



Job Description			
Job Title	Finance Administrator	Job Holder	
Author	Jo Evans	Date Created	November 2021
Date Reviewed		Next Review Date	
Level	4	SCP	8 – 12 (£20,871 - £22,515)

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role

Under the direction of the Finance Manager, to ensure that the finance function in school runs smoothly and all processes and procedures are undertaken to ensure compliance with the school's Financial Regulations Manual and Policy.

Responsibilities

1.	Effectively and accurately carry out all aspects of financial administration in line with the School's Financial Regulations and Policy. This will include <ul style="list-style-type: none"> o Processing purchase orders on FMS ensuring the correct authorisation has been received. o Processing invoices on FMS ensuring the correct authorisation has been received. o Dealing with any queries from suppliers relating to the above.
2.	Send out invoices for services within School as directed by the Business Manager and to chase payment where necessary. Provide reports to the Business Manager as required.
3.	Place purchase orders with the relevant suppliers ensuring prompt delivery and apply quality and stock control.
4.	Carry out all administration for BACs runs.
5.	Be responsible for ensuring all purchases of goods and services are subject to the school's Best Value statement including researching alternative products where appropriate.
6.	Receive, administer and be responsible for all monies including but not exclusive to: trips, clubs, lunch monies, fundraising etc.
7.	Be responsible for ensuring regular banking of all monies collected and that the insurance set level is not exceeded.
8.	Be responsible for overseeing deliveries and ensuring they are distributed appropriately and timely
9.	Under the direction of the Business Manager, coordinate all lettings of premises to include bookings, invoicing and chasing any outstanding payment.
10.	Be responsible for the accurate administration of the School's Equipment Register. This will include ensuring that all the information held in the Equipment register is up to date and correct, ensuring that any new equipment over the value of £250 is added to the register, removing any outdated stock and keeping records of write-offs in line with the school's policy.
11.	Be responsible for the School's Milk return.
12.	Ensure that all filing relating to finance administration is carried out effectively and is up to date at all times.
13.	Support the Business Manager with any audit, return etc that is required for the School to meet its financial obligations
14.	To support the school's Daily Supported Reading scheme as directed by the Head Teacher



Duties	
15.	Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Claycots School Support Staff team.
16.	Contribute to and exemplify the values of the Claycots School. The post-holder will be expected to comply with any reasonable request from the Head Teacher and Business Manager to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
17.	Understand and comply with the Support Staff Standards at all times.
18.	Actively promote the inclusion of all children into whole school activities.
19.	Actively seek opportunities for professional development.
20.	Be aware of and respect all children's religious beliefs and cultures.
21.	Support, promote and comply with decisions and policies agreed by the SLT and the governing body.
22.	Develop effective, professional working relationships with colleagues
23.	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.
24.	Undertake a 30-minute duty each week.

Compliance	
25.	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Claycots School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
26.	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.
27.	In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school. You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times
28.	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.



29.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Claycots School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.
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