

**Holtsmere End Infant and Nursery School**

**Finance Administrator Job Description**

**Financial**

* Maintain and monitor the school’s financial database, ARBOR Finance including correct bank details and VAT numbers
* Produce financial monthly reports to the head and governors including the completion of the system comprehensive bank reconciliation
* Calculate and pay all invoices and staff expenses
* Enter income and expenditure on ARBOR Finance
* Carry out corrections, reversals and internal charges on ARBOR Finance
* Submit all VAT returns to HCC
* Upload all payments on to Natwest and produce monthly statements
* Monitor all income and payments on Natwest
* Arrange and oversee any setting up or transfers of banking arrangements including the school’s credit card and fund account
* Monitor all payments made to the school credit card
* Maintain and keep current school fund account, provide an update for the Governing Body
* Carry out monthly reconciliations on the schools general account and termly reconciliations on the school’s fund account
* Arrange fund account audit and assist auditor when on site
* Calculate and arrange monies for banking

**Personnel**

* Calculate and input staff timesheets on SAP portal
* Record staff absences on SAP portal
* Update staff details, contracts and absences on SIMS
* Prepare and submit school workforce census to HCC and rectify all queries
* Set up and maintain the schools staff insurance policy
* Ensure all sickness, absences and maternity claims are added to the insurance policy

**Admissions**

* Responsible for invoicing and collecting any Nursery additional hours
* Responsible for the termly completion and submission of the nursery funding return including early years’ pupil premium and disability living allowance
* Responsible for updating the early year’s portal of any adjustments for leavers and new starters and submitting a second funding return

**Administration**

* Manage school contracts and maintain the contracts register
* Submit accident reports to HCC via SOLERO
* Arrange supply cover when required and ensure relevant paperwork is provided
* Arrange Lettings, including invoicing and monitoring payments
* Assist the Headteacher and caretaker with booking contractors for repairs, inspections and building works
* Responsible for maintaining a satisfactory filing system for records relating to finance, payroll, HR and admissions

**Other duties**

At times you may be asked to undertake other administrative support duties such as answering phone calls, emails and parent and staff queries

**July 2025**