

Administrator (Finance)

APT&C Scale

Part-time: 37 hours per week, term time plus INSET days (39 weeks per year) plus to 10 days during school holiday periods throughout the year. You may be asked to work up to 3 Saturdays per year

Monday-Friday 8.30 – 4.30 with 30 minutes lunch break each day and 4.00 pm finish one day per week

Variations to hours may be considered according to candidate

Salary: Band 2(M) Point 14

Job Description

Job Purpose

To be a member of the Finance Team; to assist with the day-to-day running of the finance department. To assist in the general running of the school.

Main Duties and Responsibilities:

1. Receipt and processing of orders from budget holders.
2. Receipt and processing of delivery notes and invoices.
3. Chasing up delivery notes/signed invoices.
4. Processing all invoices and delivery notes for the Canteen providing the in-house catering for both this School and also the Boys' School.
5. Responsible for the school's Petty Cash accounts. Receive invoices from staff and reimburse staff costs, and enter transactions onto computer system.
6. Posting of Bank lodgements and expenditure for Public and Private Accounts.
7. Preparation of cheques against the invoice details, posting of payment in accordance with the school's regulations.
8. Export of the payment run from the accounting system and conversion into a BACS run for authorisation on the online banking system
9. Filing of invoices and cheque counterfoils with the order forms.
10. Security of cheque books and pre-printed cheque stationery.
11. Preparation of charges to departments for photocopying and printing costs each half term.
12. Assist with the receipt and recording of monies from pupils and staff and the preparation and banking of cheques and cash.
13. Dealing with all enquiries from suppliers and staff regarding orders, invoices, payments and deliveries.
14. Ensuring compliance with the schools financial regulations.

15. Obtaining where possible best value for orders, looking for alternate cheaper quotations for products
16. Dealing with queries from staff regarding budgets when required
17. Parentpay and Schoolcomms enquiries/administration as required.
18. To undertake general clerical duties as required.
19. To attend relevant training and take responsibility for own development.
20. To attend relevant school meetings as required.
21. To respect confidentiality at all times.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above. It is not necessarily a comprehensive definition of the post.

The duties and this job description will be reviewed at frequent intervals and may vary to meet the changing demands of the school at the reasonable discretion of the Headteacher at any time.

This is a Regulated Post and postholders will need to be able to register with the Independent Safeguarding Authority.

It is Westcliff High School for Girls' policy that all support staff should have the role of Lesson Supervisor as and when required; this is an additional area added to the job description and there will be additional payment for this work if the hourly rate for your normal job is less than that of a Lesson Supervisor.

Main duties and responsibilities:

- To supervise whole classes during the short-term absence of teachers and to give instructions for the lesson as provided by a teacher.
- To maintain good order, acting as a role model, setting high standards of conduct and behaviour, dealing promptly with conflict and incidents in line with established policy, reporting all concerns to an appropriate person.
- To keep pupils on task and respond to general enquiries.
- To provide general feedback to teachers.
- To be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop.

Signed:

Date:

Person Specification

Experience:

Essential:

Ability to learn quickly, be a good team player and be willing to develop

Desirable:

Experience of an accounting system

Qualifications:

Any relevant qualifications relating to the requirements of the job are desirable

Knowledge and

Skills:

Basic knowledge and application of financial procedures would be useful

Aptitudes:

To give attention to detail.

Able to work accurately under pressure and to deal with interruptions.

Able to plan and prioritise own work effectively.

Ability to resolve routine issues independently within general procedural framework, but referring complex or serious problems to a manager.

To undertake detailed tasks and deal accurately with these.

Able to work independently as well as to develop effective working relationships and work as part of a team.

To be willing to attend training and development activities.