

JOB DESCRIPTION

SCHOOL: Mickleover Primary School

POST: Administration and Finance Officer – Relief S1001

HOURS: Ad Hoc

GRADE: Grade A £12.85 per hour

RESPONSIBLE TO: Head/SBM

Main Purpose of the Job

To be responsible for providing effective and efficient administration and finance support for the school including maintaining records and managing school resources.

Main Functions

Administration & Finance

- To undertake a range of financial management processes including budget monitoring, reconciling accounts and handling cash.
- To create, and manage information relating finance, student or staffing information or any other service requirements.
- Data input using the Management Information System and other software and provide reports as required.
- Assist with the monitoring of the school budget. Assist with the use of financial management information, especially benchmarking tools to identify areas of relative spend and assess trends.
- Ensure policies and documentation relating to SFVS are kept up to date.
- Assist with the management of the asset register.
- To update the school website and ensure its compliance.
- Assist with stock control and general office duties

General

- To actively support the school's policies. To comply with all policies and procedures including safeguarding, confidentiality, data protection and Health and Safety
- To contribute to the overall aims and targets of the school and appreciate and support the roles of all members of staff and Governors.
- To undertake any other reasonable duties under the direction of the Head and School Business Manager.
- To attend training courses as required.

The job description may be amended at any time following discussion between the Headteacher, members of staff and Chair of Governors and will be reviewed annually.

Person Specification Administration and Finance Officer Grade A			
Skills	Essential	Desirable	Evidence
Experience of organising and prioritising work to meet deadlines	✓		Application Interview
Experience of Microsoft Office Software, especially Excel and Word with the ability to initiate and prepare routine correspondence, and reports.	✓		Application Interview
Ability to maintain manual and computerised records and management information systems such as Integriss. Produce lists, information and data as requested by senior staff or external agencies (eg standard/statutory returns).	✓		Application Interview
General financial administration such as processing orders, collecting monies and undertake reconciliation and basic book keeping, such as for petty cash.		✓	Application Interview
Reconciliations, for example of bank accounts and petty cash and general budget control		✓	Application Interview
Personal Qualities			
Ability to form and maintain appropriate professional relationships with pupils, staff, governors, parents/carers and others involved in the smooth running of the school.	✓		Application
Ability to work as part of a team	✓		Application
Maintain strict confidentiality in all matters	✓		Application Interview
Ability to communicate effectively with both adults and children	✓		Application Interview
Ability to problem solve and multi task	✓		Application Interview
Enthusiastic, Approachable and friendly	✓		Application Interview
A good standard of literacy and numeracy	✓		Application Interview