



SPELLBROOK C of E PRIMARY SCHOOL

Flourishing in Love and Learning

Post:	Finance Administrator
Reports to:	Headteacher
Pay Grade:	H5 – H6 term-time plus 1 week & pro rata
Hours of Work:	15 hours per week term time plus 1 week
Contract:	Permanent

Main purpose

To provide a full range of finance administrative support to the school.

Key responsibilities

1. Assist with the design and implementation of the school's financial procedures and systems.
2. Assist with the preparation/ prepare the draft annual budget and financial plans.
3. Maintain the school's accounting systems.
4. Undertake detailed monitoring of monthly expenditure, advising on the reason for an implication of variances and any recommendations.
5. Produce financial analysis and reports, including liaising and reporting to the Local Authority.
6. Manage petty cash and ensure appropriate use of the school's bank accounts.
7. Process orders and approve payments ensuring correct financial control is applied.
8. Reconcile accounts.
9. Responsible for adherence to financial regulations and audit requirements and advising on the application of these.

Individuals in this role may also undertake some or all of the following:

1. Undertake day-to-day supervision of more junior finance staff.
2. Undertake administrative duties, such as reception, filing, and document preparation.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- Finance roles fall within the schools' business and administration team who support the running of the school.
- Finance roles cover some broader administrative work but have a focus on finance related tasks, ranging from routine data entry transactional tasks to more strategic planning and management roles at higher grades.
- Responsibility for specified administrative duties requiring a degree of initiative.
- Communicates a range of financial information both verbally and in writing with the senior leadership team and other staff.

Knowledge, Skills & Abilities

- Experience of working in a finance role.
- Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances equivalent to national qualifications level 4.
- Contributes to design and implementation of financial procedures; carries out of tasks, requiring analytical skills such as processing orders and payments, financial monitoring and reporting, assisting with budget preparation.
- Keyboard skills, applied with precision and speed.
- Communicates a range of financial information both verbally and in writing with the senior leadership team and other staff.

Supervision

- Responsibility for specified administrative duties requiring a degree of initiative.
- Some day-to-day allocation of work to others, requiring occasional supervisory responsibility.
- May demonstrate own duties to new or less experienced staff.

Problems, Demands & Decisions

- Concentration for medium periods for reconciliation of accounts.
- Routine decisions on finance and administrative tasks (such as making payments and financial entries).
- Resolves financial queries e.g., over order processing, financial records issues.
- Exposure to emotionally demanding situations is rare.

Dimensions

- The post is likely to be involved with the whole school budget but spend is likely to require authorisation from the Headteacher.
- Responsible for the maintenance and updating of financial records.
- Manage petty cash and assure appropriate use of the school's bank account.
- Advise in relation to internal financial procedures.
- Responsible for maintenance of school's financial procedures and systems.

Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

Working Environment

- Work normally carried out in an office environment.