

## Job Description

<b>Division:</b>	Schools	
<b>Post Title:</b>	Finance Officer and Office Manager (AA3666)	
<b>Evaluation:</b>	505 Points	<b>Grade:</b> N6
<b>Responsible to:</b>	School Business Manager	
<b>Responsible for:</b>	Support staff as allocated	

**Job Purpose:** To support the school in attaining its aims and objectives by managing the school office and provide finance and HR admin support to the School Business Manager.

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

### Whole School Administration

1. To manage the administrative function including the admin and ICT facilities, school reception, reprographics, records and telephones.
2. To manage, collate and analyse school surveys and returns, identifying trends and possible actions.
3. Generate correspondence and reports of a routine nature. Completion of forms and returns required by Department of Education and other external agencies.
4. Reception and dealing with mail and visitors.
5. Support with the organisation, co-ordination and management of event organisation and hospitality for functions throughout the year.

### Finance

6. Responsible to the Head Teacher and Governing Body for all aspects of Local Authority Financial Regulations.
7. To ensure compliance with the Financial Management Standard in schools.
8. To ensure compliance/working towards compliance with the school financial value standards
9. Ensure that costs and accounting procedures are correctly carried out.
10. Monitor and maintain the school's delegated budget and standards fund including the verification of salary levels, NI contributions, etc, the preparation and dispatch of orders, receipts for deliveries, processing and payment of invoices for payment and the issue and stocktaking of stationery supplies.

11. Maintain accounts relating to the collection of other funds – School Fund Account, Fundraising Account, Maintenance Account, Gift Aid Account, Petty Cash, etc, and the recording and postage of outgoing examination mail.
12. Ensure that all expenditure is correctly authorised prior to payment, and that Bank Accounts (LMS, School Fund and Imprest) are effectively managed to produce cash flow and financial interest benefits to schools.
13. Ensure that all income due is correctly accounted for in respect of lettings, mentorship and fundraising activities.
14. Monitor and account for correct treatment of Value-added Tax, Construction Industry Tax Deduction regulations and licensing requirements.
15. Ensure that all overtime, travel and additional payment claims are processed correctly.
16. Ensure that financial statistical data is maintained and returned as appropriate.
17. Coordinate the placing of orders for building maintenance and repairs.
18. Represent school during visits of internal and district auditors, advise on acceptance of subsequent reports, and draft/implement audit action plans.
19. Assist with the compilation of the Annual Report.

#### **Line Management of the administrative staff**

20. Developing and maintaining good practice in relation to the provision of an efficient and effective service within the reception areas and other administration offices.
21. Line manager for administrative staff, encouraging their personal and professional development, appraisal, keeping them informed of developments within the school that may reflect upon their working situation.
22. Being responsible for keeping the Head Teacher informed of needs and concerns relevant to the work of the Administrative Staff.
23. Preparation of administrative calendar.
24. Overseeing the general office and student office workload including support to Senior Leadership Team Members.
25. Budget holder for and oversight of Admin Office Supplies.

#### **Administrator for Personnel matters within school**

26. Provide an effective recruitment administration process for all job vacancies to support the image of the school as a good employer and help to attract and recruit good quality applicants.
27. Organise supply bookings as needed and ensure good relations are built with agencies, maintain records and negotiate prices to ensure a good deal is sought when cover is needed in school.
28. Ensure that all staff records are kept up to date and secure, including reporting sickness/other absences and monitoring patterns/trends.
29. Advising and/or seeking information for staff on personnel matters.
30. To develop and maintain an accurate Single Central Record file.

### **Marketing and Liaison**

31. To help promote the school to parents, partners and the local community.
32. To liaise with local businesses for fund raising, arranging vocational experience and joint projects.
33. To manage links with feeder organisations to ensure that transition arrangements are organised effectively.

### **General**

34. Assist the school by maintaining good relationships with staff, parents, governors, contractors' representatives and external agencies in order to promote the objectives of the school.
35. Promote and implement the School's equal opportunities policies in all aspects of employment and service delivery.
36. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.
37. Be responsible for the general security in the school office.
38. Receive and deal appropriately with all incoming electronic communications into the School email account. Use judgement to re-direct them or manage them on behalf of the Headteacher.
39. Carry out any other duties as directed by the Headteacher commensurate with the general level of responsibility of the post.
40. To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.

June 2013