

Finance and Administration Assistant

Pay grade – H2/H3

Purpose of the role: To provide general finance administrative support to facilitate the efficient and effective use of the school's budget. Under the direction of the School Business Manager and Headteacher, provide general administration support to the school.

Key Responsibilities:

- Enter income and expenditure on the finance system
- Responsible for petty cash and banking of cash
- Place and process orders and invoices, including checking supplier statements
- Check incoming stock deliveries and arrange for distribution and storage
- Maintain records of free school meals and undertake related financial administration
- Monitor school meals balances and write to debtors
- Produce and send invoices, e.g., termly music tuition, monthly additional Nursery hours, school hirings
- Receive and record monies from pupils and parents / carers, e.g., music, Nursery hours.
- Welcome visitors to the office ensuring compliance with office requirements regarding signing in, local inductions, fire alarms and facilities
- Provide administrative support e.g., answering and forwarding calls, photocopying, filing, emailing
- Update manual and computerised records / management information systems
- Act as a point of contact for sick pupils, liaise with parents / carers / staff

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

This list of duties is illustrative of the general nature of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or School Business Manager.

Knowledge

- NVQ level 2 (or equivalent) in numeracy and literacy
- Good knowledge of Microsoft applications
- Knowledge of procedures for updating finance systems, processing orders and invoices, school financial processes
- Keyboard skills for data entry, precision required
- Awareness of Keeping Children Safe
- Awareness of Data protection and confidentiality
- Understanding of the school's ethos and values

Competencies

- Communication (written and verbal)
- Flexibility
- Listening
- Planning and Organising
- Problem Solving
- Team working
- Motivation
- Resilience

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.