or taking and delivering messages as appropriate
- Managing the school's main inbox, replying, forwarding messages and making appointments for staff as appropriate

2. Providing admin support to the school's administrative function, including:

- Receiving and sorting incoming mail for delivery to appropriate staff
- Recording, stamping and posting outgoing mail
- Routine word processing, as and when required

- Collecting, counting and recording daily cash, cheques and electronic payments received into the office such as monies received for breakfast club, afterschool club, school journey and school trips, fundraising etc.
- Assisting with the recovery of outstanding monies to the school by maintaining accurate records and generating reminder letters and/or making calls for outstanding monies for breakfast club, afterschool club, school journey and school trips etc. on a regular basis
- Use of the school's confidential computerised database of information (SIMS) on pupils and staff, and producing reports from same
- Filing as an when necessary
- General clerical and administrative tasks such as photocopying, printing, faxing, laminating etc.
- Monitoring school stock levels and placing stock orders manually and on FMS
- Receiving and checking stock orders by matching Delivery Notes with Purchase Orders and informing the SBM of any discrepancies including chasing up missing items, returning damaged items etc.

Finance Duties

- Enter transactions into the school's financial accounting system (FMS), including the processing of Journals
- Raise and send purchase orders/log commitments on the school's accounting system
- Assist school staff in sourcing suitable products using 'best value' principles
- Maintain accurate Petty Cash records/reconciliation both manually and on FMS
- Validate and process invoices
- Record accurately and reconcile all income (Breakfast club/swimming etc) and input on FMS
- Process any cheques or cash received directly to the school, prepare banking sheets/paying in slips and deliver to the bank and ensure these are posted and reconciled into FMS.
- Manage the administration and payments for all school trips, producing profit/loss statements as required and input on FMS as required

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other duties as required by the service.

PERSON SPECIFICATION

1. EXPERIENCE

- Experience of working within a school environment desirable
- Experience of working within an office environment desirable

2. QUALIFICATIONS

- Excellent numeracy/literacy skills
- Willingness to participate in development and training opportunities

3. KNOWLEDGE AND SKILLS

- Full working knowledge of relevant polices/codes of practice/legislation
- Use basic technology – computer, video, photocopier etc.
- Prioritise, plan and organise.
- Work as part of a team
- Set standards and provide a role model for students and staff.
- Seek advice and support when necessary.
- Deal sensitively with people and resolve conflicts
- Ability to relate well to children and adults
- Ability to self-evaluate learning needs and actively seek learning opportunities
- An understanding of the schools equal opportunities policy and how it is implemented

4. PERSONAL STYLE AND BEHAVIOUR:

- Open-minded and receptive to new ideas, approaches and challenges.
- Optimistic, positive and passionate.
- Person centred – reflective, resilient and responsible.

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

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Name of post holder

Signature

Date