

**Job Description**

**Directorate:** Children's Services

**Division:** Schools

**Post Title:** Senior Admin and Finance Officer BB148

**Evaluation:** 449 Points **Grade:** N5

**Responsible to:** Head Teacher/Bursar

**Responsible for:** Clerical and Admin Assistants

**Job Purpose:** To provide a comprehensive financial and administrative service to the school.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Assist in the revision and development of the administrative processes and financial procedures provided by the support services staff, in accordance with the LA's financial regulations.
- 2 Ensure compliance/working towards compliance with the financial management standards in schools.
- 3 Deputise as and when necessary for the Bursar/Headteacher to ensure the effective deployment of all support staff and to co-ordinate all aspects of site and financial management.
- 4 Monitor all budget headings and provide regular reports for the Bursar/Headteacher. Prepare budget forecasts and provide advice on the budget report.
- 5 Data processing using appropriate software and equipment.
- 6 Liaise with Heads of Department over budget allocation, and budget holders re individual funds.
- 7 Maintain and extract information held on computer, including the maintenance of accurate financial records associated with order raising, and operation and update of the School's Management Information System.
- 8 Be responsible for the receipt and banking of monies and keep accurate records

- 9 Carry out cashiering duties and monitor arrangements relating to methods of income generation.
- 10 To supervise other admin and clerical staff including organising and prioritising work, identifying and meeting training needs etc.
- 11 To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.
- 12 Assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.