

## JOB DESCRIPTION

<b>School HILLESLEY CE VA PRIMARY SCHOOL</b>	
<b>Job Title Finance Administrator</b>	<b>Grade 5 (11-14)</b>
<b>Post holder</b>	

To work closely with the Head and Governors, providing support and advice in the interpretation, planning, decision making and monitoring of the financial management functions of the school.

Responsible to the Head and Governors for the efficient operation of the school's finance and premises functions.

### MAIN DUTIES AND RESPONSIBILITIES

#### 1. Finance

- Prepare and formulate the school budget, in conjunction with Local Authority / Government guidelines, to enable the Head and Governors to make accurate management decisions.
- To monitor and review the school budget and advise the Head and Governors on the strategic budgetary position.
- To monitor and control the implementation and virement of funds to ensure that the budget is administered according to the School Development Plan.
- To meet with the Area Finance Officers to review and confirm smooth running of school budget and accounting procedures.
- To attend training sessions and cluster meetings to keep up with ever changing methods and systems.
- To ensure all financial transactions for the school are recorded accurately and comply with LA procedures (FMS Software) and Financial Regulations.
- To manage all school invoicing and payments.
- To negotiate, manage and monitor the service provided by suppliers to ensure the optimum use of resources and best value.
- To act as Treasurer for and manage the School Fund bank account (Unofficial Funds) and the Governors' Devolved Capital bank account. To control and maintain these accounts, including balancing the accounts on a monthly and annual basis and arranging audit of these accounts when necessary.
- To maintain an inventory of school equipment for insurance purposes.

## **2. Personnel**

- To manage and maintain all staff records, including being responsible for completion of all documentation relating to commencement/termination/contract changes (including all safeguarding checks for new staff).
- To manage and maintain Staff Induction materials and ensure all new staff carry out the appropriate induction training.
- To liaise with GCC HR on personnel matters.
- To ensure SIMS staff records and contract details are maintained and up to date to enable the School Administrator to complete the annual workforce census.
- To complete all monthly absence returns and to work with the Head to manage staff absence, including staff absence insurance.
- To process all staff claims on a monthly basis, (e.g. extra hours, supply, expenses) on SAP.
- To advise Head and Governors on staffing policies and procedures.

## **3. Premises**

- To support the Head in maintaining and implementing the health & safety policy, including any financial implications, in line with legislation.
- Together with the Head, monitor, co-ordinate and implement arrangements for the care, maintenance and improvement of buildings, equipment and grounds to ensure the Health & Safety of the school community is safeguarded.
- To oversee records of fire practices and alarm tests.
- To liaise with contractors/suppliers concerning goods/services. To monitor services to ensure the optimum use of resources and best value.
- To organise, in a timely fashion, mandatory inspections of portable appliances, fixed wiring, fire extinguishers and alarms (plus any other equipment that requires regular maintenance).
- To liaise with GCC property services.
- Consider sustainability in order to promote best practice and savings through the monitoring of energy.
- Assist the Head to oversee large school projects as and when required, liaising with contractors and LA staff where necessary and giving feedback on projects as required.

## **4. Administration**

- Some daily reception tasks such as managing school lunch orders on ParentPay; taking phone calls and recording absences.

**PRINCIPAL CONTACTS** Head, Governors, School Staff (School Administrator, Teachers and TAs), Pupils, Parents, Visitors, LA Departments, Suppliers, Contractors

This job description sets out the main duties of the post at the date when it was drawn up. It does not define in detail all duties/responsibilities of the post and will be reviewed at least once a year. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.